

**Bossier Parish Library
Board of Control
October 22, 2015 - 1pm
Central Library Meeting Room
Minutes**

Present: Library Board

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

Absent

Mrs. Carolyn Logan

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

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 Mrs. Gore.

III. Minutes

Mr. Morris 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. Guest

Mrs. Gore made a motion and it was seconded by Mr. Morris to add guest patron Mr. Cannon to the agenda. Motion passed unanimously.

Mr. Cannon complimented the Central, Haughton, Tooke, and East 80 Library staff on how wonderful and helpful the staff and Library are. Mr. Cannon listens to audio books exclusively and has even joined one of the book clubs in Haughton using the audio books. He also enjoys the DVDs and likes the way they are arranged according to ratings. Mr. Cannon knew the names of the staff of each branch and shared his appreciation for all of them.

V. Branch Reports

Facilities

Work in progress: Everything on the list is status quo except for the Plain Dealing window and tinting in the meeting room. It is now finished.

The Central Library roof replacement and brick wall demolition have been moved to next year.

Parish-wide Monthly Statistics Board Report

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

Number of Patron Visits—43,462; Meeting Room Usage—155; Computer Usage—6,711; Database Usage—34,713; Reference Questions—1,816; and Total circulation 63,571.

Programs—107; Adult Programs—17; Total Attendance 2,871; Outreach Programs—16; Homebound Patron visits—4.

Benton Library Stats: Reflect the increase of patron visits due to extended hours of operation. On Sunday, October 4: Checkouts—approximately 70.

Computer Users for Sundays, October 4—40; October 11—44; October 18—28.

Compliments: To Library staff, the Library Board, and History Center from Creative Art Connection for sponsoring the 2015 Fall Library Show.

Compliments: To History Center staff from the First United Methodist Church in Bossier for an interesting presentation. Also, a thank you note from patrons who were assisted in locating family history information.

V. Financial Report

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

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

VI. New Business and Other Business

Library School Reimbursement Request: Jaketha Farmer, Associate Director of IT and member of the Administrative Team, is requesting reimbursement for a Master of Library and Information Science program at The University of Wisconsin at Milwaukee. The program “is unique since it offers specific course concentrations for Information Technology and Public Library Administration.”

A motion was made by Mr. Morris and seconded by Mrs. Gore to approve the reimbursement to Jaketha Farmer for the Master of Library and Information Science program. The motion was passed unanimously.

Mrs. Gore made a motion and it was seconded by Mrs. Cherry to develop a policy for acquiring a Master in Library and Information Science. The motion was passed unanimously.

2016 Proposed Budget:

The complete itemized 2016 Proposed Budget, Notes, and Final Cash Balance was in each binder for review.

Revenues—2015 \$7,146,000
2016 \$7,540,000 reflects a 6% increase
Item 465100 State Aid Grant not reinstated.

Expenditures—2015 \$7,146,000
2016 \$7,540,000 reflects a %6 increase

A motion to accept the Proposed 2016 Budget, Notes, and Final Cash Balance was made by Mrs. Gore and seconded by Mrs. Cherry. The motion was passed unanimously.

VII. Adjourn

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

Respectfully Submitted,
Heather McEntee, Library Director