

# MINUTES

## Bossier Parish Libraries Board of Control

### Regular Meeting

#### Anna P. Tooke Memorial Library

August 25, 2022 – 1 pm

**Board Members Present:** President Bob Brotherton, Jacqueline “Jack” Gore, Charles Gray, Elmore Morris

**Staff Present:** Heather McEntee, Leslie Ivy, Amy Robertson, Teresa Rice, William Purdy, Charmetra Ardoin, Audra Bartholomew, Marisa Richardson, Mary Sanders, Karen Hinson, Connie Dickerson, Melody Windham

**Board Members Absent:** Vice-President Doug Rimmer

**Public Present:** 2

**Guests:** None

#### I. Call to Order

Mr. Brotherton called the meeting to order at 1:00 pm.

#### II. Public Comment: None

#### III. Invocation

Mr. Gray led the invocation.

#### IV. Minutes

Mr. Brotherton asked if there were additions or corrections to the minutes from the July 28, 2022, regular meeting. There were none.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve minutes from the July 28, 2022, regular meeting. Motion carried unanimously.

#### V. Reports

##### A. Facilities – presented by William Purdy

##### 1. Branches

##### Safety Report

No new information or incidences to report.

##### Plain Dealing

Board members were provided with photos of the completed outside work: painting, new soffits and fascia.

Inside work is progressing, and the re-roofing is scheduled to begin in September.

### **Central –Brick Wall**

The lowest bidder for the Central brick wall project was approved by Bossier Parish Police Jury at their regular August 3, 2022 meeting. Contracts are currently at Bossier Parish Police Jury for signing. It is hopeful that project will begin around the first of September.

## **2. Capital Projects**

### **Central Complex Update**

The most recent construction schedule update was provided to the Board. The bar joists have caused a 160-day delay. Bar joists are now on-site and most of the steel is erected. Rain delayed the pouring of the mezzanine, which was supposed to have started this week. Roofing membrane has caused a 45 to 50-day delay. We are waiting on letters from the roofing contractor and roofing supplier to determine who is at fault for the delayed order of the roofing membrane. Completion date has been pushed forward to May 2023 instead of March 2023. There is a change order request for additional days due to delays that is currently at Parish Engineer's office for review before any action is taken concerning the request.

Mr. Gray asked how much square footage had been allocated for the early voting area. William advised that it was his understanding that the Registrar of Voters would continue to use the History Center part of the (old) Central library complex even after the new complex is open. Heather advised that there is, indeed, room for early voting to take place in the multi-purpose meeting room at the new Central complex, but there is no room for the Registrar to store all of her equipment year-round. Mr. Gray stated that he thought, during the final design process it was requested that we allow Registrar a closet for her "supplies", not the voting machines. Heather stated that after the design phase was completed, there were discussions concerning that matter, but no final solution was reached. Mr. Brotherton stated that he was present when this was discussed during one of Prevot's presentations. Mr. Brotherton believes the plan is to offer the Registrar use of a space in the old Central complex (probably the History Center portion) for early voting. There is a large, lockable area to hold voting machines. The History Center part of the building would not be leased out after the new Central complex opens; it would be used by the Registrar, during early voting only.

**B. Month in Review – presented by Heather McEntee**

Heather compared July 2022 stats with July 2021. Patron visits increased 10%. Circulation increased almost 5%. Computer use by patrons increased 3%. Reference questions increased 6%.

<b>STATISTICS</b>	<b>July 2021</b>	<b>July 2022</b>
<b>PATRON COUNT</b>	12,223	13,642
<b>CIRCULATION</b>	63,131	66,448
<b>CURBSIDE SERVICE</b>	22	21
<b>REFERENCE QUESTIONS</b>	854	912
<b>COMPUTER USAGE</b>	2,440	2,517
<b>PROGRAMS</b>	206	151
<b>PROGRAM ATTENDANCE</b>	3,909	2,926
<b>DATABASE USAGE</b>	5,361	3,873

**C. Impacting Our Community – presented by Heather McEntee**

Central Library received a note from a teenaged patron, who had participated in our Summer Experience. The teen shared that she is dyslexic and she participated in Summer Experience to challenge herself to read more during the Summer and learn different techniques to help her succeed when she returns to school.

**D. Information Technology (IT) – presented by Heather McEntee**

Jaketha Farmer was unable to attend, so Board members were presented with a report on IT statistics.

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

Board members were given a Tech Services report that 2,082 new items were added to the collection in July – averaging 104 new items each day. 66% of the collection budget has been expended.

Our hotspots were showcased to the Board. We began circulating hotspots in 2017, and since then they have been checked out over 3,400 times. We have almost 100 hotspots in our collection. There is no cost for the device, but we pay \$40 per month for “unlimited” data. Hotspots can be checked out for 1 week, with no renewals, no holds, and patron must wait 4 weeks before being eligible to check out a hotspot again. Patron must have a satisfactory check-out history of at least 6 months and be 18 years of age to be eligible to check out a hotspot. Through a portal with Verizon, we are able to send patron reminders if they have not returned the hotspot on time, and we can even end their service to encourage them to return the hotspot to the library.

**F. Community Engagement (CE) – presented by Heather McEntee**

Mandi was unable to attend, so her report was provided to the Board. In July, Community Engagement reached 486 people at 10 events, and issued 13 new library cards at these events. On social media, we had 23 new page “likes” on Facebook, 3 new followers on Twitter, and 16 new followers on Instagram. Website stats: 4,680 users and 8,806 sessions.

Heather explained our new campaign for new cardholders. When a new card is issued, 2 separate emails, sent 5 days apart, are sent to the new cardholder. The second email prompts the new user to come into the library to receive a free reusable tote bag in order to get them to visit the library.

**G. Financial – presented by Amy Robertson**

**July 2022 Operating and Construction Funds**

As of July 31, 2022, the Operating Fund revenue was \$7,908,330, and expenditures were \$6,279,733. The ending fund balance was \$5,978,143.

Amy provided charts showing percentage of what has been expended in each category against actual revenues. The \$2,000,000 transfer to the construction fund is 25% of actual revenues taken in so far. Facilities expenses are 6%. General expenses are 3%. Library materials are 9%. Personnel is 36%.

As of July 31, 2022, Construction Fund revenue was \$2,022,235 and expenditures were \$2,093,834. The ending fund balance was \$9,309,579.

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

**H. Director’s Report – presented by Heather McEntee**

Heather shared that she has been invited to be a keynote speaker at the Louisiana Support Staff Association of Libraries statewide annual conference on October 17 in Ruston. Mr. Brotherton and Mrs. Gore congratulated Heather.

Heather is planning to meet with the Administrative Team and Branch Managers in early-September to evaluate and measure the goals and objectives that have been put in place in accordance with our 2021-2025 Strategic Plan. A second meeting with the Administrative Team and the Library Board to review those findings will be held. Mr. Brotherton suggested that this meeting be held at noon on September 22, 2022, immediately before the next board meeting at Plain Dealing branch. Heather also mentioned that this will be the meeting wherein the library budget will need to be approved.

Heather provided each Board member with an annual evaluation form to be completed since her anniversary date is September 3, 2022.

Heather advised the Board that she will be on vacation September 5 – 9, 2022.

**Next Board Meeting**

The next Board meeting will be scheduled for September 22, 2022, 1 pm, at Plain Dealing Branch.

**VI. Adjourn**

There being no further business, Mrs. Gore motioned to adjourn, seconded by Mr. Morris. Motion carried unanimously. The meeting adjourned at 1:38 pm.

9/22/22

Date Approved

Dony Rimmer  
Board President (or Representative)

Heather A. Porter  
Board Secretary/Director of Libraries