

BOSSIER PARISH
LIBRARY BOARD OF CONTROL
BENTON, LOUISIANA
MINUTES
May 18, 2023, 11 a.m.

The Library Board of Control met in regular and legal session on the 18th day of May, 2023, in the Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Doug Rimmer, called the meeting to order at 11:03 a.m. Mr. Gray gave the invocation and Ms. Parks led the Pledge of Allegiance. Board members present are as follows:

Mr. Doug Rimmer, President
Mr. Charles Gray
Mr. Glenn Benton
Ms. Julianna Parks

Also present: Mr. Butch Ford, Ms. Stacie Fernandez, Ms. Sandy Long, Ms. Rachel Hauser, Mr. Pat Culverhouse, Mr. Eric Hudson, Mr. Patrick Jackson, Mr. Jim Firth, Mr. Heath Lyles, Mr. Paul M. Plummer, Mr. John Ed Jorden, Bossier Parish Libraries employees Ms. Felesha Sweeney, Ms. Tanika Johnson, Ms. Kim Mosier, Ms. Brenda Anderson, Ms. Karen Hinson, Ms. Mary Sanders, Ms. Marisa Richardson, Ms. Charmetra Ardoin, Ms. Jaketha Farmer, Ms. Crystal Berrian, Ms. Teresa Rice, Ms. Connie Dickerson, Ms. Clara Anne Madison, Mr. William Purdy.
Guests: Mark Prevot and April Sharlow, Prevot Design Services.

Motion was made by Mr. Gray, seconded by Mr. Benton, to adopt the minutes of the February 15, 2023, board meeting.

The President called for public comment. There being none, votes were cast and the votes were cast and the motion carried unanimously.

Motion was made by Mr. Gray, seconded by Mr. Benton, to adopt the minutes of the February 23, 2023, board meeting.

The President called for public comment. There being none, votes were cast and the motion carried unanimously.

Motion was made by Ms. Parks, seconded by Mr. Gray, to adopt the minutes of the April 19, 2023, board meeting.

The President called for public comment. There being none, votes were cast and the motion carried unanimously.

Director Felesha Sweeny called for public comments on the agenda. There were none.

Financials

Director Felesha Sweeney presented the May 2023 Statements for Operating and Construction Funds. The Construction Budget Beginning Fund Balance is \$7,193,749.82. Expenditures are \$1,553,678.09 and Revenues are \$95,414.42. Ending Fund Balance is \$5,735,486.15.

Motion to approve the Construction Budget was made by Mr. Benton and seconded by Mr. Gray. Motion carried unanimously.

Revenue for the Operating Budget is \$8,323,192.95 Expenditures are \$2,265,800.46. The Ending Fund Balance is \$9,427,467.24. Motion to approve the Operating Budget was made by Mr. Gray and seconded by Mr. Benton. Motion carried unanimously.

William Purdy gave the Facilities Report. He is seeking bids for windows at Benton and Tooke Branches and will get a spec together to write an RFP for lawn service at branches since the current contract with Matt Kinney expires in June. Mr. Gray asked if Matt was responsible for trimming branches hanging over sidewalks at Central and when it would be done. William replied he was in charge of getting the job done, and it was completed two months ago. Mr. Gray asked that low-hanging branches along the parking lot also be trimmed. William said that an arborist might be called to do the job to make sure the trees aren't damaged in the process.

He requested that the Board declare about 30 worn -out chairs be declared surplus. Motion made by Ms. Parks, and seconded by Mr. Benton to declare the items surplus. Motion carried unanimously.

William showed photos of sheetrock damage, caused by heavy rains, at the new Central Complex, recently taken by Mr. Ronnie Duvall, Prevot and Associates. Windows aren't installed yet, and the builders haven't explained why, although Butch Ford said they will ask at the next meeting with the contractor.

Clara Anne Madison presented April 2023 Statistics and a graph comparing April 2022 and April 2023 circulation at branches.

A graph comparing circulation from April 2022 and April 2023 for each branch was shown to the Board.

Teresa Rice, Associate Director of Technical Services, presented a review of activity in April 2023. The material budget is 51% spent and 1,965 items were added, averaging 103

items processed daily. Teresa showed graphs depicting the growth of e-circulation over time:

Teresa stated the library has several databases that teach video courses and instructor-led classes on varying levels of digital literacy to patrons: Udemy, Gale Courses, Niche Academy and Ebsco Express.

Brenda Anderson, Plain Dealing Manager, presented a branch report. In the past two months 200 new patrons have registered. Local school children attend a Pre-k and kindergarten story time monthly at the library, and recently the local fire department came at story time, with 50 students in attendance. The Plain Dealing Book club is gaining new members. Staff consistently offer good customer service to patrons, calling them by name. Brenda says staff are working to get teens more active in the library.

Tanika Johnson, East 80 Branch Manager, shared information about the East 80 Branch. Six staff members are employed there and many types of individuals are served: young, homeschooled families, military, seniors, BPPC students and a growing Hispanic population. An average of 60-80 patrons uses East 80 every day and about 200 patrons use the computer monthly. Programs are designed to serve the diverse community. Family story times are held twice-monthly and monthly for babies that promote literacy and a love of books, playing, talking and thinking. Nuretha Lard, Assistant Manager, leads monthly Bingo games, and coordinates seasonal events such as the Spooky Maze, Fall Fest, Easter

egg hunt, Candyland, and a resource and job fair to be held next week. News station KSLA will interview Tanika about the job fair.

East 80 employee Chelsea hosts a popular program “Read to a Shelter Cat,” that promotes literacy, and adoption of shelter animals. Chelsea also runs an anime and manga club for teens. Karen leads a Coffee and Community program with coloring and puzzles for adults. She also initiated a successful homework helper program in math and reading skills for second- and third- graders. Haley leads a craft program and resume-writing classes. Monthly family craft programs are held where STEAM related activities or crafts are made. Demetria assists Karen with the events, and she also is working on a bean- bag baseball match this summer for bingo patrons.

Two groups regularly use the East 80 meeting room: Old Tyme Music jam and Golden Girls book club. Tanika is interested in setting up a food pantry with LSU Ag to serve the surrounding community. It also is a goal of East 80’s strategic plan in addressing food insecurity. Since William cleaned up the courtyard at the back of the building, Tanika would like to add tables for studying and games. She emphasized that she and her staff are committed to serving their community. Felesha Sweeney showed photos to the Board of several East 80 programs.

Clara Anne Madison shared compliments in recent Google reviews and from a handwritten thank you note addressed to the Aulds staff.

Felesha Sweeney presented the Director’s Report. She invited the Board to join in the fun with the 2023 Summer Reading Experience kickoffs. Plain Dealing is offering a craft Thursday, May 19th, where you come and go. Captain Universe will lead the kick off at

Aulds Tuesday, May 30th at 11am and Benton at 1 pm. Cuddle up with a baby rabbit or goat June 6th at Benton with the Jubilee Zoo. Check the library's calendar on the website for more dates, times and performers.

The new Central Complex will have a makerspace. May 8th Felesha, Anne Madison, several Central staff, Mr. Rimmer and Mr. Ford visited the makerspace at River Center Branch of East Baton Rouge Parish Library to get an idea of how Central's will look and operate. Felesha showed photos of their equipment, including a 3-D printer, an acrylic laser cutter/engraver, sewing machine, button maker, Cricut electronic cutter, and CNC Router. Popular with users is a fully-equipped recording studio. Many of the items in Central's makerspace are already purchased with grant money. Felesha gave the Board a list of the items.

Felesha showed photos of recently hired employees: Sharon Williams, Aulds; Haley Fenner and Demetria Mitchell, East 80; James Smalley, Mariyah Porchia, Katerin Spinks, Alison Schmidt, Kayla Trichell, Creshaun Harris, Bossier Central; Maranda Flores, Plain Dealing; Tania Minor, Assistant Manager, Benton, and Christa Jordan, Lake Jacobs, Benton; and Lisa Hudson, Tooke.

Mark Prevot, of Prevot Design Services, introduced himself to the Board and updated members on the new Central complex construction project. The official contract time has ceased, and he has prepared a change order for time extensions for the contractor to sign, but he hasn't signed it. The roof had a time extension they didn't agree with, and the numbers are off by twenty-six days with the number Prevot Design arrived at. The

contractor has protested the twenty -six days. Mr. Prevot stated that there are two options: to approve the change order that is a time request without their signature. Or the contractor can sign the change order but state that they protest and attach a letter explaining why. Mr. Prevot's recommendation is to sign the letter with the change order and add it to the contract. This would set completion on June 27th. He said the contractor put in an eight-day time extension in April due to excessive rain in April that is legitimate but it hasn't been processed yet.

Mr. Prevot was asked about the delay in installing the windows. He would like to meet with the window contractor. The contractor with Boggs and Poole has been paid \$298,000 to date, (per month) with \$2.6 million remaining to be paid. The next progress meeting is May 25th at the Admin Building.

Mr. Ford asked for an update on the History Center and moving items to the new location. April Sharlow, Director of Interior Design at Prevot Design, recently met with Marisa Richardson and Felesha to discuss what exhibits the History Center currently has that can be used in the new building and new exhibits that will be needed. Ms. Sharlow has given the initial design concepts to three exhibit designers who will follow up with pricing and budget. Shed Road, Caddo Indian and Barksdale AFB exhibits are planned. A large river scene mural will be moved from the History Center to the new Central complex.

Kim Mosier, Assistant Branch Manager, Haughton, passed out spice kits with samples of cumin to Board members. Included was a description of its history, lore and medicinal values, growing instructions, two recipes from library cookbooks, a bookmark, and two recipes printed from A-Z World Food database: Dame be Potaatas from South Sudan and

Loubia B'dersa from Algeria.

There being no further business to come before the Library Board of Control regular and legal session on this 18th day of May, 2023, the meeting was adjourned at 11:59 am by Mr. Rimmer.

June 21, 2023
Date Approved

Mr. Rimmer, President
Library Board of Control