

**Bossier Parish Library
Board of Control
September 24, 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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

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

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mrs. Logan 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 demolition of the brick walls surrounding Bossier Central has been pushed back to sometime in 2016 because the Highway Department is still cleaning up from the flooding.

William and Kenny have removed the brush and debris from the grounds at the Tooke Memorial Library. Mr. Brotherton commended them for the work they did cleaning up the grounds. He mentioned that a number of residents have commented to him about how nice the library and grounds look. Mr. Bill Altimus, Parish Administrator, emailed Mr. Brotherton and Mr. Rimmer, as well as the other Jurors, with photos of the library encouraging them to go out to see the library. Heather mentioned she

hosted the Green Gold meeting at Tooke and all of the library directors were very impressed with the new library.

Mr. Mark Coutee with the Highway Department assured Mr. Brotherton that he would send a crew out to mow the grass along the roadside of the library and bush hog the ditches about every three to four months when they are out doing the same for the Parish to help keep it looking nice.

The Aulds branch manager had reported that there was water in her office. William and Kenny found the floor drain in one of the mechanical rooms was stopped up and they fixed it. However, they found that in another mechanical room the feed line of the hot water heater had blown off and flooded the entire room, which feeds the meeting room, kitchen in the room and the two bathrooms outside the meeting room. The mechanical rooms at all branches are checked every month or so, but William was not sure how long it had been leaking. No damage was done to the interior of the building; damage was inside the mechanical room and an outside storage closet. They used drying fans to help dry it out. Jim Firth with the Police Jury sent Newman Marchive Carlisle Inc. to test the room. It was found that the public spaces are 100% safe and that the mechanical room and storage building were the only ones affected. Newman Marchive Carlisle Inc. will send an official report that will then be forwarded to the Police Jury in order to decide how to proceed with repairs.

Replacing the roof at the Bossier Central Complex will likely take place in 2016 by the time the Scope of Work is finished and ready to put out for public bid.

The glass being replaced at Benton is being finished today by Barton Glass Company.

There are three bids for tinting the windows in the meeting room at the Plain Dealing branch: Precision Window--\$720.00 for 20% tint; Audio Plus--\$1,143.25 for 25% tint; Bayou Window Tinting, LLC--\$845.00 for 20% tint. William recommended Precision Window. They submitted the lowest bid and were the only company that drove to Plain Dealing to measure the windows themselves.

A motion was made by Mrs. Gore and seconded by Mr. Morris to accept the Precision Window bid for \$720.00. The motion passed unanimously.

William mentioned that he wanted to start taking getting quotes on having the entire interior of Bossier Central painted to freshen the appearance and to replace some of the flooring that is in bad condition.

Parish-wide Monthly Statistics Board Report

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

Number of Patron Visits—41,582; Meeting Room Usage—74; Computer Usage—6,699; Database Usage—11,641; Reference Questions—1,595; and Total circulation 62,922.

Dr. Carleton asked how often the computers were replaced due to the constant use by patrons. Heather explained Jaketha Farmer Assoc. Dir. of IT rotates the old ones out and replaces them as needed.

Programs—33; Total Attendance 824; Outreach Programs—16; Homebound Patron visits—4.

V. Financial Report

The August 2015 Budgeted Statement of Revenues and Expenditures was in each binder for review.

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

VI. New Business and Other Business

Heather made a special announcement that the Police Jury reappointed Dr. Carleton for five more years to serve on the Library Board.

Longevity Goals

Benton branch manager Kristin Kennedy completed her three Longevity Goals:

#1—Special Project to determine topics of interest to the adult and teen communities, which resulted in planning new programs for adults and new programs for teens.
#2—Branch Visits. #3—Continuing Education with a written report on what she learned and how it will be used to serve the community.

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

Appropriate Library Use Policy

Changes were made to the Appropriate Library Use Policy to be compliant with the Louisiana Statute concerning the age of children left alone as well as be in line with other libraries around the state.

A motion was made by Mr. Morris and seconded by Mrs. Gore to change the Appropriate Library Use Policy to state that children 9 and under are to be supervised by an individual at least 16 years of age in the library. Motion passed unanimously.

VII. Adjourn

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

Respectfully Submitted,
Heather McEntee, Library Director