

**Bossier Parish Library
Board of Control
August 27, 2015 - 1pm
Central Library Meeting Room
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
Anne Madison, Assoc. Dir. of Public Services
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Jack Gore.

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 passed unanimously.

IV. Branch Reports

Facilities

Work in progress:

Rainy weather and the flooding still has the parish busy with cleanup and other jobs so the brick walls around the Central Library are still standing. The equipment needed to do the job is not available; even the rental businesses do not have any to spare. William suggested using the black chain link fence to enclose the Reading Garden.

The new black chain link fence at East 80 is up.

The bid process for replacing the roof at the Central Library complex has begun. William is now waiting for Prevot Design to get the packet to the Police Jury for bid. At Benton, there are seven glass panes that are damaged. Three estimates have been received: Barton Glass Company, LLC for \$603.00; Glass Services for \$975.00; and

Nelson's Glass & Mirror for \$875.00. William recommended and requested a motion to move forward with Barton Glass Company to do the work at the cost of \$603.00.

A motion to move forward on Benton Glass was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

William is in the process of getting bids to tint the windows in the meeting room at the Plain Dealing branch. The problem is that no one wants to travel to Plain Dealing to look at it. Mr. Morris suggested contacting the City of Plain Dealing to find out who they use for their glass services. Heather requested getting a quote on adding tint to the exhibit area at the entrance of the library to protect items on display.

Mrs. Logan suggested checking with Snell's Glass in Bossier City and William said he would contact them.

Parish-wide Monthly Statistics Board Report

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

Number of Patron Visits—40,944; Computer Usage—6,577; Database Usage—26,929; Reference Questions—1,664; and Total circulation 78,402.

Programs—119; Total Attendance 2,331; Outreach Programs—16; Homebound Patron visits—5.

Each Board member has a copy in their binders of the 2013—2015 Children's SRP (Summer Reading Program) Statistics for their review. The total attendance system-wide for 2013 was 1,947; 2014 was 2,838; and 2015 was 4,217.

Mrs. Logan suggested trying to start a reading program with the schools.

Dr. Carleton suggested looking into a bookmobile and into locations and the numbers of people in underserved areas. Heather would like to have a bookmobile with computers; we will look into finding a grant for this purpose. Dr. Carleton mentioned contacting Civic clubs and organizations for help. Heather also suggested partnering with the Council on Aging and the Meals on Wheels program to include book deliveries. The new Community Librarian will be able to help with this project.

V. Financial Report

- Parish Tax collected: \$7,468,283.

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

VI. Longevity Goals

Associate Director of IT, Jaketha Farmer, completed her 2014—2015 Longevity Goals: #1—volunteered at the 2015 LLA (Louisiana Library Association)

Conference; #2—created a technology orientation guide; #3—hosted an in-house HRD (Human Resource Development). Heather recommends a 3-step raise for her based on the completion of these goals and a satisfactory evaluation.

A motion was made by Mrs. Logan and seconded by Mrs. Cherry to award her with the 3-step raise. Motion passed unanimously.

Library Director Heather McEntee completed her 2014—2015 Longevity Goals: #1—served as Chair of the statewide 2015 LLA (Louisiana Library Association) Conference; #2—collaborate with Barksdale Air Force Base on construction of a new base library; #3—research the Community-Led Service Philosophy for libraries.

A motion was made by Mrs. Gore and seconded by Mrs. Cherry to accept her report and award her with the 3-step raise. Motion passed unanimously.

VII. New Business and Other Business

Unique Management Services

Associate Director of Public Services Anne Madison reported Unique Management Services is an international collection agency that uses a “gentle nudge” to recover monies for overdue/lost items. Their recovery rate is excellent, staff is minimally involved. It works well with TLC and can be tailored as to how it is set up. Beginning at 60 days overdue, they begin the process of contacting patrons. 120 days out is the last contact they make. Anne reported on the success of this program at the Ouachita Parish Library and Rapides Parish Library.

It costs \$8.95 per person to collect over dues and the return on investment is very good. All patrons would be made aware of the new policy.

It was decided to begin collection when over dues reach \$25.00 for the 90-day no risk trial.

A motion to allow a 90-day no risk trial with Unique Management on items late or lost for up to 10-years was made by Mr. Morris and seconded by Mrs. Logan. The motion did not pass.

A second motion, to amend the first motion to allow a 90-day no risk trial with Unique Management on items late or lost up to 5-years was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

VIII. Adjourn

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

Respectfully Submitted,
Heather McEntee, Library Director