

# MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

February 24, 2022 – 1 pm

**Roll Call:**     **Library Board**

Mr. Bob Brotherton, President

Mr. Doug Rimmer, Vice President, Absent

Mr. Charles Gray, Absent

Mrs. Jack Gore

Mr. Elmore Morris

**Staff**

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

William Purdy, Facilities Manager

Andrea Gilmer, Community Engagement Librarian

Kristin Kennedy, Community Engagement Librarian

**I. Call to Order**

Mr. Brotherton called the meeting to order at 1:01 pm

**II. Invocation**

Mr. Morris led the invocation.

**III. Guests**

Bossier Parish Libraries received the Beacon of Hope Award in recognition of a five-year partnership with the Volunteers of America of North Louisiana. The award was received by Community Engagement Librarians, Andrea Gilmer and Kristin Kennedy for their work with the Bossier Lighthouse.

**IV. Minutes**

Mr. Brotherton asked if there were additions or corrections to the minutes from January 27, 2022 regular meeting. There were none.

Motion made by Mr. Morris, seconded by Mrs. Gore., to approve minutes from January 27, 2022 regular meeting. Motion carried unanimously.

## **V. Reports**

### **A. Facilities**

#### **a. Plain Dealing Branch**

The aluminum gutters, vinyl fascia and soffit are deteriorating in sections on the building exterior. Also, there are two large glassed-in displays inside the library with exhibits of a log cabin and an 19<sup>th</sup> century bedroom that the manager has requested be removed and the spaces converted into a teen area, a four-person study room, and a managers' office. Prevot Design Services created a preliminary Opinion of Probable Construction Costs (OPCC) and schematic design to replace the aluminum soffit and fascia with Hardie board, and to remove the display cases to build a teen area, study room and office for the manager at a cost of \$103,782.20. Prevot also sent an alternate request to repaint exterior window frames and doors for \$1,350.

Motion made by Mrs. Gore, seconded by Mr. Morris, to accept the OPCC and schematic design and move forward with the renovations and repairs at the Plain Dealing Branch. Motion carried unanimously.

#### **b. Central Library**

At the January 2022 regular meeting, the Board voted to replace the deteriorating brick wall that Gary Clark with Civil Design Group assessed as unsalvageable and a safety hazard, and to replace it with less costly, attractive fencing. The original plan was to remove the brick wall and replace it with a six-foot wooden fence re-enclosing only the sections of the property the city requires. Because of an influx of individuals sleeping in the reading garden at night, it was recommended that previously fenced in areas, including the reading garden, are included with the new enclosure. Mr. Clark's preliminary OPCC to remove the brick wall and to re-construct a six-foot wooden fence is \$139,460.50. This amount includes a 15% contingency.

Motion made by Mr. Morris, seconded by Mrs. Gore, to accept the OPCC and move forward with the removal of the brick wall and to build a new wooden fence. Motion carried unanimously.

### **B. Capital Projects --Central Complex Update**

Board members were shown a photo of construction workers pouring the footings for the slab foundation. An updated construction schedule was presented. Delays in construction incurred by weather have moved the delay in receiving the beams for the roof from three months to one.

**C. Month in Review**

<b>STATISTICS</b>	<b>JAN 2021</b>	<b>JAN 2022</b>
<b>PATRON COUNT</b>	7,314	10,206
<b>CIRCULATION</b>	49,437	49,994
<b>CURBSIDE SERVICE</b>	1,101	27
<b>REFERENCE QUESTIONS</b>	686	1,224
<b>COMPUTER USAGE</b>	1,970	2,142
<b>PROGRAMS</b>	55	112
<b>PROGRAM ATTENDANCE</b>	932	2,877
<b>DATABASE USAGE</b>	6,582	7,547

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**

The library has a partnership with Louisiana Association for the Blind, initiated by Community Engagement Librarian Andrea Gilmer. As a result of this collaboration the organization generously donated two OrCam Read devices to the library. These devices are handheld AI readers for the visually impaired and those with reading difficulties, including dyslexia. They cost approximately \$1,500 each and will be available in-house use only.

The Aulds library staff received a hand-written thank you note from a patron. She expressed appreciation to the staff for always finding the books she requests to use.

Mrs. Gore reported that a couple she knows in Plain Dealing shared their delight in participating at a Valentine’s party at the Plain Dealing library.

**D. Financial Report**

**January 2022 Operating and Construction Funds**

As of January 31, 2022, the Operating Fund revenue was \$5,733,683, and expenditures were \$866,324. The ending fund balance was \$9,216,906.

As of January 31, 2022, the Construction Fund revenue was \$2,115 and expenditures were \$134,177. The ending fund balance was \$9,249,115.

Motion made by Mrs. Gore, seconded by Mr. Morris, to accept the January 2022 Operating Fund and Construction Fund reports. Motion carried unanimously.

**E. Director’s Report**

**a. Staffing**

The library has seen an increase recently in usage and has a number of vacancies across the system. To make sure each location is adequately staffed and running

efficiently, it was proposed that throughout the month of March staff conduct a statistical count at each location of number of patrons, staff working throughout the day, programs, attendance (in-person and virtual). At the end of March after results are compiled decisions regarding changes in staffing will be made. To ensure the accuracy of statistics, it was recommended that current vacancies not be filled at this time.

Motion made by Mr. Morris, seconded by Mrs. Gore, to conduct a staffing audit during the month of March and to implement a hiring freeze during this time. Motion carried unanimously.

**b. Registration Policy**

The American Library Association (ALA) advocates equity in libraries. One barrier to access in a community is a requirement that new patrons must present a government-issued photo ID when registering for a library card. The current Registration Policy states that a photo ID must be shown to be eligible for a card.

It was recommended that this requirement be eliminated because it has become a barrier to some wanting to get a library card. Persons who live, attend school, own property, or are employed in Bossier Parish are eligible for a card. Documents must be presented to staff to verify library card eligibility, and that will continue.

Motion made by Mrs. Gore, seconded by Mr. Morris, to eliminate the requirement that a government-issued photo ID be shown to be eligible for a card in the Registration Policy. Motion carried unanimously.

**VI. Adjourn**

There being no further business, Mr. Morris motioned to adjourn, seconded by Mrs. Gore. Motion carried unanimously. The meeting adjourned at 1:33 pm.

Respectfully submitted,

Heather McEntee  
Board Secretary/Director of Libraries