

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Aulds Branch

April 28, 2022 – 1pm

Board Members Present: Vice-President Doug Rimmer, Jacqueline “Jack” Gore, Elmore Morris

Staff Present: Heather McEntee, Leslie Ivy, Amy Robertson, Mandi Johnson, Teresa Rice, Clara Anne Madison, Connie Dickerson, William Purdy, Charmetra Ardoin, Audra Bartholomew, Pam Carlisle, Brittainy Pope, Mary Sanders, Lamont Pearson, Karen Hinson

Public Present: 4

Board Members Absent: President Bob Brotherton, Charles Gray

I. Call to Order

Mr. Rimmer called the meeting to order at 1:15 pm.

II. Public Comment – None

III. Invocation

Mr. Morris led the invocation.

IV. Guest

Aulds Manager Karen Hinson welcomed everyone to the Board meeting. She introduced herself and the assistant manager, Sharon Tyson. Karen has worked at Bossier Parish Libraries for 14 years, and Sharon has worked for 17 years. Both have served five years in management.

Aulds has three full-time and three part-time employees, with two openings: a full-time evening/weekend supervisor and a part-time floating aide position. Programming and activities have been limited because of staff shortages.

Karen reports that Aulds is clean and well-maintained. The parking lot has sufficient space, and if more is needed, the rec center lot across the street is used. The average number of patrons per year is 20,000. Although that figure was drastically lower during the COVID-19 pandemic, this year, the patron count is rising greatly. Among offerings available at the library are the Summer Experience with programs and performers, September – May, weekly story times and activities, performances by local ballet and opera companies, and back-to-school- nights and field trips by local schools. Aulds' staff visit local pre-schools monthly to supply classes with books and DVDs and also take part

in school carnivals. They partner with YEP (Youth Enrichment Program) and CADA (Council on Alcoholism and Drug Addiction) through the Community Engagement Department. CADA residents visit Aulds weekly to check out materials and use public computers.

V. Minutes

Mr. Rimmer asked if there were additions or corrections to the minutes from the March 24, 2022, regular meeting. There were none.

Motion made by Mrs. Gore, seconded by Mr. Morris, to approve minutes from the March 24, 2022, regular meeting. Motion carried unanimously.

VI. Reports

A. Facilities – presented by William Purdy

1. Branches

East 80 Carpet Bids

Two bids were received to replace a few sections of carpet at East 80. Bids to replace the carpet at East 80 were from Snyder's for \$17,187 and from Henson's for \$13,500.

Motion made by Mr. Morris, seconded by Mrs. Gore, to award the bid to Henson's for \$13,500. Motion carried unanimously.

Plain Dealing Renovation Bids

Bids for the Plain Dealing renovation were received from Thrash Construction for \$230,485 and Blocker Builders for \$148,000. A letter from Prevot Design Services recommending the lowest bidder was received.

Motion made by Mrs. Gore, seconded by Mr. Morris, to award the bid to Blocker Builders for \$148,000. Motion carried unanimously.

Tooke Playground Update

The maintenance staff is spreading fresh mulch in the playground because the barrier around the playground has sunk down.

2. Capital Projects

Central Complex Update

An updated schedule was presented to the Board from the April 21 progress meeting. The project is slated for completion on March 20, 2023. The subcontractor for the millwork went out of business, and the contractor, Boggs and Poole, is working to secure a replacement.

B. Month in Review – presented by Clara Anne Madison

STATISTICS	MARCH 2022
PATRON COUNT	13,519
CIRCULATION	59,833
CURBSIDE SERVICE	34
REFERENCE QUESTIONS	1,514
COMPUTER USAGE	2,430
PROGRAMS	210
PROGRAM ATTENDANCE	2,960
DATABASE USAGE	6,650

C. Impacting Our Community – presented by Heather McEntee

Board members were presented with photos from the i3 Art Expo, an annual three-day event sponsored by Bossier Parish schools, one of the library's community partners. The library's booth had a photo kiosk and a seven-foot yellow submarine to underscore this summer's reading program theme, "Oceans of Possibilities." Two Community Engagement Librarians, Kristin Kennedy and Andrea Gilmer were interviewed on the local news to promote the library's participation in the i3 Expo. Andrea wrote an article for the i3 Expo inserts in the *Bossier Press-Tribune*.

D. Information Technology (IT) – presented by Jaketha Farmer

Board members were presented with a March 2022 report on IT statistics. The library has signed a contract with Conterra to be the Internet Service Provider for the Plain Dealing Branch. They will have one gig of fiber starting July 1, and computer users should see internet speed dramatically improve.

E. Technical Services (TS) – presented by Teresa Rice

Board members were presented with a report stating that 1,590 new titles were added to the collection in March. The collection line item in the library's operating budget is currently 42% expended. New digital resources, such as Sing-a-long Wonder books, have been added to the collection. The processes involved in adding materials to the collection was described.

F. Community Engagement (CE) – presented by Mandi Johnson

Board members were presented with information regarding the Community Engagement Department.

A Library Ambassador program will be launched soon. The core goal is for Ambassadors to engage in advocacy efforts on behalf of the library.

In March, Community Engagement reached 1,145 people at eight events, made six homebound visits checked out 101 books, and reached 13,011 on social media.

G. Financials – presented by Amy Robertson

March 2022 Operating and Construction Funds

As of March 31, 2022, the Operating Fund revenue was \$7,720,698, and expenditures were \$3,984,593. The ending fund balance was \$8,085,652.

As of March 31, 2022, the Construction Fund revenue was \$2,006,903 and expenditures were \$366,612. The ending fund balance was \$11,021,468.

Motion made by Mrs. Gore, seconded by Mr. Morris, to accept the March 2022 Operating Fund and Construction Fund reports. Motion carried unanimously.

H. Director’s Report – presented by Heather McEntee

March 2022 Staffing Audit

The March system-wide staffing audit was presented to the Board for review. Included were a number of programs, patron counts, the lowest and highest number of staff working at any given time, operating hours for each location, hours open per week, and a number of full-time and part-time at each location. Patrons and staff counts were reported in two blocks: 10 am-2 pm and 2 pm-8 pm (2 pm-6 pm for Tooke and Plain Dealing).

While the number of programs was given, the audit doesn’t show the other duties staff perform daily, among them opening and closing procedures, weeding, shelving, shelf reading, circulation, one-on-one assistance on the phone and in person, outreach, program preparation, and public displays such as bulletin boards and other duties related to their branch.

Since branches were affected by the hiring freeze initiated in March, managers shared with the Board how it impacted them and their service to the public. It has been difficult for branches to operate efficiently with the staff shortages they’re experiencing. Several have been unable to hold their usual programs. Managers are especially concerned because the summer reading program is almost here, and it is one of the busiest times of the year, involving intense preparation and involvement by staff.

Some managers described employee morale as low because of burnout and fatigue. They want to continue serving the public as they are accustomed to and that their patrons expect. Ultimately, if staff continues to be stretched thin and burnt out, it will negatively affect the services to our community.

Board members agreed that continuing as we are was not in the best interest of the library and community. Mr. Rimmer expressed his intention to meet with the two other jurors on the Library Board who were absent and with Butch Ford, Parish Administrator, and discuss the hiring freeze.

Mrs. Gore, a long-time library user, declared that public libraries are important and a bright spot in communities. They are important for the quality of life in communities.

Advisory Committee for LSTA

State Librarian Rebecca Hamilton asked Heather to serve on the Library Services and Technology Act (LSTA) committee for the next five years. LSTA receives federal funding to spend on statewide programs that benefit all Louisiana public libraries. The committee has the task of developing a new five-year strategic plan.

Next Board Meeting

The next Board meeting is scheduled for May 26, 1 pm, at the Benton Branch.

VII. Adjourn

There being no further business, Mr. Morris motioned to adjourn, seconded by Mrs. Gore. Motion carried unanimously. The meeting adjourned at 2:15 pm.

6-9-22
Date Approved

Heather Mitchell
Board Secretary/Director of Libraries

Bob Brotherton
Board President (or Representative)