

**Bossier Parish Library
Board of Control
Minutes
February 23, 2017 – 1 pm
Aulds Meeting Room**

Roll Call: Library Board

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

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. Guest

Jane Ott, President, Friends of the Bossier Parish Library.

Ms. Ott is interested in finding ways for the Friends to volunteer at branches, and would like to feature local writers at programs this year. Another plan is for the Friends to once a month set up a table at Central to promote membership. The goal is to make the Friends more visible and reach 100 members this year.

IV. 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.

V. Branch Reports

A. Facilities

Work in progress: The roof installation of the new roof at Central Library is almost complete. Afterwards, the workers will clean the parking lot and complete some metal work. The library has a 30-year warranty on the roof, which cost over \$500,000.

Bids for the new administrative building were included in the Board member's binders. McBride Construction had the lowest bid and if approved, will start renovating the new administrative building as soon as the contract is signed at a cost of \$394,494. Mr. McBride believes he can finish in less than 120 days. Offices will be built in the shop area, with an overhead climate-controlled storage area for housing records, and two offices will be made from the meeting room. Approximately 20 employees will work there: IT, Tech Services, Administration and Maintenance. IT will have a climate-controlled room for the server. The move will free up space at Central for future renovation. The library will hire a consultant to plan the process.

Mr. Morris made a motion and it was seconded by Dr. Carleton to accept the lowest bid from McBride Construction, totaling \$394,494, to renovate the Administration Building. Motion passed unanimously.

All exterior doors at each library will be re-keyed, in order to ensure that staff are safe and to prevent possible theft.

Mr. Morris made a motion and it was seconded by Dr. Carleton to have all exterior library doors re-keyed. Motion passed unanimously.

The boiler at Central broke, and an engineering firm is writing the specifications for it in order to purchase a new one. Since it is an emergency situation, the library is not required to follow bid laws.

Mrs. Cherry made a motion and it was seconded by Dr. Carleton to move forward with the purchase of a new boiler. Motion passed unanimously.

B. Parish-wide Monthly Statistics Board Report

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

• Patron visits	36,464
• Total circulation	70,105
• Programs	77
• Program Attendance	756
• Community Programs	16
• Homebound visits	5

VI. Financial Report

The Budgeted Statement of Revenues and Expenditures from January 1, 2017 through January 31, 2017 is in each binder for review.

The library has collected 77% of total budgeted revenue, mainly due to taxes. The library has earned \$1,725 in interest. Because of the new roof at Central, the line item for architect and engineering fees will need to be revised at the end of the year. A motion to accept the Financial Report was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

VII. New Business and Other Business

A. Longevity Goals

April Gatlin (Central), Deborah DeJean-Eaton (History Center), and Heidi Bennet (Tech Services) successfully completed longevity goals and wrote narratives of what was learned by accomplishing the goals.

April

- Visited three branches
- Took a customer service webinar
- To promote healthy living to patrons and staff instructed three line dance classes

A motion to approve a two-step raise for April for completing each goal was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

Deborah

- Wrote two articles for the *Historical Center Retrospective* newsletter.
- Participated in an Ancestry.com webinar, "Finding Females I Your Family Tree."
- Indexed a book of minutes of the Bossier Parish School Board, January 5, 1922-October 4, 1934. "

A motion to approve a two-step raise for Deborah for completing each goal was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

Heidi

- Participated in a library-sponsored mentorship program led by Jaketha Farmer.
- Visited at three libraries
- Participated in a ten-week series on "Library Foundations," offered by the State Library of Louisiana.

A motion to approve a two-step raise for Heidi for completing each goal was made by Mrs. Cherry and seconded by Mrs. Gore. Motion passed unanimously.

B. Public Policies

Revisions to Homebound Services, and Study Room policies were presented and a new Art Display policy was introduced.

A motion to approve the Homebound Services and Art Display policies was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

A motion to approve the Study Room policy was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

VIII. Adjourn

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

Respectfully submitted,
Heather McEntee, Library Director