

MINUTES

Bossier Parish Libraries Board of Control
Administrative Offices – Conference Room

December 6, 2018 – 1 pm

Roll Call: **Library Board**

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

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Library Director
Anne Madison, Associate Director of Public Services
William Purdy, Facilities Manager
Katie Millsap, Assistant Manager, Central Library
Joy Creasong, Youth Services Librarian, Central Library

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by William Purdy.

III. Minutes

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

IV. Reports

A. Facilities

a. Aulds

A large tree was removed and cleaned up near the front entrance. Extensive roots from two oak trees on the left side of the library may need to be removed. The roots are a trip hazard and may affect the integrity of the trees and the soil, which in turn can cause foundation problems. The manager at Aulds would like them removed since they block sunlight from the windows in the meeting room, where children's story hour is held.

William would like for the library to hire a licensed arborist to research the trees to see if they can be saved.

A motion was made by Mr. Morris and seconded by Mrs. Logan to research and locate an arborist who can report whether the two old oak trees can be saved. Motion passed unanimously.

b. Central

The driver of an SUV recently hit the gas pedal instead of the brake in the parking lot and crashed into a supporting beam on the side by the Central manager's and Children's manager's offices. The accident caused major structural damage to the building. The parish attorney is handling the incident. Butch Ford, Parish engineer, contacted Lauren Marchive, with Newman Marchive, and he recommended that they call Brown Builders, because the soffit was separated. They shored up each side of the building at a cost of \$1,200 per side. The adjuster said that what the insurance company of the driver was willing to pay is already less than what the library has spent. We are waiting on the BPPJ response before Brown Builders starts repairs. A Board member asked if the steel beam inside the column was damaged. William said we don't know yet. No one was injured. Heather pointed out that this wasn't the first time a patron had jumped the sidewalk to the building in a vehicle. When the renovation takes place, we'll make sure barriers are erected to prevent drivers from hitting the building.

c. East 80

When the documents were signed for the low bidder, Dale's Paving, for the parking lot project, the company failed to include the bid bond prices. The original amount was \$74,744; with the bid bond, it totaled \$76,678. The price is still drastically lower than the next lowest bid. The start time for the project is the day after Christmas and may be finished in three weeks if the weather is fair. The contract is for 45 days.

A motion to accept the price increase to pay for the bid bond was made by Mrs. Logan and seconded by Mrs. Namie. Motion passed unanimously.

d. Haughton

Heather received a call from the parish informing her that they anticipate the closing on the land for the new branch would be the week of December 17.

e. History Center

Although the chiller is less than a year old, a circuit recently went down and blew out a refrigerant line. It's still under warranty and has been repaired.

A motion to accept the facilities report as presented by William was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

B. Statistics and Happenings

a. The complete report for October 2018 shows:

Patron visits	32,073
Patron computer usage	5,044
Database usage	11,379
Reference questions	701
Total circulation	72,796
Children's programs	76
Young Adult programs	15
Adult programs	63
Totals programs	154
Children attendance	1,908
YA attendance	317
Adult attendance	1,105
Total program attendance	3,330
Community Engagement Programs	20

b. Launchpad and Playaway Statistics

Since starting in 2017 with Launchpads (similar to pre-loaded tablets) and Playaways (Audiobooks on a small device that can be played in a car or alone with headphones), these new devices are becoming increasingly popular, circulating 2,141 times in 2018.

c. OverDrive Bookmobile Success

November 5, 2018, the Overdrive Digital Bookmobile, a 42-foot Toterhome visited the Central Library. The community outreach vehicle is used by public libraries to promote their eBooks, audiobooks, magazines and streaming video to the community. Over a hundred visitors toured the bus and were instructed on how to use Overdrive. Patrons expressed pleasure with the ease in using the new technology to read or listen to books, or watch movies. The OverDrive staff told Jeanene Wiggins, BPL Training Coordinator, that we were the nicest library (meaning staff) they had ever been to.

C. Financial Report

From the October 2018 report, overall revenues in the Operating Budget are 95% collected, at \$7,185,618. 83% of revenues are spent, for an ending fund balance of \$9,466,561.00.

The Construction Budget has an ending fund balance of \$2,819,602.

A motion to accept the financial budget was made by Mr. Morris and seconded by Mrs. Namie. Motion passed unanimously.

V. New Business

a. New Year's Eve - early closure

Since New Year's Eve falls on Monday, December 31, Heather asked the Board if the library could close at 6 pm that evening.

A motion to close all locations at 6 p.m. on December 31st Bossier Parish Libraries was made by Mrs. Logan and seconded by Mr. Morris. Motion passed unanimously.

b. Amended 2018 Budget

Heather briefly explained the reasons a few line items in Revenues and Expenditures needed amending. If the difference between the original budget and the actual amount received or spent is 5% over/under, then it must be revised and approved. The library exceeded amounts projected in the Operating Budget for Interest, LWCC Dividend, and Contributions & Donations, while receiving less for Library Fines, due to the elimination of fines in the summer. The total adjusted amount for 2018 revenues increased from \$7,600,000 to \$7,731,400.

Line items in Expenditures were under-budgeted on Contract Labor, Drug Testing, Utilities, Legal Fees, Printing, Worker Comp Insurance, Office Expense, Computer Software Purchase and Group Insurance-Employer Part. Less was spent than projected on the following line items: Equipment Rental, Delivery Services (Green Gold), Building Repairs, Insurance, Vehicle & Heavy Eqpt Purchase and Cancer Insurance. Total revised expenditures decreased from \$7,600,000 to \$7,521,200.

A motion to accept the Proposed 2018 Amended Budget was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

The Construction Fund had a 100% increase in Interest, based on actual and estimated remaining for year. Expenditures in the Construction Budget did not

include Architect & Engineering Fees, so that line item required a revision. Expenses for the Central Renovation saw a 9% decrease in 2018.

A motion to accept the Proposed 2018 Amended Construction Budget was made by Mrs. Namie and seconded by Mrs. Logan. Motion passed unanimously.

VI. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director