

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices
September 3, 2020 – 1 pm

Roll Call: Library Board

Mrs. Jack Gore, President
Mr. Elmore Morris, Vice President
Mrs. Carolyn Logan
Mrs. Sally Namie
Ms. Debbie Teague

Police Jurors

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

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager, Absent
Kristin Kennedy, Community Engagement Librarian
Annie Gilmer, Community Engagement Librarian

I. Call to Order

The meeting was called to order by Mrs. Gore at 1:03 pm.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the July 23, 2020, regular meeting. There were none. Motion made by Mr. Morris, seconded by Mrs. Namie, to approve the minutes from the July 23, 2020, regular meeting. Motion carried.

IV. Reports

A. Facilities

a. East 80 Branch

The air conditioner relocation project at East 80 was approved by the Board in the July meeting contingent on an addendum and change order reversing the alternates on the original bid being issued. The decision was made to not issue an addendum and

change order. It was recommended to the Board to approve Premier Plumbing's bid as follows:

- Base bid - \$29,700
- Alternate #1 - \$15,871

Motion made by Mrs. Logan, seconded by Mr. Morris to approve the base bid of \$29,700 and alternate one at \$15,871 for a total of \$45,571. Motion carried.

b. Keyless Entry and CCTV Project (system-wide)

Keyless entry and security cameras will soon be installed at all locations by United Automation, which received the bid. Completion date will be by the end of the year.

B. Month in Review

July statistics include curbside delivery, virtual programming, digital services and patron visits. Library re-opened to the public on limited basis June 22, 2020.

Patron visits (including curbside delivery)	6,735
Patron computer usage	1,577
Database usage	6,354
Reference questions	365
Circulation	48,468
Virtual programming	72

Board members were shown two non-traditional items: History Center "Way Back" kits and a Steam-to-Go backpack coding kit. Both are suitable for children and popular with them. The backpacks are available in a variety of topics.

C. Financial Report

For the month ending July 2020 the library collected \$7,567,200 and expended \$4.3 million from the Operating Budget. The ending fund balance for the operating budget is \$8,647,145.

The ending fund balance for the Construction Fund is over \$8,231,431.

Motion made by Mr. Morris, seconded by Mrs. Logan, to accept the July 2020 financial reports. Motion carried.

D. Director's Report

a. Partnership with Bossier Parish Schools

Kristin Kennedy was present to announce a partnership with the Bossier Parish schools. The library would like the Board's approval in issuing e-cards to all Bossier Parish students, giving students access to the library's digital resources.

Motion made by Mrs. Namie seconded by Ms. Teague to approve the partnership and authorize the Library Director to sign the agreement with the Bossier Parish Schools. Motion carried.

b. 2021 Budget

The Board was presented with the 2021 proposed operating and construction budgets for review.

Motion was made by Mrs. Logan, seconded by Ms. Teague, to approve the 2021 operating and construction budgets as presented. Motion carried.

V. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Mrs. Logan to adjourn. Motion carried. The meeting adjourned at 1:37 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries