

**Bossier Parish Library
Board of Control
September 22, 2016 - 1pm
Central Library Meeting Room
Minutes**

Present: **Library Board**
Mrs. Carolyn Logan president
Mrs. Freddie Cherry
Mrs. Jack Gore
Dr. Tom Carleton
Mr. Elmore Morris

Police Jury Members
Mr. Bob Brotherton
Mr. Doug Rimmer

Staff
Heather McEntee, Library Director
Mandi Johnson, Community Librarian
Anne Madison, Assoc. Dir. Of Public Services
William Purdy, Facilities Manager

- I. Call to Order**
The meeting was called to order by Mrs. Logan.
- II. Invocation**
The invocation was led by Mrs. Cherry.
- III. Minutes**
Mrs. Cherry made a motion and it was seconded by Dr. Carleton for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.
- IV. Branch Reports**

Facilities

Work in progress:

Bids for the new Central library roof have been awarded to Industrial Roofing. We are waiting for the contract to be signed, and then will get a start date.

The owner of the new administrative building has agreed to sell it at the appraisal price of \$725,000. After closing, the next step is to come up with a plan for small renovations. William will meet with Mark Prevot to discuss the feasibility of him leading the project. One million dollars has been budgeted for the purchase of the building and the renovation. Five offices will be added in the maintenance area,

and a total of 20-25 staff will work in the new building. It is located at 4915 Shed Road, at the corner of Hazel Jones.

After the renovation, Tech Services, IT, Maintenance and Administrative Departments will vacate the Central Library, which will then be ready for renovation. A consultant, selected by the Board, will plan the project.

Tooke Library is having camera issues. The light poles have high and low voltage wires together. Conduits were supposed to be made, but were not. Mark Prevot is in touch with the electrician who did the wiring.

Parish-wide Monthly Statistics Board Report

The complete report is in each Board member's binder.

- Number of Patron Visits 39,654
- Homebound Patrons 5
- Outreach Programs 16
- Total Programs 44
- Total Attendance 1174
- Total circulation 80,988

Attendance at programs continues to be the most successful part of the library.

V. Financial Report

The August 2016 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 96% of budgeted revenues--\$7,201,614, and spent \$4,049,058, 54% of total 2016 budgeted expenditures.

A motion to accept the Financial Report was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

VI. New Business and Other Business

Borrowing Materials Policy:

Several revisions were made to the policy, mostly to accommodate non-traditional materials, which are being added to the collection in order to stay current and relevant to the needs of our constituents. The non-traditional collection is presently small, and includes laptops, sci-port passes, launchpads and Wi-Fi hotspots. We will grow to provide a variety of items like tools, sewing machines, and equipment such as wet vacs.

Included in the revisions are an introduction, a requirement of a 6-month check-out history before borrowing non-traditional items, and a suspension of library privileges if patrons fail to return non-traditional materials by due date, which may result in police being notified. Also, borrowing privileges may be

permanently suspended if police become involved in retrieving non-traditional materials. One non-traditional item by type allowed per checkout; checkout period is 1 week, with no renewals. Deposits required on-traditional materials valued over \$25.

A motion was made by Mrs. Gore and seconded by Dr. Carleton to accept the revisions. Motion passed unanimously.

Fines and Fees Policy: Similar revisions to reflect non-traditional items in the collection were made to the fines and fees policy. An introduction was added; donated materials are accepted in lieu of paying replacement costs for lost or damaged items; daily and maximum fines for non-traditional items were established; Collection of non-returned items totaling \$25 or more may be given to a collection agency, after overdue notices have been sent.

A motion to accept the revised Fines and Fees Policy was made by Dr. Carleton and seconded by Mrs. Cherry. Motion passed unanimously.

Library School Reimbursement Request:

Central Circulation employee, Philip Martin, requested reimbursement toward tuition and books in order to complete his master's degree in Library Science. Heather recommended that the Board approve his request. Philip is an excellent employee who has worked for the library system two years. If he doesn't fulfill his obligation to maintain a B average, he will not be reimbursed. Mr. Rimmer said that tuition refund programs benefit the organization.

A motion to accept the request to reimburse Phillip Martin's tuition was made by Dr. Carleton and seconded by Mrs. Gore. Motion passed unanimously.

October Board Meeting

Heather announced that she would be on maternity leave in October, and that there was nothing outstanding to discuss. The Board will meet again in December, to approve the amended budget.

A motion to accept the request to have the next Board meeting in December was made by Dr. Carleton and seconded by Mrs. Gore. Motion passed unanimously.

Dr. Carleton complimented Vickie Hardin for her weekly column in the Shreveport Times.

VII. Adjourn

Mr. Morris made a motion to adjourn the meeting and seconded by Mrs. Cherry. Motion passed unanimously.

Respectfully Submitted,
Heather McEntee, Library Director