

**Bossier Parish Library  
Board of Control  
January 25, 2018 - 1pm  
Administrative Offices – Conference Room  
Minutes**

**Roll Call: Library Board**

Dr. Tom Carleton, President, Absent  
Mrs. Freddie Cherry, Absent  
Mrs. Jack Gore  
Mrs. Carolyn Logan  
Mr. Elmore Morris

**Police Jury Members**

Mr. Bob Brotherton  
Mr. Doug Rimmer, Absent

**Staff**

Heather McEntee, Library Director  
Leslie Ivy, Administrative Assistant  
Kristen Edson, Bossier Central Branch Manager  
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**

Mrs. Logan made a motion and it was seconded by Mr. Morris for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

**IV. Branch Reports**

**A. Facilities**

**Work in progress:**

History Center Air Handler: The air handler has been ordered. It will be 10 – 12 weeks in manufacturing, so it will probably be in near the end of April before it is changed out.

East 80 Roof: Pre-bid meeting has been held. Bids will be opened on February 5, and notice to proceed will probably go out near the middle-to-end of February. The project is expected to take sixty (60) days to complete. Due to the limited parking lot, the scope of the project, and for the safety of the patrons and staff, the branch will need to be closed during this project, and the staff re-assigned to other branches.

William Purdy advised that while the library is closed for the roofing project, he also intends to repair some areas of the parking lot and add a handicap ramp at the front of the building.

Haughton Land: The appraisal on the 5 acres of land in Haughton owned by Mr. Pullig came back at \$150,000.00 (\$30,000 per acre). Mr. Brotherton had spoken to the owner about the property, and Mr. Pullig doubled the price from \$40,000/acre to \$80,000/acre, then contacted Mr. Brotherton later and dropped the price to \$60,000/acre. There is some question as to whether Mr. Pullig is going to go along with the \$30,000/acre value set by the appraisal, but by law, we cannot pay more than the appraised value. Heather will get with Butch Ford concerning scheduling a meeting with Mr. Pullig regarding the property.

There are a couple of other available property options in the same area that can be explored if the negotiations with Mr. Pullig fall through. Mr. Gullett has property between Joe Delaney Park and Haughton High School that might be available. Mr. Brotherton believes it is about 7 acres, but there is also a house on the land that the property owner would probably want to sell as part of the property. BPPJ could possibly partner with Bossier Parish School Board (60/40 or possibly 70/30 split) to obtain the property, and the property could also be used for overflow parking for football games at Haughton High School.

Also, Mr. Crew has property on the West side of Highway 157 between the Pilot Station and the red light in Haughton. The property has already been clear cut, and there is road frontage on Highway 157 which would give direct access to the property from the main highway.

A motion was made by Mr. Morris, and it was seconded by Mrs. Logan, to move forward to see if Mr. Pullig is willing to accept the appraised value for his property. Motion passed unanimously.

Central Renovation and Expansion: Heather shared an update, stating that the next step in the process is focus groups with the community and staff that will be conducted near the end of February by our library consultant, Mr. Waters. According to Central library branch manager, Kristen Edson, we want to have about 48 participants from the community, and about 24 stakeholders/staff members participating in the focus groups.

## **B. Parish-wide Monthly Statistics Board Report**

The complete report for December 2017 is in each Board member's binder for review. Also included in the binders is a Grand Total of System-Wide Statistics for 2017. Heather pointed out that even with the Central Branch closure for 3 months and the 6-month long network issues, she is very pleased with our statistics for 2017.

Heather reported that our circulation count for 2017, which was 739,216 was only about 600 less than the 2016 total.

Heather advised that at a recent Green-Gold meeting, most directors were complaining that their circulation statistics were way down, but thankfully we did not have that problem!

Heather also pointed out how pleased she is with our programming statistics -- over 1,300 programs with an attendance of almost 25,000!

Heather was also very pleased with our database usage statistics since we do put a lot of money into purchase of these databases.

Here are the grand total statistics for 2017:



Heather advised that the increase in hours at the Haughton branch has been well-received by the community. Traffic is slowly picking up during the evenings and on weekends. Heather reported that the total weekly operating hours for all of our branches is a total of 492 hours per week!

Mrs. Gore complimented the Children's Department staff at Bossier Central. None of the staff members knew her to be one of the Library Board members – to them, she was just another patron -- but they were extremely courteous and helpful and the service she received was “wonderful”. Mrs. Gore was pleased to report that when she told one of the children's staff “Thank you”, the response she received was “That's what we're here for!”

Mrs. Gore also complimented the job that Tanika Johnson is doing as branch manager at the Plain Dealing Branch. Mrs. Gore is pleased to see Tanika partnering with the Plain Dealing schools. She always sees signs out front announcing programs and she said Tanika has made the building very attractive. Mrs. Gore further stated that the library is the best thing Plain Dealing has going for it. Heather also praised Tanika's effort to get more teens involved and is very pleased with the

teen programming numbers. Leslie Ivy agreed, stating that she sees statistics for all of the library branches and she was very impressed by the programming counts she has been seeing from Plain Dealing since Tanika became manager.

Heather shared that we have partnered with the Krewe of Centaur for their Mardi Gras parade in February. The theme is “Centaur Goes to the Library”. We are unable to actually participate in the parade because of the guidelines concerning what types of vehicles were considered “floats” and would be allowed on the parade route. Community Engagement staff, some Administration staff, and Kristen Edson attended the Krewe’s Mardi Gras Ball. Community Engagement will also have a table set up at the Krewe’s float loading party. Krewe royalty will be visiting all branches during story time.

Bossier Parish Sheriff’s Office and Lt. Ron Glovier have been working with Kristen Edson and the staff at Bossier Central on safety/emergency training and active shooter situations. This was featured on the Bossier Sheriff’s Facebook page, and Channel 6 came out to interview Kristen after seeing the social media post.

## **V. Financial Report**

The November 2017 and December 2017 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 103% of the amount budgeted for 2017. Parish tax received was \$7.5 million. The percentage for library fines was a little lower than expected at 82%, but that can be attributed to the 3-month closure at Central branch. Over all, we collected about \$7.8 million.

As far as expenditures, bottom-line is we expended 93% of what we originally budgeted. We did go over on some line items, but that’s because we did not revise certain line items because we knew we were not going to be over 5%.

The total expenditures were a little over \$7 million – we had \$785,941 left. Our ending fund balance was a little over \$14 million.

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

## **VI. New Business and Other Business**

### **A. Longevity Goals**

Heather advised that we need to revise the longevity policy, so we have suspended the longevity program. There are about 8 more staff members who are “grandfathered” in that will be submitting projects this year.

Felesha Sweeney

- Visited three branches
- Took one continuing education course entitled “Know Your Community”
- Completed three (3) special projects which involved planning and promotion of an incentive program to boost circulation in children’s and teen books, holding a tween/teen “Lunch Bunch Book Club”, and coordinating a visit to Haughton High School for a meeting with the school library club.

Felesha also received a satisfactory annual evaluation on her anniversary date. A motion to approve a three-step raise for Felesha was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

**B. Public Policies**

Banning: Discussion regarding this policy was tabled until the February meeting.

Borrowing Materials: In order to be on par with other libraries, it was proposed that the minimum amount of fine/fees necessary to suspend a patron’s library privileges be increased from \$3.00 to \$10.00. It was moved by Mr. Morris and seconded by Mrs. Logan that the amount of fine/fees resulting in suspension of a patron’s library privileges be increased to \$10.00. Motion passed unanimously.

**C. 175<sup>th</sup> Anniversary of Bossier Parish**

February 24, 2018 is the actual anniversary date, and the History Center is hosting a kick-off celebration on that date. There are also smaller events occurring throughout the year. Bossier Parish Police Jury is helping with the celebration. The City of Bossier, Bossier Chamber, and Bossier Press Tribune are also partnering with us. Ann Middleton and Heather McEntee will attend the next BPPJ meeting to discuss.

**VII. Adjourn**

Mr. Morris made a motion to adjourn the meeting and it was seconded by Mrs. Logan. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director