

**Bossier Parish Library
Board of Control
April 2, 2015 - 1pm
Plain Dealing Branch Meeting Room
Minutes**

Present: Library Board

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

Absent

Mrs. Carolyn Logan

Staff

Heather McEntee, Library Director
Vickie Hardin, Assoc. Dir. of Public Relations

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. Cherry made a motion and it was seconded by Mrs. Gore for the minutes from the previous meeting to be accepted as recorded. Motion carried unanimously.

IV. Branch Reports

Facilities

Work in progress:

William and Kenny are getting bids to replace the wood fence at the back of the East 80 library with a black chain-link fence.

Heather would like to replace original roof at Bossier Central. Formal sealed bids may be required, depending on the estimated cost.

Completed

Three new lights have been installed in the reading garden area at Bossier Central to discourage the homeless from sleeping there and using it as a bathroom facility.

William and Kenny constructed a very nice new closet at the Plain Dealing branch meeting room.

Update on Tooke Library

Today AT&T is still waiting on a patch panel. Heather talked to Parish Administrator Bill Altimus and agreed it would be in the best interest of the patrons to open the branch as soon as Internet service is available at the library. A Grand Opening will be planned for a later date.

Parish-wide Monthly Statistics Board Report

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

Number of Patron Visits—35,455; Computer Usage—4,859; Database Usage—7,227; Reference Questions—5,470; and Total circulation 55,208.

V. Financial Report

The final amount collected for the Parish Tax was \$6,989,631.

Ending Fund Balance: \$14,309,273.

Transfer to Sinking Fund (Bond issued for Benton, East 80, and another branch): The final payment was made in March.

Construction Fund: \$722,138 was paid to Integrity Construction, Inc. for the Tooke branch.

VI. New Business and Other Business

Tooke Memorial Library: All of the furniture has been received except for Branch Manager Mary Sanders's office desk. A plaque has been placed on the building with a list of the names of Mrs. Tooke's grandchildren, Bossier Parish Police Jury, Library Board, library director, branch manager, and contractor's name.

Heather will set a date and inform the Board about a meeting concerning plans for a Grand Opening at the Tooke Library.

Cooperative Endeavor with the Bossier Parish Schools:

Mr. Morris made a motion and it was seconded by Mrs. Gore to declare 4,731 children's and YA items surplus to give to the Bossier Parish Schools. Motion carried unanimously.

Volunteer Policy and Guidelines:

Volunteer Committee members Anne Madison, Andrea Gilmer, and Kristin Kennedy created a policy for qualifications, required knowledge, and a partial list of duties for all volunteers. The Guidelines cover attendance, dress code, confidential information, safety, and professional conduct. The volunteer must sign the Agreement Form stating they understand the policy and guidelines.

A motion to adopt the new Volunteer Policy and Guidelines was made by Mrs. Gore and seconded by Mrs. Cherry. Motion carried unanimously.

Louisiana Library Conference:

Heather reported 453 attended the conference. There were 41 exhibitors; 118 attended the public trustee lunch; 35 attended the Academic Meet and Greet; 112 were at the Book Dinner; 29 were at the Breakfast; and 118 were at the Authors Lunch. Many vendors sponsored items for the conference such as the bags given at the registration table from TLC. Mugg Shots Photo Booth, a local business, was sponsored by several vendors, which was so successful they have been invited to participate in the Library Expo.

Barksdale Library:

Murray Viser with Barksdale Forward and Col. Goodwin, BAFB commander rescheduled their meeting for Wednesday, April 8 at 8a.m. to discuss a possible partnership with the base library.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director