

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

September 23, 2021 – 1 pm

Roll Call: Library Board

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President, via Zoom

Mr. Charles Gray

Mrs. Jack Gore, via Zoom

Mr. Doug Rimmer, via Zoom

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement, via Zoom

William Purdy, Facilities Manager

I. Call to Order

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

II. Invocation

Mr. Gray led the invocation.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from July 22, 2021, regular meeting. There were none.

Motion made by Mr. Rimmer, seconded by Mr. Gray, to approve minutes from July 22, 2021, regular meeting. Motion carried unanimously.

IV. Reports

A. Facilities – no new items

B. Capital Projects

a. Central Complex

1. Deadline for sealed bids was September 21, 2021 by 2 pm. Four bids received by the Bossier Parish Police Jury and no online bids were received. It was stated before bids were opened that the designers' estimate was \$9,750,000. The four sealed bids received were opened and read aloud at 2 pm. Bids are as follows:

Company Name	Base Bid	Alternate One	Total
Boggs and Poole Contracting Group, Inc.	\$ 9,267,000	\$ 1	\$ 9,267,001
Brown Builders, Inc.	9,373,000	(25,000)	9,348,000
ELA Group, Inc.	9,994,600	30,000	10,024,600
Testament Construction Services, LLC	9,563,000	1,800	9,564,800

Motion made by Mr. Rimmer, seconded by Mrs. Gore, to award the bid for the New Central Complex to Boggs and Poole Contracting Group, Inc., low bidder meeting bid specifications in accordance with bids received September 21, 2021 and to authorize the execution of documents. Motion carried unanimously.

C. Month in Review

STATISTICS – AUG 2021	
PATRON COUNT	10,759
CIRCULATION	56,599
REFERENCE QUESTIONS	2,017
COMPUTER USAGE	2,581
PROGRAMS	104
PROGRAM ATTENDANCE	6,376
DATABASE USAGE	9,462

Impacting Our Community: A library user sent a thank you message through the “Contact Us” link on the website for the superior customer service they received.

D. Financial Report

a. July and August 2021 Operating and Construction Funds

As of July 31, 2021, the Operating Fund revenue was \$7,578,756 and expenditures were \$6,362,096. It was noted that the expenditures include \$2 million transferred at the beginning of 2021 to the Construction Fund. The ending fund balance was \$6,927,702.

As of July 31, 2021, the Construction Fund revenue was \$2,011,653 and expenditures were \$268,378. The ending fund balance was \$9,953,680.

As of August 31, 2021, the Operating Fund revenue was \$7,587,960 and expenditures were \$6,876,704. The ending fund balance was \$6,483,735.

As of August 31, 2021, the Construction Fund revenue was \$2,012,827 and expenditures were \$273,378. The ending fund balance was \$9,949,854.

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

b. 2022 Proposed Budgets

The board was presented with the 2022 Proposed Operating and Construction Budgets for review.

Motion to approve the 2022 Operating Budget as presented was made by Mr. Gray, seconded by Mrs. Gore. Motion carried unanimously.

Motion to approve the transfer of \$2 million from the ending net assets in the operating budget to the construction fund and to approve the 2022 Construction Budget as presented was made by Mr. Gray, seconded by Mr. Brotherton. With the additional \$2 million, the total beginning budget for 2022 will be an estimated \$11,949,854. Motion carried unanimously.

E. Director's Report

a. Summer Experience Statistics

The library had a successful program with participation and completion rates, from the youngest readers, to teens and adults.

V. Adjourn

There being no further business, Mrs. Gore motioned to adjourn, seconded by Mr. Gray. Motion carried unanimously. The meeting adjourned at 1:19 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries