

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
August 22, 2019 – 1 pm

Roll Call: Library Board

Mrs. Sally Namie, President, Absent

Mrs. Jack Gore, Vice-President

Mrs. Carolyn Logan

Mr. Elmore Morris

Dr. Tom Carleton

Police Jurors

Mr. Bob Brotherton, Absent

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Reports

A. Facilities

a. Plain Dealing

The air conditioning project to regulate the temperatures in the building is complete, and temperatures are evenly and comfortably distributed throughout the building.

b. Bossier Central and History Center

The Policy Jury approved purchase of the lot on City Hall Drive for construction of the new Central Library and History Center. When Heather learns of the closing date, which should be soon, she will notify Board members.

B. Statistics and Happenings

a. July 2019 statistics:

| | |
|---------------------------------|--------------|
| Patron visits | 33,170 |
| Patron computer usage | 5,831 |
| Database usage | 11,264 |
| Reference questions | 825 |
| Total circulation | 87,398 |
| Children’s programs | 126 |
| Young Adult programs | 20 |
| Adult programs | 62 |
| Community Engagement programs | 21 |
| Total programs | 229 |
| Children attendance | 2,810 |
| YA attendance | 91 |
| Adult attendance | 490 |
| Community Engagement attendance | 898 |
| Total Program attendance | 4,289 |

Patron visits, circulation, and computer usage increased in July.

Pam Carlisle, History Center Assistant Manager, gave children at Friendship House in the Barksdale Annex a tour of the History Center and showed them artifacts. The children expressed appreciation by sending a colorful thank you card with photos that Heather showed the Board.

Tooke and Plain Dealing had school supply drives to help local children start the new school year. Heather showed photos from the drive in Plain Dealing.

C. Financial Report

The library has collected 98% of revenues budgeted for the Operating Budget. The ending fund balance is a little over \$8.9 million.

The ending fund balance for the Construction Fund was slightly over \$5.3 million.

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

D. Director's Report

a. Hiring Policy (External)

Heather showed the Board the current Hiring Policy. The board reviewed the policy as presented.

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

b. 2020 Proposed Budget

The Board was presented with the 2020 Proposed Budget for review.

A motion to accept the 2020 Proposed Operating Budget of \$7.817 million was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

The Board was presented with the 2020 Proposed Construction Budget for review. A motion to accept the 2020 Proposed Construction Budget of \$4.1 million was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

V. Adjourn

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

Respectfully submitted,

Heather McEntee
Director of Libraries