

**Bossier Parish Library
Board of Control
October 23, 2014 - 1pm
Bossier Central Library Meeting Room
Minutes**

Present: Library Board

Mr. Elmore Morris, President
Mrs. Jack Gore
Mrs. Freddie Cherry

Staff

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

Absent

Mrs. Carolyn Logan
Dr. Tom Carleton

Bossier Parish Police Jury Members

Mr. Bob Brotherton

I. Call to Order

The meeting was called to order by Mr. Morris.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mrs. Gore made a motion and it was seconded by Mrs. Cherry 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.

The roof leaks at Haughton William talked with Anthony from Certainty. Certainty will not write a report due to the possibility of litigation, but will supply a list of how the roof was supposed to have been done.

The library will have to redo a portion of the Haughton roof due to incorrect installation the first time. The original contractor, Port City Builders, is no longer in business therefore the library will likely be responsible for the cost.

William and Kenny will be on site when work is being done at any facility. No one will be allowed to work without them being notified and only during business hours.

For the East 80 roof, William wants to contact Prevot Design to advise on what needs to be done. The temporary fix is not holding any longer. The gutters will have to be done by a contractor.

Central, Aulds and the History Center will be picking out the color and styles of carpet they want for their meeting rooms.

A proposal was submitted by Greg Ferrier of Shreveport Security Systems for the alarms, keypads, inside the building at the new Anna P. Tooke Memorial Library. This company currently services all of the branches security systems. Cameras will be installed at the Tooke Library, and eventually to have them installed at the other branches.

Mr. Brotherton asked if the camera system and alarm would be monitored to alert the Sheriff's Department. William explained the current procedure (the security company contacts the branch manager and asks if they want the police to be notified). Mr. Brotherton would like the Sheriff's Department to use the library parking lot to write their reports to have a presence.

The alarm system may be controlled with a smart phone and the authorized personnel to do so will be William, Heather, and branch manager Mary Sanders.

A motion was made by Mrs. Cherry and seconded by Mrs. Gore to accept the proposal as presented. Motion carried unanimously.

December 23 is the projected completion date for the Anna P. Tooke Memorial Library. Work is progressing very well and it is a beautiful library.

Completed work:

The striping of the parking lots at Haughton, East 80, and Aulds is finished. A new A/C system has been installed at the Haughton branch.

Outreach Services

The Outreach Services Report was in each Board member's binder.

The first list of titles for the Books for Children program has been received. Mrs. Cherry's Sunday School Class is sponsoring this group of elementary children from house mother Manuela Standard's Friendship House in the Barksdale Annex neighborhood.

The Toys-for-Tots and NW Louisiana Food Bank drives will have drop off locations at all of the Bossier Parish Library branches from November 1—December 5.

History Center

The History Center Report was in each Board member's binder.

V. Financial Report

We had an increase of revenue in the Sale of Materials and Property line item due to the Police Jury purchasing the van, as well as in Contributions and Donations from patrons this year.

The Construction Fund has an Ending Fund Balance of \$2,438,228.

VI. New Business

Longevity Goal

Tom Taylor, Library Assistant II in the Circulation Department at Bossier Central, completed his longevity goals. Heather recommended a 2-step raise in addition to his annual raise for these completed projects and a satisfactory evaluation.

A motion was made by Mrs. Gore and seconded by Mrs. Cherry to grant Tom the Longevity Raise based on the completion of his goals. Motion carried unanimously.

History Center Research Request Policy

The original policy was approved by the Board in 2012.

The items that have been changed and/or included are as follows:

- Copying--Copies of audio material will incur a \$1.00 fee for either a cassette or a CD.
- Off-Site Policy—Please limit requests for copies of local newspaper articles (including obituaries) to ten articles.
- Image Request Agreement—Sign and return to the Historical Center “between the hours of 8:30—5:00, Monday through Friday.”

A motion was made by Mrs. Cherry and seconded by Mrs. Gore to accept the changes to the History Center Research Request Policy. Motion carried unanimously.

Image Request Agreement

This agreement was approved by the Board in 2012.

The items that have been changed and/or included are as follows:

- All fees must be paid in advance with checks payable to Bossier Parish Library.
- Normal turnaround time for requests submitted with complete paperwork is 1-2 weeks.
- Photograph/Image Reproduction Fees—Images may not be altered.
- FREE—Students and “educators” (with ID) for academic use, up to (5) photos.
- Special Requests--\$2.00 surcharge per image for a photographic print (8”X10” or 4”X6”) “to cover specialty paper costs.”
- Image Request Agreement—Include “Marisa Richardson, Curator of Collections” at the bottom of the agreement.

Add to the agreement:

“I _____, in my use of collection materials in the Bossier Parish Historical Center, agree to assume the responsibility for clearing copyright and literary rights and obtaining any necessary authorization for any of the material that might appear in published form in the future. I further agree to hold harmless the Bossier Parish Library Historical Center from any liability for copyright infringement or violations of literary rights in my use of this material (should infringement arise now or in the future), together with costs of defense.”

“I understand any duplication of collections materials and images is for my convenience only, and I therefore agree that I will not sell, transfer, or deposit any of these materials in any other library, archives, repository, or individual collection.”

“I further agree to give credit to the Bossier Parish Library Historical Center in the direct or indirect use of any copied collections materials for, or in, publications(s).”

I further agree that, in the case of publication, one copy of the publication/film/exhibition catalog in which the reproduction appears shall be furnished, “free of charge,” to the Bossier Parish Library Historical Center.

By signing, you agree to “these conditions of use,” to pay any image reproduction fees promptly, and that all information provided by you is truthful.

A motion was made by Mrs. Cherry and seconded by Mrs. Gore to accept the changes to the History Center Image Request Agreement. Motion carried unanimously.

Koran Branch Building

Mr. Brotherton wanted to know the status for the possibility of donating the current building that the Koran Branch is housed in. Mr. Morris stated it had been decided to donate it to the American Legion. Heather said it included what was inside the building. Mr. Morris said it was very much appreciated that the American Legion allowed the library to use the location for so many years.

Patrick Jackson, Parish Attorney, may be asked to draw up a simple contract to transfer the building to the American Legion.

VII. Adjournment

At this time, being no further discussion, it was moved by Mrs. Gore and seconded by Mrs. Cherry the meeting be adjourned. Motion carried unanimously.

Respectfully Submitted,

Heather McEntee, Library Director