

# MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

April 22, 2021 – 1 pm

**Roll Call:**     **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer, Absent

**Staff**

Heather McEntee, Director of Libraries, Absent

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement

Teresa Rice, Associate Director, Technical Services

Connie Dickerson, Assistant Manager, Technical Services

Tammie Crochet, Circulation Specialist

Jaketha Farmer, Associate Director, IT

William Purdy, Facilities Manager

**I. Call to Order**

Mr. Morris called the meeting to order at 1:03 pm.

**II. Invocation**

Mr. Gray led the invocation.

**III. Minutes**

Mr. Morris asked if there were additions or corrections to the minutes from March 25, 2021, regular meeting. There were none.

Motion made by Mr. Gray, seconded by Mr. Brotherton, to approve the minutes from March 25, 2021, regular meeting. Motion carried unanimously.

**IV. Reports**

**A. Facilities**

**a. Plain Dealing Branch**

- New Carpeting Update: The old carpet was removed and replaced with new carpet squares.

- Gutter damage and wood rot: Gutters collapsed with visible wood rot on fascia. The necessary repairs will be investigated and reported to the Board at the next meeting.
- Re-stripping of parking lot: The Student Council at Plain Dealing High is re-stripping parking lots in the community as a public service, and asked if they can re-stripe the Plain Dealing Branch Library lot.

Motion made by Mrs. Gore, seconded by Mr. Brotherton, to approve re-stripping the Plain Dealing Branch Library by the Plain Dealing HS Student Council. Motion carried unanimously.

**B. Capital Projects Report**

- a. **Central Complex Design Update:** Prevot Design Services will meet April 28 with Library Administration and Central and History Center managers to go over the final plans. The next step is for the Board and Parish officials to review and give approval of the plans and to put the project out for bid.

**C. Month in Review**

STATISTICS – MAR 2021	
PATRON COUNT	10,843
CIRCULATION	52,700
REFERENCE QUESTIONS	823
COMPUTER USAGE	2,195
PROGRAMS	148
PROGRAM ATTENDANCE	3,923
DATABASE USAGE	3,399

Library staff were notified and expressed appreciation to the Bossier Parish Police Jury for proclaiming April 12-16 National Library Workers’ Week. Several patron compliments were read, thanking employees for excellent customer service, in honor of the event.

Happenings at Houghton Branch were highlighted.

**D. Financial Report**

The March 2021 Operating and Construction Funds were presented to the Board.

As of March 31, 2021, the Operating Fund revenue was \$7,289,073 and expenditures were \$3,935,851. The ending fund balance was \$9,064,770.

As of March 31, 2021, the Construction Fund revenue was \$2,004,680 and expenditures were \$236,570. The ending fund balance was \$10,003,515.

Motion made by Mr. Gray, seconded by Mrs. Gore, to accept the March 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

#### **E. Director's Report**

- a. **Network Upgrade:** Jaketha Farmer, Associate Director of Information Technology (IT), gave an account of the network upgrade.
- b. **Integrated Library System (ILS):** Teresa Rice, Associate Director of Technical Services, spoke to the board on initiating a Request for Proposal (RFP) for a new Integrated Library System (ILS). Among the benefits of a new ILS are enhanced technical support and increased efficiency allowing the library to provide better serve to the public.

Motion made by Mr. Brotherton, seconded by Mr. Gray, to post and send out an RFP to see what ILS vendors can meet the library's requirements. Motion carried unanimously.

- c. **Community Support Specialist:** After receiving feedback from community members through the Town Hall Meetings, a need for a social worker on staff at the library was identified and discussed in strategic plan meetings. A job description for this position was attached for review.

Motion made by Mr. Brotherton, seconded by Mr. Gray to approve of the job description and to post the job on April 26. Motion carried unanimously.

- d. **Bossier Schools Cooperative Endeavor and Discarded Materials:** Per the cooperative endeavor with the libraries and Bossier schools, youth materials are ready to be declared surplus.

Motion made by Mrs. Gore, seconded by Mr. Gray, to declare discarded youth materials deleted October 17, 2019 – April 15, 2021 surplus and to offer them to teachers, and afterwards to the public. Motion carried unanimously.

#### **V. Adjourn**

There being no further business, Mr. Brotherton motioned to adjourn, seconded by Mrs. Gore. Motion carried unanimously. The meeting adjourned at 2:00 pm.

Respectfully submitted,

Heather McEntee  
Board Secretary/Director of Libraries