

# MINUTES

## Bossier Parish Libraries Board of Control

### Regular Meeting

### Benton Branch

June 9, 2022 – 1 pm

**Board Members Present:** President Bob Brotherton, Vice-President Doug Rimmer, Jacqueline “Jack” Gore, Charles Gray

**Staff Present:** Heather McEntee, Leslie Ivy, Amy Robertson, Mandi Johnson, Teresa Rice, Jaketha Farmer, Clara Anne Madison, Connie Dickerson, Tammie Crochet, Annie Gilmer, Kristin Kennedy, William Purdy, Charmetra Ardoin, Audra Bartholomew, Marisa Richardson, Brittainy Pope, Mary Sanders, Lamont Pearson, Karen Hinson, Tanika Johnson, Sheila Montgomery, Tyler Crochet

**Board Members Absent:** Elmore Morris

**Public Present:** 2

**I. Call to Order**

Mr. Brotherton called the meeting to order at 1:04 pm.

**II. Public Comment – None**

**III. Invocation**

Mrs. Gore led the invocation.

**IV. Guest**

Benton Manager Charmetra Ardoin welcomed everyone to the Board meeting. She introduced herself, Assistant Manager Sheila Montgomery, and Evening/Weekend Supervisor Tyler Crochet.

Benton has six full-time and three part-time employees and all lead programs that address the needs of a growing, diverse population in Benton and north Bossier parish. Services provided included ESL classes, story hours for children, a book club, homeschool programs, Anime/Pokémon, Dungeons and Dragons clubs for teens and tweens, and painting and craft classes. The large number of children at branch events were attributed to the strong connections forged with local schools.

## **V. Minutes**

Mr. Brotherton asked if there were additions or corrections to the minutes from the April 28, 2022, regular meeting. There were none.

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to approve minutes from the March 24, 2022, regular meeting. Motion carried unanimously.

## **VI. Reports**

### **A. Facilities – presented by William Purdy**

#### **1. Branches**

##### **East 80 Carpeting Update**

Carpeting identified as a tripping hazard both in the children's area and behind the circulation desk was replaced with new carpeting and LVT flooring, respectively. The same LVT flooring also was installed in two public restrooms near the building entrance.

##### **Central Wall**

Civil engineer Gary Clark finished the design for removing the degrading brick wall around the Central Complex. Bossier City ordinance requires a wooden fence around the dumpster, and the rest of the fencing will be metal. A fencing company will be secured on a state contract since the cost of the project is under the amount required for an RFP. Bids should be ready to present to the Board for review in the near future.

##### **Plain Dealing**

The notice to proceed with the exterior and interior construction project was received on June 6 and demo work will begin Monday, June 13 with a 120-day contract. Blocker Builders will construct a study room, teen space with shelving, and Manager's office from display areas. The library will remain open during the exterior work. Interior work may cause a few interruptions of service but is expected to last only a few days. Plastic sheeting will be hung as a barrier for dust control to allow patrons to safely use the library.

##### **Tooke**

Mr. Brotherton requested an update on the recent break-in at Tooke.

Damage was minimal. The pry bar the perpetrator used to get into a side door caused only cosmetic damage. Maintenance will repair wall damage. Overall, there are less than \$5,000 in damages. Parish Purchasing Agent Jim Firth advised that since the library's out-of-pocket is well below the deductible no claim is

necessary. Law enforcement has reviewed the library's camera footage and is actively working on the case.

## 2. Capital Projects

### Central Complex Update

The slab for the north side was poured; the south side slab is next, and lastly, a center portion, spanning front to back, will be poured and stained. The project is running smoothly with good weather. The millwork issue has been taken care of and roof beams are expected to arrive soon.

### B. Month in Review – presented by Clara Anne Madison

STATISTICS	April 2022
PATRON COUNT	12,185
CIRCULATION	51,961
CURBSIDE SERVICE	22
REFERENCE QUESTIONS	1,429
COMPUTER USAGE	2,176
PROGRAMS	177
PROGRAM ATTENDANCE	4,764
DATABASE USAGE	6,236

### C. Impacting Our Community – presented by Heather McEntee

Recent patron positive feedback from Tooke, Haughton and Central was shared with Board members. Patrons complimented their home branches for friendly and competent staff and engaging and valuable programs.

### D. Information Technology (IT) – presented by Jaketha Farmer

Board members were presented with the April 2022 report on IT statistics.

As of July 1, Conterra, the new internet service provider for Plain Dealing, is expected to be up and running.

Ten standalone Hublets were purchased in 2021 with grant monies. Each is paired with its Mi-Fi, making them borrowable for patrons in-house or to take home. Pre-selected android apps are installed on the Hublets and users' data is wiped out after each session. The standalones were set up and upgraded by I.T. this month and will be sent to Tech Services for cataloging.

**E. Technical Services (TS) – presented by Teresa Rice**

Board members were presented with a Tech Services report stating that 1,580 new titles were added to the collection in April.

Technical Services highlighted Spanish-language materials for all ages in the presentation. A wide variety of materials, digital and hard copies, have been added to the collection. Many are translations of popular English-speaking authors. There currently are 20,000 Spanish language musical selections and 350 books available on Hoopla. Kanopy, a popular streaming service, provides over 600 Spanish-language movies.

Udemy, a new well-regarded, learning platform, offers instruction on computers and software such as QuickBooks; professional development skillsets on communication and leadership; and personal enrichment and learning.

The History Center has added six new time-travel kits (in small suitcases) on local history to the library collection that are available for check-out. A kit featuring the history of local music was shown to the Board. It contained books, laminated newspaper articles, activities, games, and DVDs, including one on the Louisiana Hayride. Other travel kit themes are WWII, the 1920s, Home Economics, and the Caddo Indians.

**F. Community Engagement (CE) – presented by Mandi Johnson**

Board members were presented with information regarding the Community Engagement Department.

In April, Community Engagement reached 2,077 people at 11 events, made 11 homebound visits and checked out 89 books, and reached 17,351 on social media.

Mandi was invited by the American Library Association and the San Francisco Public Library to be a part of a national committee convening at the American Library Association's annual conference. The committee was established in regards to revising library services for individuals who are incarcerated or detained. Bossier Parish Libraries was the only library from Louisiana invited to be a part of this committee.

**G. Financial – presented by Amy Robertson**

**April 2022 Operating and Construction Funds**

As of April 2022, the Operating Fund revenue was \$7,780,166, and expenditures were \$2,455,788. The ending fund balance was \$7,673,924.

As of April 2022, the Construction Fund revenue was \$10,815 and expenditures were \$1,092,887. The ending fund balance was \$10,299,105.

Motion made by Mr. Gray, seconded by Mrs. Gore, to accept the April 2022 Operating Fund and Construction Fund reports. Motion carried unanimously.

**H. Director's Report – presented by Heather McEntee**

**Branch Operating Hours**

Prior to the pandemic, all branches opened at 9 am Monday through Saturday. During the pandemic, locations began to open at 10 am due to the time constraints required of staff cleaning throughout the building to open safely. There have been several patron requests to resume opening at 9 am. It was recommended that the library's opening hours be moved back to 9 am beginning June 13, 2022.

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to resume opening branches at 9 am starting June 13. Motion carried unanimously.

Mr. Gray requested information regarding safety measures in place for the staff. Closing hours for each location was briefly discussed. A safety report will be presented to the Board each month and additional information regarding safety protocols and closing hours will be given to the Board at the next meeting.

**Next Board Meeting**

The next Board meeting will be scheduled for July 28, 1 pm, at Bossier Central.

**VII. Adjourn**

There being no further business, Mr. Rimmer motioned to adjourn, seconded by Mrs. Gore. Motion carried unanimously. The meeting adjourned at 2:19 pm.

7-28-22  
Date Approved

Heather McEntee  
Board Secretary/Director of Libraries

Bob Brotherton  
Board President (or Representative)