

# MINUTES

Bossier Parish Libraries Board of Control  
Special Meeting  
Administrative Offices – Conference Room  
March 17, 2020 – 1 pm

**Roll Call:**     Library Board

Mrs. Jack Gore, President  
Mr. Elmore Morris, Vice President  
Mrs. Carolyn Logan  
Ms. Debbie Teague  
Mrs. Sally Namie

**Staff**

Heather McEntee, Director of Libraries  
Anne Madison, Associate Director, Public Services  
Mandi Johnson, Associate Director, Community Engagement  
Teresa Rice, Associate Director, Technical Services  
Jaketha Farmer, Associate Director, IT Services  
Leslie Ivy, Executive Administrative Assistant  
William Purdy, Facilities Manager

**I. Call to Order**

The meeting was called to order at 1 pm by Mrs. Gore.

**II. Invocation**

The invocation was led by Mr. Morris.

**III. Discussion of Pandemic Preparedness**

Heather thanked the Board members for their presence at the special meeting.

Due to the impending health crisis, many public libraries from around the nation have been sharing their disaster plans and COOPs (continuity of operation plans). As of March 12, the Administrative Team decided that the library will follow the *St. Louis Public Library's pandemic procedures* because they are straightforward and easy to implement.

The procedures have three stages, or four, if you consider “business as usual” a step. The stages are as follows:

Business as Usual: Information is gathered and made available for public and staff. Administration prepares contingency plans; supplies are stocked; information is shared.

Stage One: Administration, in consultation with other emergency management agencies, determines risks to staff and public. Information is gathered and analyzed. Staff stay alert and cautiously remain open to public.

Stage Two: On the recommendation of public officials and the Board of Control, Library administration closes all facilities to assemblies, meetings, programs or prolonged use of any kind (including study, reading, and computer use). Outreach library services are suspended. Branches become a quick browsing circulation system to prevent public assembly. Resources are dedicated to helping staff transform the system to a quick browsing circulation model. Increased efforts are made to supply staff with sanitation supplies and further training on rules for how to avoid catching/spreading illness. Staff reports to work as scheduled.

Stage Three: On the recommendation of public officials and the Board of Control, Library administration closes all facilities to the public. Library administration will decide based upon circumstances whether to maintain phone and virtual reference services, and possibly curbside holds pick up at certain facilities. The Library's leadership team will work to maintain core functions, suspend vendor services, and prepare for reopening. Core services include Administration, IT infrastructure, facilities security, public relations, and information updates on all media outlets.

On March 12, the library was at Stage 1. Due to rapidly changing circumstances and information, the Administrative Team chose to implement Stage 2 on March 14 and closed all meeting rooms to the public and suspended all programming and outreach services. Staff were expected to clean and disinfect the branches on a daily basis.

Today, the American Library Association recommended that all libraries close due to the health crisis associated with COVID-19.

Heather recommended to the Board that the library branches close to the public until further notice during this rapidly evolving, unprecedented time for the safety of patrons and staff.

Essential personnel will continue to go to their workplaces on a rotational basis and/or will work remotely. Essential personnel include all of Administration and Support Services who work out of the Administrative Offices as well as all Branch Managers and Assistant Managers. Mandi Johnson will issue a press release today, and patrons will be encouraged to use the library's large digital collection of databases, movies, magazines, music, audiobooks and e-books. She will renew cards for patrons who contact the library via the website and will also register new patrons with e-cards. Renewal dates for materials currently checked out will be extended and book drops will remain open for patrons to return materials. When materials are returned, branch staff will sanitize and check them in.

Motion to close the library branches to the public until further notice on the recommendation of the American Library Association was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

**IV. Emergency Closing Policy**

The Board approved an Emergency Closing Policy in October 2010 as part of its overall library-specific policies and procedures manual. During emergency closures, staff continue to be paid as though they are at work. Heather may authorize certain employees to work remotely, as needed. Heather stated that she received guidance from the State Library of Louisiana on the policy as well as discussed with other area libraries on their policies. After those discussions, Heather felt the policy just needed to be reaffirmed with the Board. A question was asked whether the library's budget could accommodate paying employees during this emergency closure. Heather confirmed that the 2020 budget, and specifically the salaries and benefits line items, were set for the year and funds were sufficient.

A motion to reaffirm the Emergency Closing Policy was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

**V. Upcoming Board Meetings**

Motion to cancel the regular March Board meeting was made by Mr. Morris and seconded by Ms. Teague. Motion passed unanimously.

A determination about April's Board Meeting will be discussed at a later date.

**VI. Adjournment**

Motion to adjourn was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously. Meeting adjourned at 1:17pm.

Respectfully Submitted,

Heather McEntee  
Board Secretary/Library Director