

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
December 5, 2019 – 1 pm

Roll Call: **Library Board**

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

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
Tanika Johnson, Manager, Plain Dealing Branch

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Motion was made by Mr. Morris, seconded by Dr. Carleton to approve the minutes from the October 24, 2019 regular meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. Bossier Central

Two humidifiers at Central, used during winter months, have broken. Since the cost to replace them is high and construction of the new Central Library will be starting soon, it is recommended not to replace them.

Motion was made Dr. Carleton, seconded by Mr. Morris not to purchase new humidifiers. Motion passed unanimously.

b. Aulds and Benton Branches

Handicapped door openers need to be replaced. One proposal was received by Door Control Services (DCS). Cost for each branch is as follows: Aulds 1 - replacement door opener - \$2,427; Benton 3 replacement door openers - \$6,013; both includes a one-year extended warranty. Total cost of project: \$8,575.

Motion was made by Mr. Morris, seconded by Dr. Carleton to approve the purchase of handicapped door openers at Aulds (1) and Benton (3) with a one-year extended warranty for \$8,575. Motion passed unanimously.

c. Administration Building

The current lease value of the designated 1.2 acres of land on Administrative Building property was appraised at \$2,300 per month by MAI Appraiser David Volentine.

Motion was made by Mr. Morris, seconded by Dr. Carleton to present the lease value to the business interested in renting the land. If the business is still interested, terms of the lease will be set. Motion passed unanimously.

B. Statistics and Happenings

a. Staff Day

Staff Day, November 4, was hosted by the History Center at the Administrative Building. Guest speakers presented on retirement in the Parochial Employees Retirement System, customer service best practices, and self-defense. Staff also enjoyed team building games. 89 employees attended.

b. October 2019 statistics:

| | |
|---------------------------------|---------------|
| Patron visits | 35,532 |
| Patron computer usage | 13,906 |
| Database usage | 5,525 |
| Reference questions | 1,085 |
| Total circulation | 79,800 |
| Children's programs | 139 |
| Young Adult programs | 18 |
| Adult programs | 75 |
| Community Engagement programs | 16 |
| Total programs | 248 |
| Children attendance | 2,973 |
| YA attendance | 56 |
| Adult attendance | 1,370 |
| Community Engagement attendance | 919 |
| Total Program attendance | 5,318 |

c. Financial Report

The library has collected 98% of revenues for the Operating Budget. The ending fund balance as of October 31, 2019 is \$7,043,173.

The ending fund balance for the Construction Fund is \$4,444,834.

Motion was made by Mr. Morris, seconded by Dr. Carleton to accept the October 2019 financial reports. Motion passed unanimously.

C. Director's Report

a. Proposed Amended 2019 Budgets

The proposed amended 2019 Operating and Construction Budgets were presented to the board.

Motion was made by Mr. Morris, seconded by Dr. Carleton to accept the proposed amended budgets. Motion passed unanimously.

b. Plain Dealing Operating Hours

Tanika Johnson, Plain Dealing Branch manager, and her staff would like to better serve the community and improve the use of resources. She requested approval to conduct a feasibility study to determine interest in changing present operating hours to Monday – Friday 10 a.m. – 7 p.m. Public surveys will be available in the library, local establishments and on the library website to get community feedback.

Motion was made by Dr. Carleton, seconded by Mr. Morris to approve a public survey for the feasibility study to determine interest in new operating hours at the Plain Dealing Branch. Motion passed unanimously.

c. Unique Management Live Chat Service Follow-up

The library reached out to Calcasieu Parish Library about their experience with Unique Management's live chat service. Since they highly recommended it, Bossier is in the process of implementing the service as the Board approved.

d. Nomination of Board Officers

Motion was made by Mr. Morris, seconded by Dr. Carleton to nominate Mrs. Gore as President of the Board in 2020. Motion passed unanimously.

Motion was made by Dr. Carleton, seconded by Mrs. Namie to nominate Mr. Morris as Vice-President of the Board in 2020. Motion passed unanimously.

e. New Year's Eve Early Closing

The Board was asked to consider closing all locations at 12 pm on New Year's Eve.

Motion was made by Mr. Morris, seconded by Dr. Carleton to close the library system at 12 pm on December 31. Motion passed unanimously.

V. Adjourn

Motion was made by Mr. Morris, seconded by Dr. Carleton to adjourn. Motion passed unanimously.

Respectfully submitted,

Heather McEntee
Director of Libraries