

**Bossier Parish Libraries
Board of Control
October 25, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director
Leslie Ivy, Administrative Assistant
William Purdy, Facilities Manager
Katie Millsap, Assistant Manager, Central Library
Tammie Crochet, Circulation Manager

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Logan made a motion and it was seconded by Mr. Morris for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

IV. Facilities

East 80

William announced that the parking lot phase is ready to begin. Two companies submitted proposals:

Dale's Paving	\$74,445.00
RVP Construction	\$87,177.00

William requested that the Board give approval to contract with Dale's Paving for completion of the East 80 Branch parking lot. Mrs. Namie asked if this quote fell in line with the amount Williams was expecting the project to cost, and he said it was probably about \$6,000 - \$7,000 more than he had expected. Mr. Morris made a motion and it was seconded by Mrs. Logan to accept Dale's Paving's proposal and to hire them to do the concrete work for East 80's parking lot. Motion passed unanimously.

William reported that the staff bathroom repairs at Plain Dealing have been completed.

Karen, the Aulds Branch Manager, has asked the crepe myrtle tree between the two entrances be removed. William reported that it is a very large tree, and is growing above the roof line. He feels that even cutting it back will not do any good and that the tree should probably be removed completely. Mrs. Logan made a motion and it was seconded by Mr. Morris that the crepe myrtle tree at Aulds be removed.

Concerning the East 80 roof, William reported that it is finished. Final punch list and walk-through was completed October 24, 2018. William stated that the company, Roofing Solutions, needs to come back and clean up – they left a lot of screws, nails, metal shards and wood debris all around the building. William stated that the company is supposed to come back to clean up, but if they do not, BPL maintenance will clean it up and keep track of the time they spent doing it so that amount can be charged against Roofing Solutions.

Also, Prevot should be sending the Police Jury a list of liquidated damages totaling \$48,000, plus almost \$3,000 in additional damages to A/C equipment. These amounts will be held out of the original contract.

Mr. Morris asked if the roofing company had been paid yet. William advised that we've made only 2 payments totaling about \$78,000 so far on the original \$220,000 contract. Payments have been withheld since.

Haughton

Heather advised that we are ready to move forward with the purchase of the land for a new Haughton branch, though we probably won't actually start construction for another five (5) years. The land is \$190,000 for five (5) acres. A telephone poll had been conducted by Heather to ask each Board member for approval to purchase the land. Four out of the five members were reached and gave their approval. Heather asked to for the Board to ratify that approval. Mr. Morris made a motion and it was seconded by Mrs. Logan to ratify the telephone approval and move forward with the purchase of the five (5) acres of land from Red Oak Properties, LLC for \$190,000.

A title search and survey were completed by Goodwin Professional Services, costing \$4,000. The Board members present were given copies of the survey report with map of area surveyed. The survey was completed, and Prevot sent copies. Once Heather receives approval on the survey report from the Board and the Parish, she will let Prevot know that everyone is good with the survey.

Mr. Brotherton asked if Heather had met with any of the Haughton town officials, and she advised that Prevot was going to meet with them on our behalf for zoning purposes.

Heather advised that we will be purchasing the land for \$190,000, and that since Mr. Pullig was asking \$205,000, he will be asking for a letter of donation for the \$15,000 price difference for tax purposes.

Library Statistics and Happenings

The complete report for September 2018 shows:

Patron visits	28,452
Patron Computer Usage	5,132
Database Usage	11,413
Reference Questions	698
Total circulation	70,696
Children's Programs	89
Young Adult Programs	14
Adult Programs	74
Total programs	177
Children Attendance	958
YA Attendance	32
Adult Attendance	1,368
Total program attendance	2,358
Outreach programs	9

OverDrive Bookmobile to Visit Central Library

The OverDrive Bookmobile will be visiting Central Library on Monday, November 5, 2018 from 11:00 am to 5:00 pm. We had tried to get a visit scheduled before, but the Bookmobile schedule is very busy because they travel to libraries all over the United States. However, Jeanene Wiggins, our Training and Development Coordinator, was able to finally get this set up. We will also have food trucks at Central on that day for the occasion.

V. Financial Report

The September 2018 Budgeted Statement of Revenues and Expenditures was presented for review. Heather stated that there was nothing significant to note.

The library has collected 94% of the amount originally budgeted for 2018. We've received a little over \$6.8 million on the Parish Tax. The Library has received a total of \$7,149,113, so far. Expenditures for screening (background checks) and drug testing are over (we're at 152% instead of 75%, where we should be), due to new hires, so we will be revising that item. We are currently 77% expended, and our ending fund balance is \$10,073,134.

The September 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund has an ending balance of \$2,831,085. We finally were able to use some of the money budgeted for the Haughton land -- we used about \$360 for the title search. Heather noted that we had budgeted \$350,000 for the Haughton land, but it will only be around \$190,000, so we are doing well there.

A motion to accept both Financial Reports was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

VI. New Business

Longevity Goals

Amanda Spangler

- Completed a special project of updating the series spine labels in Adult, Children's, Young Adult, Adult Graphic Novels, Children's Graphic Novels, and Young Adult Graphic Novels. She also updated AR labels in Children's, Young Adult, Children's Graphic Novels and Young Adult Graphic Novels. Amanda submitted a log of time spent and a list of all the spine labels she updated.
- Visited three departments (Technical Services, History Center, and Maintenance) and wrote a report on her experiences and how they might be applied in her job at Aulds.
- Completed a webinar on WebJunction called "What Would Walt Do?" and wrote a short paper describing what she learned from the course and how she can use the information in her job.

Amanda also received a satisfactory annual evaluation on her anniversary date and compiled a notebook describing the steps involved in meeting each goal.

A motion to approve a two-step raise for Amanda based on the successful completion of her goals, in addition to the one-step raise for a satisfactory evaluation, was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

Youth Services Discarded Materials

A list of 7,214 items that were deleted between April 18, 2018 and October 16, 2018 were submitted to request that they be declared surplus. These items will be made available to all Bossier Schools per the Cooperative Endeavor Agreement signed in 2011.

A motion was made by Mrs. Logan and seconded by Mr. Morris to declare the listed 7,214 items as surplus. Motion passed unanimously.

Next Board Meeting

The Board does not meet in November, because the 4th Thursday is Thanksgiving. The next meeting will be December 6, 2018.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting and it was seconded by Mrs. Logan. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director