

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

March 25, 2021 – 1 pm

Roll Call: **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President, Absent

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement

Jaketha Farmer, Associate Director, IT

William Purdy, Facilities Manager

I. Call to Order

Mr. Morris called the meeting to order at 1:05 pm.

II. Invocation

Mrs. Gore led the invocation.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from January 28, 2021, regular meeting. There were none.

Motion was made by Mrs. Gore, seconded by Mr. Rimmer, to approve the minutes from January 28, 2021, regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities

a. Aulds Branch

- Parking lot update: The new parking lot is completed and open to the public. It was restriped and a handicapped entrance was made.
- New flooring update: Old carpet in the staff breakroom and manager's office was replaced with durable, commercial- grade vinyl flooring.

b. Plain Dealing

- Carpet installation update: Installation of new carpeting will be completed Thursday afternoon. The branch will re-open to the public on Tuesday, March 30.
- Keyless Update: The cost for installing a keyless entry is \$3,268. Dale’s Paving, submitted a quote to build a 100’ x 3’ x 4” sidewalk for \$2,575.

Motion was made by Mrs. Gore, seconded by Mr. Rimmer, for Dale’s Paving to build a sidewalk from the side door of the Plain Dealing Library across the grass to the parking lot. Motion carried unanimously.

B. Capital Projects Report

a. Central Complex Design Update:

Architectural design plans for the new Central Complex should be 100% complete by the week of March 29. Once received, a meeting will be scheduled with Central and History Center managers to review. Depending on timing, a Special Board meeting may be called, with Police Jury officials present, for the Board to finalize and approve the plans.

C. Month in Review

STATISTICS – FEB 2021	
PATRON COUNT	6,431
CIRCULATION	51,871
REFERENCE QUESTIONS	589
COMPUTER USAGE	1,552
PROGRAMS	115
PROGRAM ATTENDANCE	1,473
DATABASE USAGE	7,346

A patron compliment for the outstanding service received from a Central employee, Kim Mosier, was read to the Board.

An impact story and the creative ways library staff are serving the public were presented.

D. Financial Report

The January and February 2021 Operating and Construction Funds were presented to the Board.

As of February 28, 2021, the Operating Fund revenue was \$7,202,587 and expenditures were \$1,524,119. The ending fund balance was \$11,390,016.

As of February 28, 2021, the Construction Fund revenue was \$1,110 and expenditures were \$145,000. The ending fund balance was \$8,091,515.

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to accept the January and February 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

E. Director's Report

a. Appropriate Library Use Policy

The revised Appropriate Library Use Policy was presented to the Board for review.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve the revised Appropriate Library Use Policy. Motion passed unanimously.

b. Banning Policy

The revised Banning Policy was presented to the Board for review.

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to approve the revised Banning Policy. Motion passed unanimously.

c. Proctoring Policy

The revised Proctoring Policy was presented to the Board for review.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve the revised Proctoring Policy. Motion carried unanimously.

d. Marketing Campaign

The KTBS Marketing Campaign was presented to the Board.

V. Adjourn

There being no further business, Mr. Rimmer motioned to adjourn, seconded by Mrs. Gore. Motion carried unanimously. The meeting adjourned at 2:05 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries