

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

January 27, 2022 – 1 pm

Roll Call: **Library Board**

Mr. Bob Brotherton, President

Mr. Doug Rimmer, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Elmore Morris

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement

Brittainy Pope, Branch Manager, East 80

William Purdy, Facilities Manager

Guests

Eric Hudson, Parish Engineer

Mark Prevot, Prevot Design

Ronnie Duvall, Prevot Design

I. Call to Order

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

II. Invocation

Mr. Gray led the invocation.

III. Minutes

Mr. Brotherton asked if there were additions or corrections to the minutes from December 2, 2021, regular meeting. There were none.

Motion made by Mr. Gray, seconded by Mrs. Gore., to approve minutes from December 2, 2021, regular meeting. Motion carried unanimously.

IV. East 80, Hazardous Crossing for Patrons

Brittainy Pope, East 80 Branch Manager, reported that as the population of Haughton has grown, and the library has seen an increase in patrons walking to the library, including children, who must cross busy Bellevue Road. She and her staff are concerned about safety. Also, parking is limited at East 80 due to its small size and customers at Pak's Karate next door often use the library parking lot. As a result, when there are events held at East 80 families often must park across the street at the Brookshire's shopping center and walk across Bellevue Road. Mr. Rimmer and Mr. Hudson will discuss with the Police Jury options such as a crosswalk and other signage for Bellevue Road to assist patrons walking to the library.

V. Reports

A. Facilities

a. Central

The brick wall surrounding the Central Library has significantly deteriorated and has collapsed in one area, presenting a hazard. In its December Regular meeting the board approved getting quotes for demolishing the wall and adding a fence around the chiller. Civil Design Group submitted a proposal for engineering services for the Board's consideration. The fee will not exceed \$13,905.00 and is based on estimated man-hours anticipated for the project.

Motion made by Mr. Rimmer, seconded by Mr. Morris, to approve Civil Design Group's engineering services proposal. Motion carried unanimously.

B. Capital Projects --Central Complex Update

a. Alternate Roof Framing System Options

There was a discussion regarding the Bar Joist delivery date and the possibility of a delay that could push back the completion of the project. The following options researched by the contractor were presented to the Board:

- Option #1: change to Castellated Beams in lieu of the Bar Joists. Castellated Beams are running at a 30-week delay for delivery.
- Option #2: change to wide flange beams, with a greater spacing, and a 3" Type N 22-gauge deck. This option would add \$375,000 to the project but could potentially change the schedule delivery of materials from the anticipated July date back to the middle of April.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to stay with the original Bar Joist plans. Motion carried unanimously.

C. Month in Review

| STATISTICS – DEC 2021 | |
|------------------------------|--------|
| PATRON COUNT | 10,259 |
| CIRCULATION | 48,394 |
| REFERENCE QUESTIONS | 1,226 |
| COMPUTER USAGE | 1,887 |
| PROGRAMS | 206 |
| PROGRAM ATTENDANCE | 4,709 |
| DATABASE USAGE | 4,977 |

Impacting Our Community

A thank you statement from a patron to the Plain Dealing Branch staff was read to the Board.

Baker and Taylor announced that the “Librarian of the Year” are all library staff. Administration shared the news on the staff intranet and thanked them for their service.

D. Financial Report

December 2021 Operating and Construction Funds

As of December 31, 2021, the Operating Fund revenue was \$7,744,333, and expenditures were \$9,167,265. It was noted that the expenditures include \$2 million transferred at the beginning of 2021 to the Construction Fund. The ending fund balance was \$4,349,547.

As of December 31, 2021, the Construction Fund revenue was \$2,021,734 and expenditures were \$850,962. The ending fund balance was \$9,381,177.

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

E. Director’s Report

2022 Goals

The 2021 – 2025 Strategic Plan started last year and branches have written plans for their respective communities. Administration and Support Services have also set specific goals for the year. A request was made to all Library Board members to share goals and expectations for the Library Director and the library as a whole.

Annual Mandatory Training

Board members were reminded of the mandatory annual training on ethics and the prevention of sexual harassment for all public servants.

VI. Adjourn

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

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries