

# MINUTES

Bossier Parish Libraries Board of Control  
Regular Meeting  
Administrative Offices – Conference Room  
May 23, 2019 – 1 pm

**Roll Call:**     **Library Board**

Mrs. Sally Namie, President  
Mrs. Jack Gore, Vice-President  
Mrs. Carolyn Logan  
Mr. Elmore Morris  
Dr. Tom Carleton

**Police Jurors**

Mr. Bob Brotherton, Absent  
Mr. Doug Rimmer, Absent

**Staff**

Heather McEntee, Director of Libraries  
Anne Madison, Associate Director, Public Services  
William Purdy, Facilities Manager  
Marisa Richardson, History Center Manager

**I. Call to Order**

The meeting was called to order by Mrs. Namie.

**II. Invocation**

The invocation was led by Mr. Morris.

**III. Welcome**

Heather introduced Marisa Richardson, the new History Center manager to Board members, who warmly welcomed her. Marisa has worked as History Center Curator for ten years. She is excited about showing the public the treasures at the History Center.

**IV. Minutes**

Dr. Carleton made a motion and it was seconded by Mr. Morris to approve the minutes from the previous Regular Meeting. Motion passed unanimously.

## **V. Reports**

### **A. Facilities**

#### **a. Central –**

**1)** William reported that a compressor on one of the chillers at Central unexpectedly went out. It is out of warranty, and the chiller could burn out if the compressor is not replaced, according to a Trane representative. He estimated the cost of a new compressor at \$10,000 or so. William will secure two or more estimates and bring them to the Board at the June 27<sup>th</sup> meeting.

**2)** The Bossier City Council gave a final reading for the library to purchase the 3. 1-acre lot on City Hall drive for the construction of the new Central Library at the appraised value of \$800,000. The next step is for the Library Board to give their approval for the purchase so that it may be placed on the agenda at the next Police Jury meeting for jurors to approve.

A motion to approve the purchase of the land for \$800,000 was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

#### **b. Plain Dealing –**

**1)** William presented a proposal for the Plain Dealing HVAC modification project. The project was put out for bid by Newman Marchive but no bids were received. Marchive emailed three contractors to give proposals on the job, but only one responded, DMR Mechanical LLC, with a bid of \$12,100. The parish advised that the process was done correctly and the library was within its right to accept the single response.

A motion to accept DMR Mechanical's proposal of \$12,100 to modify the HVAC system at Plain Dealing was made by Dr. Carleton and seconded by Mrs. Logan. Motion passed unanimously.

**2)** Pioneer Comfort Systems recently did a scope of the sewer line in the Plain Dealing public restrooms because of strong odors. There appears to be a slow leak in the pea trap in the women's restroom floor drain, causing sewer gases to come up. William will closely observe them in the next few weeks, and if leaks are found, he will ask Pioneer to repair them.

**B. Statistics and Happenings**

**a. April 2019 statistics:**

Patron visits	33,417
Patron computer usage	4,853
Database usage	14,305
Reference questions	799
Total circulation	67,792
Children’s programs	128
Young Adult programs	14
Adult programs	70
Community Engagement programs	15
<b>Total programs</b>	<b>227</b>
Children attendance	2,445
YA attendance	88
Adult attendance	626
Community Engagement attendance	990
<b>Total Program attendance</b>	<b>4,149</b>

It was noted that the number of visits increased by 11% from the previous month. Database usage, computer usage and reference questions were down slightly from the previous month. Teen participation in programs rose significantly from March, 64 to 88.

- b.** Heather showed the Board photos from the May 10<sup>th</sup> United Way Day of Caring. A group from the library volunteers yearly to spend a day helping at a community organization. This year they were assigned to the Heart of Hope, a home for mothers ages 11 to 23 in Keithville. Staff dressed for the Summer Experience theme, A Universe of Stories, and photos were posted on social media. As a result, the library won the 2019 Spirit Award from United Way.
  
- c.** Heather highlighted a popular, non-traditional item from the collection this month: STEAM (Science, technology, engineering, arts and mathematics) backpack kits. A variety of materials are included in the kits, on subjects such as bugs and money. As of the meeting date, all kits were checked out and some had holds.

### **C. Financial Report**

The library has collected 95% of revenues originally budgeted for in the Operating Budget. Most line items for expenditures are on target with the 33% variance except for building repairs. The new roof at East 80 was supposed to be completed (and paid for) in 2018 when the 2019 budget was created. Unavoidable delays led to paying it out earlier this year. The ending fund budget was \$10,274,222.00.

The ending fund balance for the Construction Fund was \$5,419,711

A motion to accept the financial report was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

### **VI. Director's Report**

Heather summarized what she brought to the Board in the last year or so and updated members on projects.

#### **a. Restructuring of work schedules**

After the Board approved hiring a consultant, Dick Waters, to look at staffing and scheduling, he made several recommendations. Problem areas were employees' many and varied schedules, a lack of full-time employees and a shortage of substitutes who were always in demand. Prior to restructuring there were 89 employees; afterwards, 109, most full-time. Before streamlining schedules there were 38 individual different ones; afterwards, only 13 remained. Most current staff fit either into a part-time 20 hour/week, or full-time 36 hour or 40 hour/week schedules, that has simplified timekeeping. A new position was created, called a floater, who has regular hours each week but can float or work at other branches as needed. There are 8 public locations open 492 hours/week, with 84 public service employees. Branch managers, evening/weekend supervisors, and front desk staff each follow the same schedules as their counterparts at all locations. Heather noted that the restructuring has created more efficiency and ultimately serves our patrons better.

#### **b. Policies and Procedures**

Heather showed the Board a chart of revised/updated or new policies and procedures since 2013. Amending them is a constant process due to changes in laws and the library's role in the community.

#### **c. Hiring Process**

Procedures for hiring were revised to help managers hire the most qualified employees.

**d. New Hire Orientation**

A new hire orientation on the first day for new employees is held at the administrative building, where they meet with the Administrative Leadership Team and roles and expectations are discussed. Afterwards, the new employee meets briefly with all staff in the administrative building. Since the orientation is successful, we will schedule in new hires in 2018 up to present who didn't have an orientation so we can get to know them. Mr. Morris complimented Heather for doing a knowledgeable and wonderful job as director. She expressed appreciation for her administrative team, and for the strides together they have made, and also for good managers at the branches.

**VII. Adjourn**

A motion to adjourn was made by Mr. Morris and seconded by Mrs. Gore. Motion passed unanimously.

Respectfully submitted,

Heather McEntee  
Director of Libraries