

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
September 26, 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
Charmetra Ardoin, Benton Branch Manager

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Dr. Carleton.

III. Welcome

Heather introduced Charmetra Ardoin, the new Benton Branch manager, who briefly told the Board about herself. The Board introduced themselves to Metra and welcomed her.

IV. Minutes

Motion was made by Mr. Morris, seconded by Dr. Carleton to approve the minutes from the August 24, 2019 regular meeting. Motion passed unanimously.

V. Reports

A. Facilities

a. Haughton

The roofing project is delayed because no contractors have bid on it. Newman Marchive notified Administration that three contractors were interested.

b. Bossier Central/History Center

The land has been purchased for construction of the new Central Complex.

c. Administrative Building

Tadlock Pipe and Rentals is interested in leasing an unused section of land owned by the BPPJ/Library adjacent to the Administrative Building for the purpose of storing large, empty containers. They are interested in a one-year lease with an option to buy. The Board was shown three different acreage options. The library would need an appraisal of the property first to get an estimate of what to charge, and get legal advice to make sure the parish is covered adequately.

Motion was made by Mr. Morris, seconded by Mrs. Logan to determine if leasing the land is in the best of the library and parish. Motion carried, with the following votes recorded:

Ayes: Mrs. Namie, Mrs. Gore, Mrs. Logan, Mr. Morris
Nays: None
Abstain: Dr. Carleton
Absent: None

Internet access/WAN for all library locations is housed in the Administrative Building and if a power outage occurs, this causes internet outages at the locations. Purtle & Associates was hired and recommended a 100KW diesel generator with 48-hour capacity. Three companies submitted quotes: Camus Electric Co, Inc. (\$66,135), HMR Electrical Contracting LLC (\$62,500), and Rimmer Electric, Inc. (\$82,000).

Motion was made by Mrs. Gore, seconded by Mr. Morris to award the bid for the Administrative Building generator to HMR in the amount of \$62,500, low bidder meeting bid specifications in accordance with bids received September 26, 2019, and to authorize execution of documents. Motion passed unanimously.

d. New Central Complex

A meeting with Prevot Design is scheduled for Monday, September 30 to discuss the developmental design phase.

B. Statistics and Happenings

a. August 2019 statistics:

Patron visits	32,309
Patron computer usage	5,983
Database usage	12,150
Reference questions	1,161
Total circulation	78,606
Children’s programs	76
Young Adult programs	19
Adult programs	49
Community Engagement programs	6
Total programs	150
Children attendance	1,710
YA attendance	86
Adult attendance	419
Community Engagement attendance	1,607
Total Program attendance	3,822

b. Summer Experience Statistics

The 2019 Summer Experience included summer reading programs and a food program. Increases in attendance, registration, hours read and circulation for all age categories were recorded.

The Plain Dealing Branch hosted a summer lunch program sponsored by the USDA, Louisiana Department of Education and Food Bank of Northwest Louisiana. A total of 120 meals were served.

C. Financial Report

The library has collected 98% of revenues for the Operating Budget. The ending fund balance is a little over \$8 million.

The ending fund balance for the Construction Fund is \$5.3 million.

Motion was made by Mr. Morris, seconded by Mrs. Gore to accept the August 2019 financial reports. Motion passed unanimously.

D. Director’s Report

a. Board Member Reappointment

The Bossier Parish Police Jury re-appointed Mr. Morris to the Library Board for another 5-year term, ending on October 1, 2024.

b. Meeting Room Policy (Public)

The Board reviewed the current Meeting Room Policy and the proposed revisions.

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

Motion passed unanimously.

V. Adjourn

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

Respectfully submitted,

Heather McEntee
Director of Libraries