

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

May 27, 2021 – 1 pm

Roll Call: **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Teresa Rice, Associate Director, Technical Services

Connie Dickerson, Assistant Manager, Technical Services

Tammie Crochet, Circulation Specialist

William Purdy, Facilities Manager

Beverly Miles, East 80 Branch Manager

I. Call to Order

Mr. Morris called the meeting to order at 1:03 pm.

II. Invocation

Mr. Brotherton led the invocation.

III. Retirement of East 80 Manager Beverly Miles

The Board expressed gratitude to Beverly Miles, East 80 Branch Manager, for 30 years of dedicated service to the library and wished her well. She retires June 11, 2021.

IV. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from April 22, 2021, regular meeting and from the May 6, 2021 special meeting. There were none.

Motion made by Mr. Gray, seconded by Mrs. Gore, to approve minutes from April 22, 2021, regular meeting. Motion carried unanimously.

Motion made by Mr. Rimmer, seconded by Mr. Brotherton, to approve the minutes from the May 6, 2021 special meeting. Motion carried unanimously.

V. Reports

A. Facilities

a. Plain Dealing Branch

- Sidewalk update: The new sidewalk is completed.

b. Haughton Branch

- Aluminum fascia on exterior: The fascia is damaged and needs replacing. Proposals for the work will be prepared for the Board to review at the next meeting.

c. Administrative Offices

- A/C equipment in server room: Upgrades to the A/C equipment are necessitated due to the addition of servers to the space. Quotes received:
 - Boyer's Mechanical Service, LLC, \$14,500
 - Premier, \$16,450

Motion made by Mrs. Gore, seconded by Mr. Brotherton, for Boyer's Mechanical Service to upgrade the A/C equipment in the Administrative Offices building server room for \$14,500. Motion carried unanimously.

d. Capital Projects

- Central Complex: A large sign on the site of the future Central Complex announces that it will be coming soon.

e. Month in Review

STATISTICS – APR 2021	
PATRON COUNT	9,676
CIRCULATION	54,670
REFERENCE QUESTIONS	697
COMPUTER USAGE	1,963
PROGRAMS	140
PROGRAM ATTENDANCE	3,623
DATABASE USAGE	7,480

The Summer Experience program begins the first week of June.

Happenings at the Benton Branch and History Center were highlighted.

Google reviews were read from Aulds and Central library users expressing appreciation for excellent customer service.

f. Financial Report

The April 2021 Operating and Construction Funds were presented to the Board.

As of April 30, 2021, the Operating Fund revenue was \$7,17,769 and expenditures were \$4,593,503. The expenditures include \$2 million transferred to the Construction Fund. The ending fund balance was \$8,535,309.

As of April 30, 2021, the Construction Fund revenue was \$2,006,909 and expenditures were \$245,329. The ending fund balance was \$9,971,985.

Motion made by Mrs. Gore, seconded by Mr. Gray, to accept the April 2021 Operating Fund and Construction Fund reports. Motion carried unanimously.

g. Director's Report

- a. Integrated Library System (ILS) Proposals: Six vendors responded to the ILS Request for Proposal (RFP). After an extensive review and scoring process, it was recommended to go with ByWater Solutions/Koha. Koha received the highest score on the rubric used by evaluators and was the lowest bid.

ILS Vendor	Aggregate Score (out of 95 possible points)
SirsiDynix	82
OCLC Wise	69
Equinox Evergreen	84
ByWater Koha	95
BookSystems Atrium	80
Polaris	84

Motion made by Mr. Rimmer, seconded by Mr. Gray, to purchase and implement ByWater Solutions/Koha as the library ILS. Motion carried unanimously.

- b. Volunteer Policy: An updated, streamlined policy was presented to the Board. There was a discussion regarding volunteering, the hiring of summer help, and internships. It was recommended that the motion be tabled until the next meeting.

Motion made by Mr. Gray, seconded by Mr. Rimmer, to table the updated Volunteer Policy until the June 24, 2021 Board meeting. Motion carried unanimously.

VI. Adjourn

There being no further business, Mr. Brotherton motioned to adjourn, seconded by Mr. Gray. Motion carried unanimously. The meeting adjourned at 1:53 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries