

**Bossier Parish Library
Board of Control
Minutes
May 25, 2017 – 1 pm
Central Meeting Room**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director
Anne Madison, Associate Director, Public Services
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

Dr. Carleton made a motion and it was seconded by Mrs. Cherry for the minutes from the previous meeting to be accepted as recorded. Motion passed unanimously.

IV. Branch Reports

A. Facilities

Work in progress: Tooke will have 9 trees removed by Warlick Brothers at a cost of \$3,000. The price includes cutting down the trees, hauling them off, and stump grinding. The Highway Department will bring in dirt to fill in areas in the back, and maintenance will level it out.

The new boiler for Central will be installed after PC Automation installs a new control board for it.

Industrial Roofing broke a conduit when the old roof was pulled, that was repaired by PC Automation. A motion to withhold costs the library has incurred as a result of damages caused by Industrial Roofing was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

Work is completed on the Central roof. Inspectors have looked at the roof, and discussed with William the end of the project. All invoices are forwarded to Prevot. The company has accumulated 29 days of liquidated damages, which it will fight.

Renovations are going well and on schedule at the new administrative building. The completion date will be at the end of July.

Heather signed a contract with EM3, a new internet service provider. They received the highest score on the matrix used to evaluate contenders for the contract. EM3 will be ready to start service by July 1, but the library is working with ATT also, which may cause delays.

Mr. Morris complimented William for his invaluable help with various projects at the library. William graciously replied that his co-worker, Kenny Johnson, and he comprise a team that together gets the job done.

B. Parish-wide Monthly Statistics Board Report

The complete report for April 2017 is in each Board member's binder for review. Statistics remain affected by the internet outage, although they are growing.

• Patron visits	34,101
• Total circulation	62,688
• Programs	127
• Program Attendance	3,519
• Community Programs	16
• Homebound Patrons	3

V. Financial Report

The Budgeted Statement of Revenues and Expenditures for April 2017 is in each binder for review.

The library has collected 96% of its total originally budgeted revenues. Expenditures are over the projected amount at this point in the year for building repairs (because of new Central roof), for office expenses (Heather has spoken to purchasing manager, who will not go over this line item) and for architect and engineering fees (due to current projects). Ending fund balance is \$17,881,496.

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

VI. New Business and Other Business

A. Registration Policy

The library would like to add a new card type, a senior citizens card. Persons 65 years and older, who meet the application requirements, will have all late charges waived and be able to renew cards by phone.

Also, Green-Gold patrons will not be allowed to check out interlibrary loan and non-traditional materials. Non-traditional materials such as laptops and hotspots are in

high demand, and the library believes they should be available to parish residents, while Green-Gold patrons can go to their home libraries for them.

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

B. Borrowing Materials Policy

An addition was made to the current policy:

- Non-traditional materials cannot be checked out back-to-back by same household within a 4 week period from check-in date. The purpose of the addition is to make these materials more available to the public. Some families and friends immediately check out returned items, which unfairly keep them from being used by others.

A motion to accept the revised Borrowing Materials Policy was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

C. Longevity Goals

Nuretha Lard (East 80) and Daphnie Brown (Central) successfully completed longevity goals and wrote narratives of what was learned by accomplishing the goals.

Nuretha

- Worked one day at each branch: Aulds, Tooke and Benton. She completed a one-page report with ideas that might be implemented at her branch and how her observations can improve her own job performance.
- Worked through East -80s Adult Fiction books and sorted out all that are in a series, making them easier to find for staff and patrons.
- She completed a seminar on “Think and Do Customer Service” and wrote a report on her training.

A motion to approve the two-step raise for Nuretha was made by Mrs. Logan and seconded by Dr. Carleton. Motion passed unanimously.

Daphnie

- Visited 3 branches/departments in the Bossier Parish Library system, and wrote a paragraph about what she observed at each visit, and how they might be applied at her home branch.
- Labeled all DVDs at East 80 that are in a series, in order to make them easier to locate.
- Took a customer service webinar, “Being Customer Focused.” She wrote a page describing what she learned and how it applies to her job.

A motion to approve the two-step raise for Daphnie was made by Mrs. Cherry and seconded by Dr. Carleton. Motion passed unanimously.

D. Extended Hours

At the last month meeting the possibility of expanding Haughton's hours was mentioned. Mandi Johnson placed a poll on the library Facebook page to see if there was interest in extended hours. Nearly everyone –48—said yes to extended hours, while one voted to keep them as they are.

Mr. Brotherton met with the mayor of Haughton to discuss the purchase of land in Haughton for a new library. He estimates that in the next 10 years the population of Haughton will double. A few options are available. He asked the Board to consider how much land is needed and how much per acre is the library willing to pay. Heather said that the new library would need at least 5 acres.

A move to continue the discussion at the June meeting when more information was available was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

E. Library Consultant

Heather said that if the Board votes to accept the proposal of Mr. Dick Waters from Godfrey's Associates, a library consulting firm, then she recommends waiting to hear his findings before changing Haughton's hours. An important purpose of his proposal is to evaluate scheduling and workflow. Mr. Waters' proposal includes a four-to-six week schedule, at a cost of \$8,272.15.

To give Heather time to contact his references, a motion to table the decision on securing Mr. Waters' services until the next meeting was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

VII. Adjourn

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

Respectfully submitted,

Heather McEntee, Library Director