

# MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

July 22, 2021 – 1 pm

**Roll Call:**     **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President, Absent

Mr. Charles Gray

Mrs. Jack Gore, Absent

Mr. Doug Rimmer

**Staff**

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement

William Purdy, Facilities Manager

Brittainy Pope, East 80 Branch Manager

**I. Call to Order**

Mr. Morris called the meeting to order at 1:03 pm.

**II. Invocation**

Mr. Gray led the invocation.

**III. Guest**

Ms. Brittainy Pope was introduced as the new East 80 Branch Manager.

**IV. Minutes**

Mr. Morris asked if there were additions or corrections to the minutes from June 24, 2021, regular meeting. There were none.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to approve minutes from June 24, 2021, regular meeting. Motion carried unanimously.

**V. Reports**

**A. Facilities – no new items**

**B. Capital Projects**

**a. Central Complex Update**

1. Bid advertisement and opening dates as follows:
  - Advertise August 18, August 25 and September 1
  - Mandatory re-bid Meeting September 8
  - Receive bids September 21
  - Board approves winning bid, September 23, Board Meeting
  
2. Proposed Contract Amendment – Prevot Design Services  
A proposed contract amendment to increase construction observation services in addition to those outlined in the “Basic Scope of Services” of the agreement between Owner and Architect was presented to the Board for consideration.

Motion made by Mr. Gray, seconded by Mr. Rimmer, for Prevot Design Services’ contract amendment to increase construction observation services be approved. Motion carried unanimously.

3. New Central Library Shelving – AOS  
AOS is on Louisiana State contract for library shelving. As of September 1, 2021 there will be an increase in prices once the contract is renewed. Buying and storing the shelving prior to the increase date will save approximately \$125,000.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to purchase new shelving for the Central Complex prior to September 1, 2021. Motion carried unanimously.

**C. Month in Review**

<b>STATISTICS – JUN 2021</b>	
<b>PATRON COUNT</b>	14,049
<b>CIRCULATION</b>	63,738
<b>REFERENCE QUESTIONS</b>	533
<b>COMPUTER USAGE</b>	2,250
<b>PROGRAMS</b>	233
<b>PROGRAM ATTENDANCE</b>	5,771
<b>DATABASE USAGE</b>	7,076

Happening at Central: artwork by talented staff member, Nicole Kempf.

Impacting Our Community: The library is joining forces with the Bossier Correctional Facilities to help start a library for the detained. Letters indicating a need for books and articulations of appreciation from those at Steve Hoyle Intensive Substance Abuse Program (SHISAP) in Plain Dealing were shared with the Board.

#### **D. Financial Report**

The June 2021 Operating and Construction Funds were presented to the Board.

As of June 30, 2021, the Operating Fund revenue was \$7,567,792 and expenditures were \$5,718,554. The expenditures include \$2 million transferred to the Construction Fund. The ending fund balance was \$7,560,280.

As of June 30, 2021, the Construction Fund revenue was \$2,010,419 and expenditures were \$263,378. The ending fund balance was \$9,957,446.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to accept the June 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

#### **E. Director's Report**

##### **a. Volunteer Policy**

The policy was evaluated by the parish attorney who stated that it was acceptable to bring to the Board for final approval. There was a discussion regarding volunteering.

Motion made by Mr. Rimmer to approve the Volunteer Policy. There was no second. No action was taken.

##### **b. Partnership and Grant Opportunity with Alumni Arts Presents (non-profit film school)**

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to pursue the opportunity of partnering with Alumni Arts Presents to receive grants shared equally that promote education and economic development. Motion carried unanimously.

#### **VI. Adjourn**

There being no further business, Mr. Gray motioned to adjourn, seconded by Mr. Rimmer. Motion carried unanimously. The meeting adjourned at 2:02 pm.

Respectfully submitted,

Heather McEntee  
Board Secretary/Director of Libraries