

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
October 24, 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

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager
Mandi Johnson, Associate Director of Community Engagement

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Motion was made by Dr. Carleton, seconded by Mrs. Gore to approve the minutes from the September 26, 2019 regular meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. Administration Building

A generator for the building was ordered and should arrive mid-December.

Parish Engineer Butch Ford recommended that the library hire appraiser David Volentine to provide an estimate of the cost to lease for the property adjacent to the building, since a business has expressed interest in renting it to store containers.

Improvements such as installing gates and concreting areas are the responsibility of the leasee.

Motion was made by Mr. Morris, seconded by Mrs. Logan to hire David Volentine to appraise the property for an estimate of the monthly cost to lease. Motion passed unanimously.

b. Haughton

Two proposals were received for the Haughton re-roofing project: Thomson General Contractors, Inc (\$69,800) and Henderson Construction Services, Inc (\$56,000).

Motion was made by Mrs. Gore, seconded by Mr. Morris to award the bid for the Haughton Roofing Project to Henderson Construction Services in the amount of \$56,000, low bidder meeting bid specifications in accordance with bids received October 24, 2019, and to authorize execution of documents. Motion passed unanimously.

c. Surplus

The library has HVAC equipment that needs to be declared surplus. Bidders must include a current EPA card as part of the bidding documents.

Motion was made by Mr. Morris, seconded by Mrs. Gore to declare the HVAC equipment surplus. Motion passed unanimously.

B. Statistics and Happenings

a. September 2019 statistics:

Patron visits	31,249
Patron computer usage	5,563
Database usage	12,775
Reference questions	1,343
Total circulation	76,904
Children's programs	107
Young Adult programs	36
Adult programs	66
Community Engagement programs	10
Total programs	219
Children attendance	2,563
YA attendance	130
Adult attendance	607
Community Engagement attendance	1,763
Total Program attendance	5,063

b. Financial Report

The library has collected 98% of revenues for the Operating Budget. The ending fund balance is a little over \$7.6 million.

The ending fund balance for the Construction Fund is \$4.5 million.

Motion was made by Dr. Carleton, seconded by Mrs. Gore to accept the September 2019 financial reports. Motion passed unanimously.

C. Director's Report

a. Unique Management Recovery Statistics

Prior to going fine free in 2018, the library's return on investment averaged \$4:1 ratio. The ROI is now \$5:1.

b. Unique Management Website Chat Feature

Libraries increasingly are using a live chat feature on their website to immediately assist patrons. Unique Management's website chat feature would provide an additional 31 hours per week of service beyond the 64 operating hours at the majority of locations, allowing for greater access. It was recommended that the library use this service for a year and then reevaluate its cost effectiveness.

Motion was made by Dr. Carleton, seconded by Mr. Morris to approve Unique Management website chat feature. Motion passed unanimously.

c. Surplus Collection Materials

The library deleted 3,299 children's books between April through October 2019. In accordance with the cooperative endeavor with Bossier schools, these books must be declared surplus.

Motion was made by Mr. Morris, seconded by Dr. Carleton to declare the children's books surplus. Motion passed unanimously.

d. Reference Services Policy (Public)

The Board reviewed the current Reference Services Policy and the proposed revisions.

Motion was made by Mrs. Gore, seconded by Mrs. Logan to approve the revisions. Motion passed unanimously.

V. Adjourn

Motion was made by Mrs. Gore, seconded by Mr. Morris, to adjourn. Motion passed unanimously.

Respectfully submitted,

Heather McEntee
Director of Libraries