

**Bossier Parish Library
Board of Control
May 24, 2018- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager
Kristen Edson, Central Library Manager

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Ms. Namie.

III. Minutes

Mr. Morris 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

Work will not start until about June 7th due to unexpected delays. The library was already closed when William discovered the date was changed. Heather decided to keep East 80 closed because staff were working on a large weeding project.

William presented three bids for replacing worn carpet at East 80, from LA Floors & Lighting, Henson's Carpet One, Inc. and B&J Floor Service. The lowest bid came from LA Floors & Lighting at \$12,817.13.

Mrs. Gore made a motion and it was seconded by Mr. Morris for LA Floors & Lighting to lay new carpeting in the Aulds library. Motion passed unanimously.

Central

Crews from Industrial Roofing repaired the leak over the men's restroom.

Administration and Central Library staff meet weekly with architects from Prevot, in order to address space needs before the design stage begins. The goal is to put the renovation out for bids January 2019.

Aulds

New carpeting in the computer lab was installed.

Plain Dealing

Maintenance completed painting the children's area. Mrs. Gore complimented the new look and how it improved the atmosphere.

Tooke

William presented two bids to build a well enclosure to stop water from freezing when temperatures drop: McBride Builders was \$9,650 and Thrash Construction Services was \$15,700.

A motion was made by Mrs. Namie and seconded by Mrs. Gore to award the contract to build the enclosure to McBride Builders. Motion passed unanimously.

History Center

The air handler will arrive Tuesday, May 29th. The History Center will close for a week while it's installed. Staff will work at the Central Library.

Haughton

Mr. Brotherton reported that Butch Ford, Parish Engineer, spoke to Mr. Pullig, owner of the land that the library is interested in purchasing for a new, larger Haughton library. Mr. Pullig had his own appraisal done, in addition to the Library's appraisal. However, Mr. Pullig used a residential appraiser. Mr. Brotherton stated that the property should be assessed by a commercial, not a residential, appraiser. There was a discussion on other varied reasons why there is a lack of progress on the purchasing of land. The Board and Library Administration agreed they still wanted to pursue the land near the Joe Delaney Park but did not want to delay too much longer on purchasing land.

Library Statistics and Happenings:

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

Patron visits	34,567
Patron Computer Usage	5,286
Patron Wi-Fi Usage	763
Meeting Room Usage	95 (groups)
Database Usage	8,621
Reference Questions	799
Total circulation	74,769
Children's Programs	95
Young Adult Programs	13
Adult Programs	59
Total programs	167
Children Attendance	1,673
YA Attendance	116
Adult Attendance	954
Total program attendance	2,329
Community programs	9
Homebound patrons	1

Community Engagement received two compliments while working at the i3 Art Expo. A Haughton Middle School teacher glowingly told Kristin Kennedy how much she enjoys using the Haughton Branch. Also, the librarian at Plain Dealing High School told her how much she appreciates working with Tanika Johnson, PD manager, and likes using the PD Branch.

Community Engagement is offering classes called Adulting 101, that have attracted some from local schools. The classes teach basic, how-to skills, such as check writing, sewing on buttons, and how to change a tire.

Dr. Carleton praised the library for its strong numbers, and for the weekly column written by Annie Gilmer in Community Engagement.

V. Financial Report

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

The library has collected 91% of the amount budgeted for 2018. The Library has received more interest than originally budgeted. Expenditures are over in drug testing because several new positions have been filled. Utilities are slightly over the amount budgeted because of a colder than usual winter. 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 \$12,610,391.

Heather presented an April 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund. Total revenue is \$3,005,563. After payment of \$49,731 for architect/engineering fees, the ending fund balance is \$2,955,831.

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

VI. Adjourn

Mr. Morris made a motion to adjourn the meeting and it was seconded by Mrs. Gore. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director