

BOSSIER PARISH  
LIBRARY BOARD OF CONTROL  
BENTON, LOUISIANA  
MINUTES  
June 21, 2023

The Library Board of Control met in regular and legal session on the 21<sup>st</sup> day of June, 2023, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Doug Rimmer, called the meeting to order at 11:02 AM. The invocation was given by Mr. Glenn Benton and Mr. Gray led the audience in the Pledge of Allegiance.

Roll call:

Mr. Doug Rimmer  
Mr. Charles Gray  
Mr. Glenn Benton  
Ms. Julianna Parks  
Mr. Bob Brotherton, Absent

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Also present: Mr. Butch Ford, Ms. Sandy Long, Ms. Julie Gill, Ms. Rachel Hauser, Ms. Megan Ramos, Mr. Pat Culverhouse, Mr. Eric Hudson, Mr. Jim Firth, Mr. Heath Lyles, Mr. Jerome Darby, Mr. Chris Marsiglia, Ms. Mary Sanders, Ms. Marisa Richardson, Ms. Charmetra Ardoin, Ms. Brenda Anderson, Ms. Karen Hinson, Ms. Kim Mosier, Ms. Felesha Sweeney, Ms. Teresa Rice, Ms. Connie Dickerson, Ms. Jaketha Farmer, Ms. Annie Gilmer, Ms. Clara Anne Madison, Mr. William Purdy, and Mr. Ronnie Duvall.

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Mr. Rimmer called for public comments on items on the agenda. There were none. Motion was made by Mr. Gray, seconded by Mr. Benton, to adopt the minutes of the May 17,

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2023, board meeting.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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Ms. Felesha Sweeney, Library Director, gave the May financial report. Library revenues were \$8,479,475.27, expenditures were \$2,705,575.48, and the Ending Fund Balance was \$9,143,974.54. Motion to approve the Library Fund Revenues report was made by Mr. Gray and seconded by Ms. Parks. The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

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The Library Construction Fund revenue in May was \$119,149.14. Expenditures were \$2,025,245.20 and the Ending Fund balance was \$5,287,653.76. Mr. Benton asked what percentage of the building of the new Central Complex was completed. Mr. Ronnie Duvall, Prevot Design Company, replied that the project is 77% complete and 99.9% of the time originally allotted is complete. Motion to approve the Library Construction Fund report was made by Mr. Benton and second by Ms. Parks. The President called for public comment. There being none, **votes were cast the motion carried unanimously.**

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William Purdy presented the maintenance report. He passed out proposals submitted to five contractors for painting and replacing windows at Tooke and Benton. Only two responded for each project. Professional Coating and Inspection Services offered the best price for painting at

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both locations. Motion to approve Professional Coating and Inspection Services was made by Ms. Parks and seconded by Mr. Benton. The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Glass Services provided the lowest bid for replacing glass at Benton, \$5,825. Motion to approve Glass Services for the project was made by Ms. Parks and seconded by Mr. Gray. The President called for public comment. There being none, **votes were cast and the motion carried unanimously.** Jim Firth, Business Manager, asked William to make sure the two businesses meet with him to make sure insurance coverage is acceptable.

Board members were given scope of service information prepared for potential lawn service bidders to mow and landscape library properties. William asked the Board to give recommendations for revisions to the scope the of service and to recommend companies to distribute the information to. He observed that businesses may be booked up already since it's nearly mid-summer.

William next addressed undergrowth near the back of Tooke's walking trail. He recommended clearing it of trees and bushes five feet back, then seeding and maintaining the grassy area so walkers can clearly see and avoid contact with snakes and spiders. Mr. Ford said they would check property lines and arrange for tree removal services, and believes they may be able to cut the growth back 10 feet.

A contractor was scheduled to cut trees back at Bossier Central, Friday, June 16<sup>th</sup>, but did not due to the storms that hit Shreveport-Bossier City and caused major power outages. One diseased tree went down at Central in the storm and William will finish removing it Thursday. Tooke also lost a tree that fell in the parking lot, and power has not been restored there. All other

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branches have power now and are open to the public. No library buildings were damaged during the storm.

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Ms. Sweeney, Director, asked the Board to approve an amendment to the contract with Prevot Design Services. Parish Engineer Eric Hudson stated that since construction of the new Central Complex wouldn't be finished for three-four months past the date in the contract and many problems have been encountered, it's important to have full-time inspection services at the construction site to document the daily activity, which will require amending the contract from periodic inspections to full-time. The inspector will have an office at the current Bossier Central.

Recently workers pulled back the roof to install a gutter and before it was installed rain flooded the back of the building, including the sheetrock and floors. The wet sheetrock will have to be torn out and new sheetrock re-installed. Mold is a concern at this point and will need to be monitored. Mr. Duvall reported that the curtain walls were ordered and a crew is installing them but the glass was never ordered by Cane River contractors in Natchitoches. Estimated delivery is 8-10 weeks.

The cost for a full-time inspector for 3-4 months will be about \$150,000 and expense will be covered by liquidated damages that are \$2,500 per day. The documentation of the on-site inspectors is necessary when it goes to court. Motion to approve a full-time inspector made by Mr. Benton and seconded by Ms. Parks. The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Duvall stated that eight days were requested by the contractor in a change order due to adverse weather conditions in April. After review, they recommend that the days be granted due

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to an excessive amount of rain. The library is not liable for any expenses related to the additional days. The added days will move the end date to July 5.

Motion to approve eight more days made by Mr. Benton and seconded by Mr. Gray. The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ford said the contractor has requested 159 extra days to complete the construction, with days overlapping. He doesn't expect Mr. Prevot to approve the request, and as a result the company will be in liquidated damages in the near future. Mr. Ford said the usual procedure is to withhold payment to a company when they're in liquidated damages until after the project is finished. The main objective at this point is to ensure that there isn't any mold, that the contractor provides a schedule and they finish the job. He will keep the Board updated.

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Clara Anne Madison displayed May 2023 cumulative statistics from all branches.

Patron Count	26,883
Circulation	44,142
Reference Questions	815
Computer Usage	2,409
Programs	179
Program Attendance	4,927
Database usage	2,555
e-Circ	20,202

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Graphs were displayed with circulation by branches January – May 2023, and comparison of circulation in May 2022 and May 2023. An increase of 4,477 was seen this year.

The Board was presented with three recent compliments: the first from an Aulds patron who was moving and decorated a thank-you poster for the staff; second, a social media post from a Haughton patron with a photo of the Memorial Day craft she made at a recent Haughton program. Last, a thank card from senior citizens at the Council on Aging in Plain Dealing expressing appreciation to the Plain Dealing library for hosting them daily while the Council hires a new director.

Kim Mosier, Assistant Branch Manager, Haughton prepared an entertaining branch report, in the absence of the branch manager, Audra Bartholomew, highlighting programs and activities there, including a trivia game with speed rounds of Jeopardy, seated exercise classes, line dancing, crafts for adults, crocheting, reading to a therapy dog, preschool story hours and a recent program about water conservation by Keep Bossier Beautiful representatives. She passed out Random Acts of Kindness cards for attendees to take.

Annie Gilmer, Community Engagement Librarian, shared recent photos of recent events she has participated in: the Born Learning Trail at Benton Branch with volunteers from United Way's Day of Caring; she made homebound deliveries of 109 books to those unable to visit their local branches; i3 Expo at the Civic Center with Bossier Parish Schools. Annie passed out updates to databases on cards to Board members and then shared "incredibly good" Summer Experience statistics for all age groups to date, compared to last summer.

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Jaketha Farmer provided a timeline to Board members showing what has been done already in the process of going cashless. The library won't go totally cashless until after the Summer Experience program ends.

Felesha Sweeney in the Director's Report announced that four employees are attending the Louisiana Library Association 2023 Annual Conference in Baton Rouge, July 6-8<sup>th</sup>: Charmetra Ardoin, manager, Benton, Tania Minor, assistant manager, Benton, Faith Noe, Tooke Branch, and Clara Anne Madison.

Also, she has granted permission to Clara Anne Madison to reply to reference questions such as hours, programming and related questions on the library's Facebook messenger's page.

The Tooke library should have power restored by Friday or Saturday. Felesha thanked the Police Jury for kindly donating five cases of water to branches for staff and the community. Mr. Gray asked if any of the public had asked for more than water, such as food items. Brenda Anderson, Plain Dealing Manager, stated that someone had asked, and she referred the individual to a faith-based ministry in the community and that the pastor delivered groceries to her.

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There being no further business to come before the Library Board of Control in regular and legal session on this 21<sup>st</sup> day of June, 2023, the meeting was adjourned at 12:03 PM.

July 19, 2023  
DATE APPROVED

MR. DOUG RIMMER, PRESIDENT  
BOSSIER PARISH LIBRARY BOARD  
OF CONTROL