

# MINUTES

Bossier Parish Libraries Board of Control  
Regular Meeting  
Administrative Offices – Conference Room  
April 25, 2019 – 1 pm

**Roll Call:**     Library Board

Mrs. Sally Namie, President  
Mrs. Jack Gore, Vice-President  
Mrs. Carolyn Logan  
Mr. Elmore Morris  
Dr. Tom Carleton

Police Jurors

Mr. Bob Brotherton  
Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries  
Anne Madison, Associate Director, Public Services  
William Purdy, Facilities Manager  
Ann Middleton, History Center Manager  
Mandi Johnson, Associate Director, Community Engagement

**I. Call to Order**

The meeting was called to order by Mrs. Namie.

**II. Invocation**

The invocation was led by Dr. Carleton.

**III. Agenda Amendment - Recognition of Library Employee**

Mrs. Gore made a motion to amend the agenda with a new item: recognizing and honoring Ann Middleton, History Center Manager, for 15 years of service. The motion was seconded by Mr. Morris. Motion passed unanimously.

Heather thanked Ann for her excellent work in building up the History Center, and expressed pleasure in working with her. She wished Ann well as she retires April 26, 2019. Board members similarly stated their appreciation for her loyal service at the History Center, and said she would be missed. Heather presented Ann with a bouquet of roses and a retirement card with well wishes.

#### IV. Minutes

Dr. Carleton made a motion and it was seconded by Mr. Morris to approve the minutes from the previous Regular Meeting. Motion passed unanimously.

#### V. Reports

##### A. Facilities

###### a. Aulds and Benton

New carpet was installed behind the circulation desks at Aulds and Benton.

###### b. Aulds and Tooke

William received quotes from three companies for tree removal and tree trimming service: Miller Tree Service (\$7,650), Custom Stump Tree Removal (\$12,100), and Warlick Bros, Inc (\$6,275).

A motion to accept the Warlick Bros, Inc. quote for \$6,275 was made by Mrs. Logan and seconded by Mrs. Gore. Motion passed unanimously.

###### c. Plain Dealing

William expects to have the bids to fix the HVAC issues at the May meeting.

###### d. Central Library and History Center

Library officials met with Prevot Design to see the schematic design of the new Central Library and History Center. Heather and William showed the Board the schematic design in a PowerPoint presentation. The same features are present in the scaled-down new structure that offers more functionality. Heather stated a few more meetings need to take place before any final decisions on the design. William believes construction of the new building could begin possibly later this year.

##### B. Statistics and Happenings

###### a. March 2019 statistics:

Patron visits	30,213
Patron computer usage	5,014
Database usage	16,536
Reference questions	794
Total circulation	55,669
Children's programs	137
Young Adult programs	24
Adult programs	75
Community Engagement programs	14
<b>Total programs</b>	<b>250</b>

Children attendance	2,468
YA attendance	64
Adult attendance	560
Community Engagement attendance	1,669
<b>Total Program attendance</b>	<b>4,761</b>

It was noted that patron visits and database usage increased from February but circulation numbers were slightly down.

**b. Plain Dealing Health Fair**

Heather showed the Board photos from a successful Health Fair in March at Plain Dealing. Life Share Blood mobile unit and St. Luke’s Episcopal Church Mobile Medical Ministry bus were in the parking lot to serve visitors. High school students from the Plant a Seed Foundation generously brought lunches for attendees and also participated in exercises played on a video screen that encouraged exercise. The event was well attended.

**c. Non-Traditional Item**

Heather highlighted the newest non-traditional item from the collection this month: History Center Time Travel Kits. Five different types are available: Pioneer Life, Transportation, Caddo Indian, History of Newspaper, and Cotton Farming. Kits include books, DVDs, worksheets, photographs and educational artifacts. They are frequently checked out by educators, and have circulated 11 times since February, when they were added to the collection.

**C. Financial Report**

The library has collected 94% of revenues budgeted for in the Operating Budget. The photocopy line item was noted as seeing a slight increase due to the decrease in the cost of prints and copies and an increase in usage of this service. Most expenditures are on target with the 25% variance. The ending fund budget was \$10,787.363.

The ending fund balance for the Construction Fund was \$5,472,096.

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

**VI. New Business**

**a. Fixed Assets Proposal**

William recommended that the Board approve the purchase of a software system that will enable the library to maintain more efficient records of its fixed assets. The current system used is an Excel spreadsheet where items are entered manually. The cost of \$8,359 includes software, RFID ready tags, and training and support for one year.

A motion to accept the proposal to purchase a software system for tracking fixed assets was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

**b. Surplus**

Heather asked the Board to declare as surplus the twice-yearly deleted children's books per the library's cooperative endeavor with parish schools, so the books may be offered to teachers to use in classrooms. There were 7,464 items were deleted from October 18, 2018 - April 18, 2019. Criteria for discarding include circulation, wear-and-tear on the books, content, and publication date. Kristin Kennedy, Community Services Librarian, coordinates the donation of the materials to schools.

A motion to surplus the discarded children's books was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

**c. Social Media Policies (Public and Internal)**

The library currently has an internal Social Media Policy. Mandi Johnson, Associate Director of Community Engagement, who moderates all social media platforms, assisted in composing a new Social Media Policy for the public and revised the current internal policy and renamed it News and Social Media Policy.

The board reviewed the policies as presented.

A motion to approve the new Social Media Policy (Public) was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

A motion to approve the News and Social Media Policy (Internal) was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

**d. Photo Release Policy (Public)**

The new Photo Release Policy contains guidelines to follow when photos or videos are taken within the library at public events. The policy was reviewed by the Board.

A motion to approve the policy was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

**e. Hiring Policy (Public)**

Heather presented the Board with some revisions to the policy. The Board reviewed the revisions as presented.

A motion to approve the changes to the policy was made by Dr. Carleton and seconded by Mrs. Gore. Motion passed unanimously.

**VII. Adjourn**

A motion to adjourn was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

Respectfully submitted,

Heather McEntee  
Director of Libraries