

**Bossier Parish Libraries
Board of Control
September 27, 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
Mr. Elmore Morris, Absent

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
Jeanene Wiggins, Training and Development Coordinator
Kristen Edson, Manager, Central Library
Kristin Kennedy, Community Engagement Librarian

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Mrs. Gore.

III. Jeanene Wiggins, Training and Development Coordinator

Heather introduced Jeanene Wiggins to the Board. She trains staff in online databases, and the usage numbers have increased, in no small part due to the training. Jeanene declared that she loves teaching her co-workers about the ways the information in each database can be enjoyed and used. She is looking forward to new responsibilities added to her job in 2019 when she will instruct personnel on customer service and similar topics.

IV. Minutes

Mrs. Namie 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.

V. Facilities

East 80

William announced that substantial completion of the roofing project was supposed to have happened the previous week but he hoped it would be next week. The company is 48 days over the contract date, and therefore

owe \$48,000 in liquidated damages. There is no sign indicating a re-opening date yet because the parking lot is waiting for repairs and renovation but William hopes the re-opening will be in December.

Mr. Brotherton asked William why the roofing contractors were not present for three weeks because constituents were calling him to inquire. William replied that after Prevot Design objected to the fact that workers weren't following the specs of the contract, the company argued that they were following the specs of the manufacturer of the materials. While the dispute was ongoing, the contractor pulled any workers off the site. Since the roofers returned to work, they are completing the work appropriately according to the contract. All leaks except one are fixed, and soon the ridge cap will be installed.

Plain Dealing

William reported that the Plain Dealing staff bathroom toilet is leaking due to a short line to the city sewer collapsing. Three companies have bid on the repairs:

Pioneer	\$11,254		
DMR	Option 1 \$12,500	Option 2 \$7,000	
Payne	Option 1 \$13,840	Option 2 \$8,675	

William stated that both Option 2's from DMR and Payne may be cheaper than Pioneer, but both those options are not guaranteed to work and if they don't, we will end up paying for Option 1 instead. Due to this fact, William recommended that the Board choose Pioneer because their option requires less upheaval and concrete work and we know exactly what we are getting from the beginning.

Mrs. Gore made a motion and it was seconded by Mrs. Logan to accept Pioneer's quote of \$11,254 and hire them to repair the sewage line at the Plain Dealing Branch. Motion passed unanimously.

Plain Dealing is still having issues with high electrical bills. William would like to hire Newman Marchive to analyze the problem. A solution may be to spray new foam insulation between the walls (old foam has deteriorated) and to balance the air conditioning system.

Mrs. Gore made motion and it was seconded by Mrs. Namie to move forward with the analysis at Plain Dealing and hire Newman Marchive. Motion passed unanimously.

Haughton

Heather discussed the land the library has been interested in order to build a new, larger Haughton branch. Bill Altimus, Parish Administrator, contacted her and cited a \$15,000 difference between the appraisers used by the Library/Police Jury and by the landowners. The library cannot pay any more than the appraisal set forth by David Volentine, the library's MAI appraiser. There was another land option for the library to consider purchasing, surplus land owned by the Bossier Parish School Board by the elementary school off Hwy 157. William stated that the narrow lot is only 2.5 acres, which wouldn't work for the library building and for parking.

Entering the parking lot from the road would be a problem in a congested school –zone.

Mr. Brotherton said Butch Ford, Parish Engineer, recently saw Mr. Pullig, owner of the land that the library is interested in and expressed disappointment that he was unable to negotiate with us for the land. He stated his intention to look into it further so this land may still be an option for the library to purchase. Mr. Brotherton promised to get in touch with Heather as soon as he hears from Mr. Pullig.

Library Statistics and Happenings

The complete report for July 2018 is in each Board member’s binder for review.

Patron visits	29,548
Patron Computer Usage	5,747
Database Usage	18,463
Reference Questions	720
Total circulation	75,972
Children’s Programs	40
Young Adult Programs	7
Adult Programs	57
Total programs	104
Children Attendance	1,463
YA Attendance	40
Adult Attendance	1,272
Total program attendance	2,775
Outreach programs	6

2018 Summer Reading Program (SRP)

Heather invited Kristin Kennedy, Community Outreach Librarian, to speak about 2018 Summer Reading Program statistics. Kristen works with children and teens, and is a presence at local events for them including, Digifest at the Civic Center, sponsored by the BAC, promoting science, technology and engineering.

2016 was a record year for the SRP, the busiest, because of the popularity of the superheroes theme. Attendance has dropped since then, but remain higher than 2015. Kristin explained that the library uses software, READSquared, to track the hours participating children, teens and adults read, instead of recording them on paper. There were 59,000 hours read, and a 58% increase in attendance. More performers came, and they were popular. Starting in 2019 the overall program will be called the Summer Experience to encompass the SRP and the programs accompanying it. There is a decline in completions and Kristin is trying to improve this part of the SRP. Circulation rose this year from the previous one.

Kristin is concerned about declining in teen participation in library reading programs, which is a nationwide issue. She will seek advice from Angela Germany, State Library consultant, and also will attend a conference in Salt Lake City this fall to learn more about engaging this age group.

Haughton is the exception, however, with increased teen participation, and the Plain Dealing Branch is doing well, too.

The Adult Summer Reading program is managed by Andrea Gilmer, Community Engagement librarian. Attendance was good—265 registered. 56 programs were held, with 711 attending, and 60% completion. Four branches offered prizes for participants, such as movie baskets.

Hoopla

Heather shared a graph with statistics about Hoopla, a digital platform that allows Bossier patrons to download or stream movies, television shows, music, and e-books. Launched in 2011, 713 patrons have signed up on Hoopla just within the last year, thanks to Jeanene, Training and Development Coordinator, and to Community Engagement. Patrons enjoyed \$400,000 worth of content at a cost to the library of \$48,000.

Heather shared several compliments from patrons at the History Center, Bossier Central, Benton, East -80 and Aulds.

VI. Financial Report

The August 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review. Heather stated that there was nothing significant to note.

The library has collected 94% of the amount originally budgeted for 2018. The Library has received \$7,143,027. Expenditures for screening (background checks) and drug testing are over, due to new hires. Ending fund balance is \$10,598,008.

The July 2018 Budgeted Statement of Revenues/Expenditures in the Library Construction Fund has an ending balance of \$2,864,873. The only expenses incurred this year are architect fees.

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

VII. New Business

Ethics and Sexual Harassment Training

Heather reminded the Board that library employees and library board members are required by law to take an hour-long ethics training every year and to print the certificate of completion and submit to her. She invited Board members to use a laptop at the Administrative Offices to complete the training.

A new law will take effect January 2019 requiring public library staff and board members to have annual training on the prevention of sexual harassment. The State Library is working with another state agency to develop training, similar to the ethics training, which will be made available. Heather will let the Board know when it is ready.

Internal Policy: Hiring Policy (revised)

Heather stated that a small revision was made in the Hiring Policy to streamline it. Nothing was added. Procedures were removed. Pre-employment testing was added, an addition that was approved by the Board earlier this year.

A motion to accept the revision of the Hiring Policy was made by Mrs. Namie and seconded by Mrs. Logan. Motion passed unanimously.

Longevity Goals

Leah Bertrand

- Completed a special project in Tech Services organizing cataloging records for the library's magazine collection
- Visited Shreve Memorial Library department of Technical Services to learn how their acquisitions and cataloging are organized and processed, and wrote a detailed report on her findings.
- Completed two courses on WebJunction totaling 15 and one-half hours on the topics of Collection Development and Technical Services.

Leah also received a satisfactory annual evaluation on her anniversary date. She compiled a notebook describing the process of completing each goal for the Board to review.

A motion to approve a two-step raise for Leah based on successful completion of goals was made by Mrs. Logan and seconded by Mrs. Gore. Motion passed unanimously.

Rose Hue

- Completed a special project in Children's services of organizing AR books.
- Visited three branches and wrote a report on her experiences and what might be applied in Children's Services.
- Completed a webinar on WebJunction called "Accompanying the Young Reader: Helping the Young Reader Choose Appropriate Books."

Rose also received a satisfactory annual evaluation on her anniversary date and compiled a notebook describing the steps involved in meeting each goal.

A motion to approve a two-step raise for Rose based on the successful completion of her goals was made by Mrs. Namie and seconded by Mrs. Gore. Motion passed unanimously.

Mandi Johnson

- Planned and implemented an Adulting 101 series that was designed to teach life skills geared toward 17-25 year olds.

- Planned and implemented an outreach service to inmates at local correctional facilities.
- In conjunction with the library consulting firm evaluated the library's brand and re-designed the library logo.

Mandi described details of the steps involved in completing each goal in a notebook for the Board to review.

She also received a satisfactory annual evaluation on her anniversary date. A motion to approve a two-step raise for Mandi was made by Mrs. Gore and seconded by Mrs. Logan. Motion passed unanimously.

VIII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director