

**Bossier Parish Library
Board of Control
June 28, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Norman Craig
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director, Absent
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager
Leslie Ivy, Administrative Assistant

I. Call to Order

The meeting was called to order by Ms. Namie.

A motion was made by Mr. Morris and seconded by Mrs. Gore to add “Pre-Employment Testing” to the agenda as an item of new business.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Reports

Facilities:

East 80

The new carpet has been ordered, and work should begin on July 2nd or 3rd.

Aulds

The chain link fence at Aulds is in bad shape – a tree has fallen on it,

neighborhood children have cut it to make themselves a shortcut, and it has been hit by a truck. Williams would like to remove the fence, and does not believe the fence needs to be replaced. Mr. Morris made a motion to remove the chain link fence at Aulds, and the motion was seconded by Mrs. Logan. Motion passed unanimously.

Tooke

William passed around photos of the new well house at Tooke, and everyone agreed it looks very nice.

History Center

The air handler has been replaced, and William requested to have the old air handler declared surplus. A motion was made by Mrs. Gore and seconded by Mrs. Logan to declare the old air handler from the History Center as surplus. Motion passed unanimously.

Haughton

Mr. Brotherton asked William if there were any updates regarding the search for property in Haughton. Williams had nothing new to report. Mr. Brotherton advised that he had spoken to Butch Ford, Parish Engineer, regarding this issue and was informed that the business partner of the landowner had recently passed away and his estate was in succession at this time.

Library Statistics and Happenings:

The complete report for May 2018 is in each Board member's binder for review.

Patron visits	38,747
Patron Computer Usage	4,604
Patron Wi-Fi Usage	661
Meeting Room Usage	71 (groups)
Database Usage	5,049
Reference Questions	691
Total circulation	66,658
Children's Programs	35
Young Adult Programs	6
Adult Programs	100
Total programs	141
Children Attendance	2,047
YA Attendance	36
Adult Attendance	845
Total program attendance	2,928
Community programs	9
Homebound patrons	1

Patron visits were up about 5,000 from April. Some of the stats were down due to the closure of the East 80 branch. Children's programming was decreased because fewer programs were being held during May because branches were preparing for the Summer Reading Programs. The children's program attendance was higher due to the i3 Expo, which was attended by all Second Grade students throughout Bossier Parish.

Mr. Brotherton mentioned that Trailblazer in Ruston published a book on the Water Cycle, and Bossier Parish Police Jury encourages the Library to have programming at our branches to support the book.

Mr. Morris shared that he felt this year's ALA Conference was the best he has ever attended. He believed the conference was set up well, and that the programs offered were great! Mr. Morris thanked Heather and Anne for the opportunity to attend.

V. Financial Report

The May 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 92% of the amount budgeted for 2018. The Library has received more interest than originally budgeted. Expenditures are over in drug testing, Pension Fund Contributions and Workers Comp Insurance because several new positions have been filled. Office expenses are over due to payment to the consultant for the staffing and scheduling study. Travel and conference expenses are over, due to ALA in New Orleans in June, and PLA in Philadelphia this year. The ending fund balance is \$15,239,085.

Anne presented a May 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund. Total revenue is \$3,005,563. After payment of \$68,267 for architect/engineering fees, the ending fund balance is \$2,937,296.

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

VI. New Business

Friends of the Library

Ms. Jane Ott sent a letter to Administration concerning ending the Friends of the Library group and to formally dissolve the organization. Ms. Ott indicated that many members were nearing the end of their tenure, and there was no interest from potential new members.

Pre-Employment Testing

Due to the intensive amount of time and money the Library is spending in the hiring process, and the number of recent turnovers in newly hired staff, Heather and Anne have been researching pre-employment testing options. Harvard Business Review suggests testing applicants before the interview process. These would be short, online tests focusing on skills, personality and aptitude. The tests would be filled out at the same time applicants complete their online applications.

Anne and Heather demoed tests from the Criteria Corporation, who provides tests tailored for each position for which applicants are applying. Anne spoke with a library in Pennsylvania that has used the Criteria Corporation testing for 8 years, and they are highly pleased with the product. This particular library stated that they found the testing so useful that they would not go without using it! Criteria Corporation's fee is \$2,500 per year for unlimited use.

Mrs. Logan made a motion to use Criteria Corporation for pre-employment testing, and the motion was seconded by Mr. Morris. Motion passed unanimously.

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