

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

October 28, 2021 – 1 pm

Roll Call: **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

William Purdy, Facilities Manager

I. Call to Order

Mr. Morris called the meeting to order at 1:10 pm.

II. Invocation

Mr. Brotherton led the invocation.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from September 23, 2021, regular meeting. There were none.

Motion made by Mr. Gray, seconded by Mr. Brotherton, to approve minutes from September 23, 2021, regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities – no new items

B. Capital Projects

Central Complex Update

A pre-construction meeting was held October 14, and a Notice to Proceed was posted October 25. A groundbreaking celebration is planned for November 2 at 9 am. Mr. Gray, whose district includes the Central Library and History Center, will make a brief speech.

C. Month in Review

STATISTICS – SEP 2021	
PATRON COUNT	11,000
CIRCULATION	55,968
REFERENCE QUESTIONS	1,477
COMPUTER USAGE	2,472
PROGRAMS	124
PROGRAM ATTENDANCE	4,211
DATABASE USAGE	11,706

Impacting Our Community

Local high school students participated in an essay contest for the library’s KTBS marketing campaign. The topic was “What the library means to me.” Responses were shared with the Board. The winner is from Benton High School.

D. Financial Report

September 2021 Operating and Construction Funds

As of September 30, 2021, the Operating Fund revenue was \$7,594,541, and expenditures were \$7,435,302. It was noted that the expenditures include \$2 million transferred at the beginning of 2021 to the Construction Fund. The ending fund balance was \$5,931,718.

As of September 30, 2021, the Construction Fund revenue was \$2,014,950 and expenditures were \$284,311. The ending fund balance was \$9,941,044.

Motion made by Mr. Gray, seconded by Mr. Rimmer, to accept the September 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

E. Director’s Report

Integrated Library System (ILS)

The implementation process and training for the new ILS is complete, and as of October 25, Koha is the official ILS for circulation and cataloging.

V. Adjourn

There being no further business, Mrs. Gore motioned to adjourn, seconded by Mr. Rimmer. Motion carried unanimously. The meeting adjourned at 2:09 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries