

**Bossier Parish Library
Board of Control
January 22, 2015 - 1pm
Anna P. Tooke Memorial Library
Minutes**

Present: Library Board

Dr. Tom Carleton, president
Mrs. Freddie Cherry
Mrs. Jack Gore
Mrs. Carolyn Logan
Mr. Elmore Morris

Staff

Heather McEntee, Library Director
Vickie Hardin, Assoc. Dir. of Public Relations
William Purdy, Facilities Manager

Bossier Parish Police Jury Members

Mr. Bob Brotherton

I. Call to Order

The meeting was called to order by Dr. Carleton.

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 carried unanimously.

IV. Branch Reports

Facilities

Work in progress:

The brick wall demolition at Central is still on the top of the list to have done.

Update on Tooke Library: Planning to install a black chain link fence around the play area with a gate and lock for when the library is closed. Also, adding one more camera to help monitor the play area for safety. Post a sign, similar to the Brownlee Park sign in north Bossier, with playground rules.

The remaining furniture for the Tooke Library is expected to arrive around the first of March. Grand Opening will be scheduled after that. Mr. Brotherton offered to find out if inmates could help clean the grounds and pick up limbs around the library before the library opens for business. Groundskeeper Matt McKinney offered to help clean the property and haul off limbs.

Mr. Brotherton asked if the tables for the commons area were still in the plans. Heather said they were only going to install the ones around the play area for now and they would be anchored down to the concrete.

Completed work:

New carpet has been laid at all the meeting rooms and jobs are completed: Bossier Central, Aulds, History Center, and the Quiet Room at Bossier Central. Carpet squares were used, which are easy to replace if damaged. Extra squares were ordered for that reason.

[Mrs. Gore praised Children's Services Librarian Jessica McCart and her staff for doing such a wonderful job decorating for Christmas in the Kid Zone. It was a fairyland. Dr. Carleton suggested having an electric train that would travel around the tree for next year.]

Parish-wide Monthly Statistics Board Report

Heather presented a new format to the Board: Parish-wide Monthly Statistics Board Report with categories for General information, Circulation, Programs, and Outreach. She would also like to create an Annual Report about the Library for the public.

Total of patron visits for December 2014 was 42,449. Circulation was 57,730.

Dr. Carleton suggested a sign be placed in front of the Central Library to let the public know about library use. Heather suggested an electronic marquis sign. William Purdy stated power is already available on the corner of Beckett and Benton Road where the old sign was installed.

A motion was made by Mrs. Gore and seconded by Mrs. Cherry to get an estimate for the cost of an electronic sign for Bossier Central. Motion passed.

The library newsletter has been regenerated. Vickie will be on the Morning Show for Channel 6 on the 29th to promote the Gale Courses offered on the library website.

The complete report is in each Board member's binder.

V. Financial Report

The final numbers for 2014 Budgeted Statement of Revenues was increased to 6,955,742, but actually brought in 7,004,150. Expenditures revised to 6,132,380 and spent 5,663,856. The Ending Fund Balance is \$8,829,493.

The Library Construction Fund: Ending Fund Balance is 1,742,758. 3.7 million was set aside for the construction of the Tooke library; original quote was 2.7 million, leaving a balance of 1.7 million, all under budget.

VI. New Business

Revised Public Services Policies: Borrowing Library Materials

Responsibility (was originally passed in August 2013): a request to change the policy to "In order to borrow library materials, a patron must have an account in good standing and present his/her library card or picture ID." This is to relieve frustration for patrons who have a library card, but do not have it with them at the time of checkout.

Fees for Services/Materials: previously listed the cost of Memory Flash Sticks at \$6.00. Request the cost of Memory Flash Sticks reduced to \$4.00, due to the reduced cost of the library pays therefore pass the savings along to the patrons.

Mr. Morris made a motion to approve the changes in the policy as presented, and seconded by Mrs. Gore. Motion passed unanimously.

Personnel Policies

A new Job Vacancies and Hiring Process Policy was presented to the Board.

Current procedure: Nonprofessional jobs are put out for staff only, then to the public. If it is professional we put it out to the public and internally.

A request was made to change the hiring process to advertising the job to the public and staff at the same time for all vacant positions. Qualified in-house applicants will still be looked at first.

Dr. Carleton suggested implementing a scoring matrix when interviewing. For example, managers would give staff applicants 5 points up front for being an employee.

The points system will be added to the policy changes to be reviewed at the next Board meeting.

March Board Meeting

The Louisiana Library Association Conference is in conflict with the date for the March Library Board meeting. A motion was made by Mrs. Logan and seconded by Mr. Morris to move the March Library Board meeting to April 2. Motion passed unanimously.

Longevity Goals

Patsy Sykes at the East 80 branch and Connie Ammons in Technical Services at Bossier Central have completed their longevity goals along with satisfactory evaluations. Heather is requesting annual raises for their evaluations, plus a 2-step raise for completing their longevity goals.

A motion was made by Mrs. Gore and seconded by Mrs. Logan to approve the Longevity Goal and annual raises. Motion passed unanimously.

Friends of the Bossier Parish Library

The Friends want to encourage the Library Board members to become Friends of the Library.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director