

**Bossier Parish Library
Board of Control Minutes
December 7, 2017 – 1:00pm
Administrative Offices – Conference Room**

Roll Call: Library Board

Mrs. Jack Gore, President, Absent
Mr. Elmore Morris, Vice-President
Dr. Tom Carleton
Mrs. Freddie Cherry
Mrs. Carolyn Logan

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Associate Director, Public Services
Kristen Edson, Central Library Manager
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mr. Morris.

II. Invocation

The invocation was led by Mr. Rimmer.

III. Minutes

Mrs. Logan 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. A. Facilities

History Center: Opening bids for the replacement of the air handler at the History Center began November 28, 2017. Payne Mechanical was the lowest bidder, at \$128,000. William asked the Board to approve a contract with Payne to install the unit.

Dr. Carlton made a motion and it was seconded by Mrs. Logan to award the contract to replace the air handler at the History Center to Payne Mechanical. Motion passed unanimously.

Land for Haughton Branch: The library is considering the purchase of a plot of land near Delaney Park in Haughton to build a larger Haughton library. Heather recommended that Coyle Engineering be hired to provide preliminary drainage and utility studies (water, natural gas, communication, power and sewer) of the lot for a fee of \$2,750.00.

Mrs. Logan made a motion and it was seconded by Dr. Carlton to retain Coyle Engineering for the drainage and utility studies of the lot in Haughton. Motion passed unanimously.

The next step will be to get an appraisal of the lot and to negotiate with the landowner.

Architect Mark Prevot prepared three options for how the new Haughton Library might be situated on the proposed lot for the Board to consider. After examining each option, Heather recommended the second one for the Board to approve, based on ease of parking and entry to the library, positioning of it in relation to the street, where future expansions might be made, and arrangement of other elements.

Mrs. Cherry made a motion and it was seconded by Mrs. Logan to accept the second option for the proposed plan of the Haughton library and to recommend that Mark Prevot proceed with the design.

B. Parish-wide Monthly Statistics Board Report

The complete report for October 2017 is in each Board member's binder for review.

Patron Visits	33,758
Database Usage	22,141
Total Circulation	78,023
Total Programs	166
Total Attendance	4,164
Community Events	9
Homebound Patrons	2

Statistics showed significant growth. Database usage almost tripled from the previous month, which can be attributed to regular training of all staff on the many databases the library offers. Jeanene Wiggins, Staff Engagement, visits branches weekly go over material with staff. Total circulation is considerably higher than the previous month, also related to the training because it includes e-media like as Overdrive, which patrons enjoy checking out. Attendance at programs also continues to rise.

V. Financial Report

The Budgeted Statement of Revenues and Expenditures for October 2017 is in each binder for review. The library has collected 99% of its total originally budgeted revenues. The library is over in some line items, such as architecture and engineering fees. The expenses are a result of maintaining our buildings and planning for future expansion, namely the renovation of Central and the new Haughton library. As the parish grows in population, our goal is to expand and adapt to meet their ever changing needs.

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

VI. Revised Public Policy –Registration

As a courtesy to patrons who are first responders –law enforcement, fire department, EMS and active duty military personnel—the proposed revision of the registration policy would waive their late fees.

A motion to accept the updated Registration Policy was made by Mrs. Cherry and seconded by Dr. Carlton. Motion passed unanimously.

VII. Discarded Children’s and YA Materials

The library has a cooperative endeavor with local schools, to offer them discarded children’s and young adult materials. Heather asked the Board to declare 2,774 items surplus, and to make them available to local schools.

A motion to declare the items surplus and to offer them to local schools was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

VIII. Revised 2017 Budget

A number of revisions to revenues and expenditures in the 2017 budget were presented to the Board. A few of the increases in revenues were: interest, grant revenues and sale of materials/property. Among increases in expenditures were: legal fees, telephone (new system), building repairs (due to Central’s re-roofing project and HC new chiller), architect and engineering fees (due to Central re-roofing, new admin building, and HC new chiller), and computer purchases (new network equipment).

Two of the decreases in line items include delivery services (Green Gold – handling delivery service in-house); construction reserve (funds moved to building repairs line item).

A motion to approve the revised 2017 budget was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

IX. 2018 Pay Scale

The Police Jury approved a 2% increase in pay for all employees in 2018. Heather expressed appreciation to the Jury for the increase which will offset a rise in health insurance premiums. The pay scale for all staff has been revised, including that for substitutes.

A motion to accept the revised 2018 pay scale was made by Dr. Carlton and seconded by Mrs. Cherry. Motion passed unanimously.

X. Library Board Officers

Nomination for the offices of President and Vice-President were made.

A motion to elect Dr. Carleton president for 2018 was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

A motion to nominate Mrs. Cherry for vice-president was made by Dr. Carlton and seconded by Mrs. Logan. Motion passed unanimously.

XI. Adjourn

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

Respectfully submitted,

Heather McEntee, Library Director