

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Outside Maintenance Bay
May 28, 2020 – 1 pm

Roll Call: **Library Board**

Mrs. Jack Gore, President
Mr. Elmore Morris, Vice President
Mrs. Carolyn Logan
Mrs. Sally Namie
Ms. Debbie Teague

Police Jurors

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Gore at 1 pm.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the February 27, 2020 regular meeting. There were none. Motion made by Mrs. Logan, seconded by Ms. Teague to approve the minutes from the February 27, 2020 regular meeting. Motion passed unanimously.

Mrs. Gore asked if there were additions or corrections to the minutes from the March 17, 2020 special meeting. There were none. Motion made by Mrs. Logan seconded by Ms. Teague to approve the minutes from the March 17, 2020 special meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. East 80 Branch

Bid to relocate three AC condenser units went out on Monday, May 11, 2020.

b. Surveillance and Keyless Entry System

Only one bidder was considered “responsive.” It is recommended to accept United Automation base bid only.

- Base Bid: \$312,359
- Alternate #1: \$14,136
- Alternate #2: \$9,309
- Alternate #3: \$8,964

Motion was made by Mrs. Namie, seconded by Mr. Morris to accept the base bid only from United Automation for \$312,359. Motion passed unanimously.

B. Months in Review

a. Statistics (March 1 -17):

Patron visits	13,888
Patron computer usage	2,387
Database usage	10,369
Reference questions	570
Circulation	57,005
Children’s programs	57
Young Adult programs	13
Adult programs	30
Community Engagement programs	3
Total programs	107
Children attendance	1,104
YA attendance	46
Adult attendance	189
Community Engagement attendance	77
Total Program attendance	1,416

b. March/April Highlights

The library closed to the public on March 18 and entered stage 3 of its Pandemic Procedures but continued to serve the public. Starting March 23, Administrative and support services and minimal public service personnel continued to work behind the scenes. On April 6, full-time and part-time staff at branches started virtual programming. As of April 20, most staff returned to the buildings.

On May 18, the library entered Phase 3 of its re-opening plan and started curbside delivery services. WIFI usage, virtual programming, database usage, and the number of website sessions and e-cards issued increased. From May 18-May 27, 686 patrons were served with curbside delivery. Heather thanked her staff for their adaptability and dedication.

C. Financial Report

Update on January 2020 Revenue - previously reported - \$7,452,135, actual revenue was \$5,452,135.

Motion was made by Mr. Morris, seconded by Mrs. Logan, to accept the revenue correction for January 2020. Motion passed unanimously.

For the month ending April 2020 the library collected \$7,417,914 and expended \$2,640,571 from the Operating Budget. The ending fund balance for the operating budget was \$10.2 million.

The ending fund balance for the Construction Fund was \$8.2 million.

Motion was made by Mrs. Namie, seconded by Mr. Morris, to accept the April 2020 financial reports. Motion passed unanimously.

D. Director's Report

a. Library's Re-opening Plan

The re-opening plan was mailed to board members and discussed during the meeting.

b. Louisiana's Open Safety Guidelines

The Board reviewed the Louisiana's Open Safety Guidelines. All branches have been registered with the State.

V. Adjourn

There being no further business, motion was made by Mrs. Logan seconded by Mrs. Namie to adjourn. Motion passed unanimously. The meeting was adjourned at 1:55 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries