

**Bossier Parish Library
Board of Control
August 23, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager
Kristen Edson, Manager, Central Library
Katie Millsap, Assistant Manager, Central Library
Joy Creasong, Youth Services Librarian, Central Library
Tanika Johnson, Manager, Plain Dealing Branch

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mr. Morris made a motion and it was seconded by Mrs. Gore for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

IV. Reports

Facilities:

East 80

William showed the Board members a letter from Prevot Design Services about the roofing project at East 80. The project date ended August 10th on the 60-day contract. The enterprise has been plagued with issues from the beginning. There are numerous leaks that weren't present before the roofers began the job. EFIS beneath gutters is stained with water from interior leaks. Metal gutters, fasteners

and the strip along the flashing were installed incorrectly and leak, according to the roofing consultant, who states that the roofers aren't following the specifications of the contract. The roofing supervisor denies the charge and claims they are following the instructions of the manufacturer of the roofing materials. A letter was issued to the company in early August stating no payment will be paid until the issues are fixed. \$87,000 is already paid on a \$200,000+ contract. The company is losing \$1000 per day in liquidated damages, and the new estimated date of completion is September 9th. The parish is involved and will advise the library on how to proceed.

A question of why the library went with this particular roofing company was asked. William explained that as a public agency the library is bound by the Louisiana Public Bid Law and must take the lowest bid.

William reported that he had just received an emailed letter from Prevot to the roofing contractor at East 80, Roofing Solutions, stating that \$121,000 in payments would be withheld until the project is complete. The contractor stated they would finish the job by September 10, but William asserts it will not be possible to be done by then.

Bids on the E80 parking lot are delayed due to the roofing issues.

Tooke

The library is waiting for bids on staining the wood at the Tooke Branch.

Possible Lot for Construction of New Haughton Branch

Heather reported that two weeks ago Mr. Pullig received an MAI appraisal for the land in Haughton that the library is considering for purchase. David Volentine, MAI appraiser for the library, now has the document. The appraisal was \$205,000 for 5 acres and Mr. Volentine appraised it for \$150,000. The library is now waiting to hear from Mr. Volentine and the parish on how to proceed.

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

Library Statistics and Happenings:

The complete report for July 2018 is in each Board member's binder for review.

Patron visits	35,622
Patron Computer Usage	5,368
Patron Wi-Fi Usage	799
Meeting Room Usage	78 (groups)
Database Usage	11,679
Reference Questions	789
Total circulation	94,541
Children's Programs	79

Young Adult Programs	28
Adult Programs	68
Total programs	175
Children Attendance	2,131
YA Attendance	86
Adult Attendance	1,151
Total program attendance	3,368
Community programs	16
Homebound patrons	1

Patron visits and total circulation were up from July. Outreach and Community Engagement were at Geek'ed Con at the Shreveport Convention Center in early August, and staff interacted with over 1,100 individuals and issued 7 library cards. They were also out in the community as part of the Summer Reading programs. The department also hosts a monthly book club that now meets at Red River Brewery on Marshall Street, downtown Shreveport, and has a booth at an outdoor movie monthly at the Norton Art Gallery, the "Twilight Talkies." They saw 110 people there, and were also part of the Back to School Bash at Holiday Lanes.

BPL Books the Block: Plain Dealing Branch

Heather introduced Tanika Johnson, the Plain Dealing Branch manager, to the Board and explained what a great job she has been doing. She became manager in September 2017 and has transformed that branch into more of a community center. Statistics show an increase in patrons and events and Administrative staff has received several compliments from patrons. Tanika has a great staff and together they are making a difference at the library. She is working with Community Engagement to hold a Back to School Block Party Saturday, September 1st, 9 am – 1pm.

Tanika listed community leaders partnering with the library for the event, such as Citizens National Bank, the Junior League, United Way, and food trucks.

Mrs. Gore said that Tanika is doing a great job, has seen an increase in patronage and "is almost always hosting a program when I drive by or come in." Tanika thanked her for the compliment, and expressed a strong interest in programming, with plans in the spring for community involvement in happenings.

New Managers, Bossier Central

Heather introduced Katie Millsap, new assistant manager, Bossier Central Library, and Joy Creasong, new Youth Services Librarian at Bossier Central Library. Katie has professional experience at an academic library in Longview, a correctional facility library and the Austin Public Library. She is writing her Ph.D. dissertation on literacy, and has a passion for helping parolees re-establish

their lives, by different means, including introducing them to the resources of the library.

Joy holds a new position at Bossier Central, Youth Services Librarian, and supervises the children's and teen departments. She came to Bossier Parish Libraries from Natchitoches Parish Library, and has been working here since June 2017 when she was originally hired as the Assistant Circulation Manager at Central.

Food Trucks

Heather stated that the library would like Board permission to arrange for food trucks at special programs, which would encourage more people to attend events.

Mrs. Gore made a motion and it was seconded by Mr. Morris to allow food trucks at special events. Motion passed unanimously.

Library Re-Branding

Heather showed the Board the new logo developed for the library by Library Market. Mandi Johnson, Associate Director of Community Engagement, brought it to the Administrative team, who gave it their stamp of approval. The department is also working to get wraps for library windows with the new logo, with the message "Welcome to your Library." The logo will be rolled out to managers September 13th and to the public October 1st.

Heather showed the Board the logo. Stylized letters B and P form a conversation bubble representing the library's mission "to provide a unique, welcoming environment in which open thought, innovation, and the sharing of ideas is encouraged."

Mrs. Namie suggested that the right side of the new brand to her represented the growth of the library and its services. Heather agreed that the logo is open to interpretation, and that in the future it would be used on library vehicles with a library wrap. The Board all agreed that the new logo was good and will be positive for the library.

V. Financial Report

The July 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 94% of the amount originally budgeted for 2018. The Library has received \$7,112,625 total revenue, and will revise the revenue received from interest, because interest has grown more than expected this year.

Expenditures for screening (background checks), drug testing and Workers' Comp insurance will need to be revised at the end of the year, which have increased due to library growth. Ending fund balance is \$11,189,856.

The July 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund has an ending balance of \$2,915,048.

A motion to accept both Financial Reports was made by Mrs. Gore and seconded by Mrs. Namie. Motion passed unanimously.

Heather said the library is progressing, and it is an exciting time. She thanked the Board members for their support and stated that she could not do her job without them or the library staff. Mr. Morris gave Heather kudos for a job well done, and added that the library "is a different pictures now than when I came on board."

VI. New Business

Public Policy: BPL Delivers

Heather recommended that the name of the policy Homebound Services be changed to BPL Delivers. The new name is inclusive, of those who are homebound and not just with physical limitations. Annie Gilmer, Community Engagement Librarian/BPL Delivers Coordinator, made recommendations for protections for staff to the policy, in case library employees feel unsafe or uncomfortable delivering to a patron at home, which she does alone. With the updated policy we can deliver items to nursing homes, and facilities where group transportation is the norm.

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

2019 Budget Proposal

The 2019 Proposed Budget with notes was in each binder for review. Heather went through each line item with the Board and explained the need for each increase and decrease.

A motion to accept the 2019 Proposed Budget was made by Mr. Morris and seconded by Mrs. Gore. Motion passed unanimously.

Heather asked that the Board approve the 2019 Proposed Budget Library Construction Fund, with the transfer of another \$3 million in it, anticipating the start of the Central expansion and the purchase of land for a new Haughton Library.

A motion to transfer another \$3 million from the library's ending net assets into the Construction Budget and to accept the 2019 Proposed Construction Budget for the Library Construction Fund was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director