

**Bossier Parish Library
Board of Control
May 26, 2016 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

Mrs. Carolyn Logan, Vice-President
Mrs. Freddie Cherry
Dr. Tom Carleton
Mr. Elmore Morris

Police Jury Members

Mr. Bob Brotherton

Staff

Heather McEntee, Library Direct
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager

Absent

Mrs. Jack Gore, President

I. Call to Order

The meeting was called to order by Mrs. Logan.

II. Invocation

The invocation was led by Mrs. Cherry.

III. Minutes

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

IV. Branch Reports

Facilities

Work in progress: The Bossier Central roof project is out for bid. July 13 @ 2pm is the deadline for bids, and the winner will be awarded the job after then. By the end of July the roofing should begin. Plain Dealing is getting a new AC unit.

Possible new administrative building: Heather reported that the library has signed off on the 120- day option to purchase the building. If the seller approves the option, the library will then request an appraisal on the structure. William suggested that the seller might work with the library if the appraisal is lower than list price.

Parish-wide Monthly Statistics Board Report

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

- Number of Patron Visits 41,459
- Meeting Room Usage 149
- Computer Usage 6,153
- Reference Questions 1,282
- Total circulation 61,667
- Programs 125
- Total Attendance 4,347
- Outreach Programs 16
- Homebound Patron visits 5

The total attendance at programs was high in part due to branch managers visiting second grade classes at their local schools after Art Break concluded. They passed out goody bags to students, including fine free passes to clear up fines owed by the students or their families so that they can check out materials.

V. Financial Report

The April 2016 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 92% of budgeted funds for 2016. The fund for "Education, Recreation & Culture" is 47% used for the year because of the abundance of programming at branches. The net revenues/expenditures April 30 is \$4,623,752 and ending fund balance is \$16,970,502.

Heather reported that the AARP gave statistics for last tax season. The preparers at Central completed 1,121 tax forms, a significantly higher number than those completed in larger cities like Baton Rouge.

A motion to accept the Financial Report was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

VI. New Business and Other Business

2016 Millage Rate

2016 is a re-assessment year for parish. The library millage is not part of this reassessment. Heather recommended to the Board that library not roll forward.

A motion to accept the recommendation and not roll the library's millage forward was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

Public Policy –Fines and Fees Policy

Three additions were recommended to the current fines and fees policy:

- **The library cannot accept checks that need a pre-authorization code.** It requires the check writer to call for a code and then for the receiver (the library) to call and confirm that the code is valid --the check will cover the expenses. A patron recently paid for charges with it but didn't call for the authorization code, so the check was hot.
- **Checks must be filled out completely and signed in blue or black ink only.** Some ink pen colors are light and hard to read. When the checks are photocopied for recordkeeping, the writing sometimes isn't visible at all.
- **Bossier Parish Library reserves the right to refuse a check as a payment method for any reason.** Managers may refuse to accept a check for legitimate reasons.

A motion to accept the recommendations was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

Longevity Goals

Tonya Oswalt, Librarian in Tech Services, successfully completed her three longevity goals. First, for her special project, she devised a system for inventorying the collection at all locations. Her second goal was to go to Shreve Memorial Library's Technical Services and learn from the acquisition and cataloging librarian how they handle inventorying. Tonya's biggest project was to create a comprehensive procedure manual for Tech Services. It is approximately 1000 pages.

Judy Covington, part-time staff member at Haughton Branch Library, successfully completed her three longevity goals. First, she held a children's book club camp for six weeks. Second, she visited and worked at three other branches. Judy's third project was to listen to a webinar on assisting patrons with e-readers.

A motion to accept the longevity goals of Tonya Oswalt and Judy Covington and the two-step pay increase for both was made by Mrs. Cherry and seconded by Dr. Carleton. Motion passed unanimously.

Incident in Parking Lot

Heather described a recent four-car accident in the Central parking lot. An elderly woman, driving a 1980's vehicle, backed up and drove forward several times, heavily damaging four staff members' parked cars, including a new car IT support staff Amanda Cole purchased the day before. The driver was uninjured.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting and Dr. Carleton seconded. Motion passed unanimously.

Respectfully Submitted,
Heather McEntee, Library Director