

# MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

March 24, 2022 – 1 pm

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

**Staff Present:** Heather McEntee, Leslie Ivy, William Purdy, Charmetra Ardoin, Audra Bartholomew, Tanika Johnson, Marisa Richardson, Brittainy Pope, Mary Sanders, Karen Hinson, Joy Creasong, Theresa Allen, Amy Robertson

**Guests:** April Sharlow, Laken Drake

**Public Present:** None

**Board Members Absent:** All Present

## I. Call to Order

Mr. Brotherton called the meeting to order at 12:56 pm.

## II. Invocation

Mrs. Gore led the invocation.

## III. Guests

### Library Staff

Theresa Allen, retiring Business Manager, was recognized for 28 years of service to Bossier Parish Libraries. Incoming Business Manager, Amy Robertson, was introduced to the Board. Staff members are cordially invited to a retirement party for Theresa, April 7, 2- 4 pm in the meeting room, Administrative Building.

Branch managers introduced themselves to Board members.

### Prevot Design

April Sharlow and Laken Drake presented the furniture package for the new Central Complex. The quotes are from companies on state contract and total \$356,125.00.

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to accept the quotes totaling \$356,125.00 and move forward with purchasing the furniture. Motion carried unanimously.

**IV. Minutes**

Mr. Brotherton asked if there were additions or corrections to the minutes from February 24, 2022, regular meeting. There were none.

Motion made by Mr. Morris, seconded by Mr. Gray, to approve minutes from February 24, 2022, regular meeting. Motion carried unanimously.

**V. Reports**

**A. Facilities**

**a. Capital Projects --Central Complex Update**

Facilities Manager, William Purdy, reported on a progress meeting, on March 24, 2022, 10 am, and presented the Board with an updated construction timeline.

**B. Month in Review**

STATISTICS	FEBRUARY 2022
PATRON COUNT	9,528
CIRCULATION	49,360
CURBSIDE SERVICE	28
REFERENCE QUESTIONS	1,318
COMPUTER USAGE	2,115
PROGRAMS	204
PROGRAM ATTENDANCE	4,264
DATABASE USAGE	7,557

An Information Technology (IT) Department report was included for the Board's review. The report included a department overview, key activities, system-wide statistics, and a spotlight on specific services.

**Impacting Our Community**

Several patron compliments were received at the History Center about an article Pam Carlisle, Assistant Manager, wrote for the *Bossier Press-Tribune*. The same Community page in the *Tribune* also included Community Engagement librarian Annie Gilmer's weekly column and an article about the Beacon of Hope award the library recently received from the Volunteers of America.

A Central patron, a customer service specialist, complimented the staff for their kindness and helpfulness, especially when using computers and faxing, in a conversation with Joy Creasong, Central Assistant manager.

Students in a Special Education class at Parkway High School learned how to find books on their reading level, and how to check them out and return them on a trip to Auds. Two therapy dogs with Therapy Alliance came in for their monthly visit

and the class had storytime with them. Afterward, students and their teacher wrote handwritten thank you cards to staff that were shared with the Board.

Tooke is currently sponsoring focus groups to better serve its community in conjunction with its Strategic Plan. Seven patrons attended the first meeting and wrote positive comments afterward that were read aloud to the Board. One wrote, "This is the best thing that has happened in South Bossier in years."

**C. Financial Report**

**February 2022 Operating and Construction Funds**

As of February 28, 2022, the Operating Fund revenue was \$7,465,890, and expenditures were \$3,433,015. It was noted that \$2 million had been transferred from the operating fund into the construction fund and therefore the actual 2022 monthly expenditures at the end of February were \$1,433,015. The ending fund balance was \$8,382,423.

As of January 31, 2022, the Construction Fund revenue was \$2,004,239 and expenditures were \$277,384. The ending fund balance was \$11,108, 032.

Motion made by Mr. Morris, seconded by Mr. Gray, to accept the February 2022 Operating Fund and Construction Fund reports. Motion carried unanimously.

**D. Director's Report**

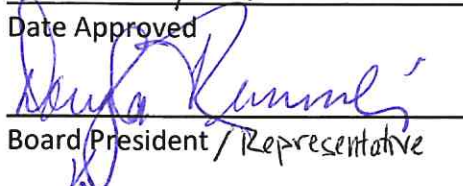
**Branch Visits, Week of March 14-18**

A report was given on branch visits made by Heather, Anne, and Leslie. Topics discussed were the staffing audit, statistics needed from branch managers, the hiring freeze, and strategic planning. The idea for stronger communication and support came up which led to the presence of all branch managers attending this Board meeting. Starting in April, Board meetings will be held at branches so Board members may meet staff and observe daily activities.

The next Board meeting is scheduled for April 28, 1 pm, at the Aulds Branch.

**VI. Adjourn**

There being no further business, Mr. Morris motioned to adjourn, seconded by Mr. Rimmer. Motion carried unanimously. The meeting adjourned at 1:46 pm.

28 April 2022  
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Date Approved  
  
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Board President / Representative

  
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Board Secretary/Director of Libraries