

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Conference Room
June 27, 2019 – 1 pm

Roll Call: **Library Board**

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

Police Jurors

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Guests

Mark Prevot, President, Prevot Design Services
April Sharlow, Prevot Design Services
Laken Drake, Prevot Design Services

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services, Absent
Leslie Ivy, Executive Assistant
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Namie.

II. Invocation

The invocation was led by Mrs. Gore.

III. Guest – Prevot Design Services

Architect, Mark Prevot, and April Sharlow presented the exterior and interior schematic design for the new Central Library and History Center. The new building will be approximately 39,000 square feet. When the bidding process for construction is completed, Mark estimated that it would take 12 – 16 months to build the new library.

IV. Minutes

Mrs. Logan made a motion and it was seconded by Mr. Morris to approve the minutes from the previous Regular Meeting. Motion passed unanimously.

V. Reports

A. Facilities

a. Central –

Central's chiller has a defective compressor and needs to be replaced. Three proposals were received: DMR Mechanical Services (\$10,300), Payne Mechanical (\$9,480.98), and Trane (\$10,932.49).

A motion to accept Payne Mechanical's proposal of \$9,480.98 to replace Central's chiller compressor was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

b. Plain Dealing –

A change order from DMR Mechanical to install volume dampers and insulated backing was presented to the board. The amount of the change order is \$2,487.00

A motion to accept the change order for Plain Dealing's HVAC project was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

c. Benton –

A leak was discovered under the Benton parking lot. The leak was in a sprinkler line in a pre-meter area, so there had been no increase in the water bill. At the time of this meeting, maintenance was in the process of locating the exact location of the leak and repairing it.

d. Haughton –

The signage for the Haughton land announcing that a new branch will be built in the future has been received and will be put on the property soon.

B. Statistics and Happenings

a. May 2019 statistics:

Patron visits	41,513
Patron computer usage	5,148
Database usage	26,947
Reference questions	965
Total circulation	72,685
Children's programs	99
Young Adult programs	17
Adult programs	55
Community Engagement programs	8
Total programs	179
Children attendance	3,877
YA attendance	94
Adult attendance	377
Community Engagement attendance	1,098
Total Program attendance	5,446

It was noted that patron visits in May were up by 8,096 (24%) from the April figures. Patron database usage was up by 12,642 (88%) from April. Computer use by patrons was up by 295 (6%) from April. Reference questions were up by 166 (20%) from April. May circulation statistics were up 4,893 (7%) from April. We offered 179 programs in May with an attendance of 5,446, which is 31% higher than April attendance.

- b. Heather highlighted the registration statistics for the Summer Experience Program, and we currently have a 30% higher registration rate than last year. Current registration (and we are only halfway through the program) is 1,948, which is already higher than the overall total of 1,442 registrants last year. Many participants have already met their reading goals, and there is still a whole month of programming left!

C. Financial Report

The library has collected 97% of revenues budgeted for the Operating Budget. The ending fund balance was \$9,901,851.

The ending fund balance for the Construction Fund was \$5,397,297.

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

VI. Director's Report

Proctoring Policy (Public)

Heather presented the board with revisions to the policy. The current policy has restrictive barriers preventing a majority of patrons from utilizing the proctoring services available. The revisions will provide better availability and access to the services which will strengthen the library's community relationship. The board reviewed the revisions as presented.

A motion to approve the revisions to the policy was made by Mrs. Logan and seconded by Mrs. Gore. Motion passed unanimously.

VII. Adjourn

A motion to adjourn was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

Respectfully submitted,

Heather McEntee
Director of Libraries