

**Bossier Parish Library
Board of Control
Minutes
October 26, 2017- 1:00pm
Administrative Offices –Conference Room**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

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

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mr. Morris.

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. Staff Announcements

Heather introduced the new Central Library manager, Kristen Edson, to the Board and to the Police Jurors present. She also announced Vickie Hardin's upcoming retirement, which will be celebrated at a retirement party. She invited Board members and Police Jurors to attend. Vickie first worked at the library in the History Center, then at reference at Central, and last as Associate Director of Public Relations. Mrs. Gore read a letter from the Library Board of Control thanking her for her service to the library, and wishing her happiness in retirement.

V. A. Facilities

In progress:

History Center: The new chiller and new smoke detectors are installed, and the building has re-opened to the public. Bids for a replacement air handler will go out at the end of November, and the project will start in February 2018.

Central: Smoke detectors were replaced in all three air handlers.

Land for Haughton Branch: The Library Board visited several sites in Haughton, and is interested in one by Joe Delaney Park and across the street from the new middle school. Parish engineer Butch Ford is concerned about potential drainage issues and will look into it before a purchase would be considered. Heather would like to meet with Mr. Ford to discuss the possible issues. Five acres would be needed to build a new library; the price when they originally looked at the land was \$40,000 per acre. Heather asked about restrictions on the style of the building. Mr. Brotherton does not believe there are, but Heather may need to go to the town hall to see the aldermen and mayor about permits.

B. Parish-wide Monthly Statistics Board Report

The complete report for September 2017 is in each Board member's binder for review. Annie Gilmer, Community Engagement Assistant, will assume Vickie Hardin's responsibilities, including visitation to homebound patrons.

- Patron Visits 35,845
- Database Usage 8,368
- Total Circulation 69,180
- Total Programs 122
- Total Attendance 2,327
- Community Events 16
- Homebound Patrons 2

C. Compliments

Heather showed the Board a compliment to Historical Center staff:

Bossier Library Historical Staff –you were “great” this past month, and we are thankful!

VI. Financial Report

The Budgeted Statement of Revenues and Expenditures for September 2017 is in each binder for review. The library has collected 98% of its total originally budgeted revenues. Expenditures, \$5,545,352, are slightly over the projected amount at this point in the year because of the new roof at Central, architect and engineering costs, and pest control, since the library decided to get termite inspection for all locations. Overall the library is doing well. The ending fund balance is \$15,280,231. A portion of the ending fund balance is designated for the Central renovation and the purchase of land for the Haughton Branch. Amount set for the Central renovation is under \$10 million.

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

VII. Revised and New Policies

1. Registration Policy: An updated version allowing active military members and their dependents eligible for cards when presenting a valid, unexpired military ID card. The requirement to verify proof of residence is waived for the military in order to better serve those, many, besides working at Barksdale AFB, live in Bossier Parish.

A motion to accept the updated Registration Policy was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

2. Staff Account (Library Card) Policy: The purpose of the new policy is to ensure that staff account users are expected to comply with the same circulation regulations that apply to regular patron type accounts.

A motion to accept the Staff Account Policy was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

VIII. 2018 Proposed Change in Sunday Operating Hours

Heather asked the Board to extend Sunday hours at Aulds, Benton, Central and East 80 and that Haughton open on Sunday in 2018 from 1:00pm – 5:00pm. The current hours for branches with Sunday hours are 2:00pm – 5:00 pm. Most libraries are open at least 4 hours on Sundays and a recent public survey showed that some patrons wanted longer Sunday hours.

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

IX. 2018 Proposed Houghton Operating Hours

In order to better serve the Houghton community, and acknowledge its growth, Heather recommended that its operating hours be extended from 8:30am – 5:30am Monday – Friday to 9:00am – 8:00pm. Saturday hours will be extended from 11:00am – 5:00pm to 9:00am – 5:00pm. Also, Sunday hours will be adopted, from 1:00pm – 5:00pm, consistent with the hours other branches open on Sunday. In a spring 2017 survey of Houghton patrons an overwhelming majority wanted their branch to be open longer, like the hours of larger branches.

A motion to extend the hours of the Houghton Branch was made by Dr. Carleton and seconded by Mr. Morris.

X. Adjourn

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

Respectfully submitted,

Heather McEntee, Library Director