

**Bossier Parish Library
Board of Control
February 22, 2018 - 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: Library Board

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

Police Jury Members

Mr. Bob Brotherton, Absent
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Associate Director of Public Services
Mandi Johnson, Associate Director of Community Engagement
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Dr. Carleton.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mr. Morris 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:

History Center: The air handler was ordered and originally scheduled to arrive in April. However, the manufacturer recently moved the delivery date to May 15.

East 80 Roof, Carpet, Parking Lot: Low bid for the project is Roofing Solutions in south Louisiana. The bid, \$209,600, was lower than the estimated cost from Prevot. While the library is closed for the roofing project, William recommended repairs to some areas of the parking lot and adding a handicapped ramp by the front entrance, and replacing worn and stained carpet inside the library with new carpet squares.

Mrs. Gore made a motion to take bids for the two projects –new carpeting and parking lot repairs, including the addition of a new handicapped ramp—at East 80 and it was seconded by Mrs. Cherry. Motion passed unanimously.

Surplus: William presented seven pages of fixed assets no longer needed to the Board and asked that they be declared surplus property. Separate bids may be placed on individual items.

Mr. Morris made a motion to declare the items surplus and it was seconded by Mrs. Cherry. Motion passed unanimously.

B. Library Statistics and Happenings

The complete report for January 2017 is in each Board member's binder for review. . Heather reported that our circulation count for January was strong, almost 70,000 and over 31,000 visited the library. Programming statistics were equally good—113 events/programs with 1,882 attendees.

Here are the complete statistics for January 2018:

Patron visits	31,186
Total circulation	69,388
Total programs	113
Total attendance	1,882
Meeting Room use	94
Database usage	6,615
Patron Computer usage	5,603
Reference questions	835
Outreach programs	5
Homebound patrons	2

Mandi Johnson, Associate Director of Community Engagement

Mandi reported that Community Engagement is actively developing partnerships with the community. For example, they recently participated in Mardi Gras activities with the Crewe of Centaur, and Barnes and Noble, Barkus and Meoux, and the Bossier Night Market. Patrons are often signed up for cards on the spot at these events. In February the department engaged with 1,183 people.

Community Engagement presents two programs each month at the Council on Alcoholism and Drug Abuse (CADA), and the Lighthouse and Friendship Houses. Community Engagement visits parish high schools to give students library cards for access to our online databases. They also go to BAFB's family center monthly and issue new library cards.

Community Engagement also is collaborating with Pierre Bossier Mall in developing a hospitality suite for the public. The library will provide educational DVDs and supply a reading center with donated /discarded books in good condition. In March, they have been invited to sponsor the information booth at the Bloom Festival at Norton Art Gallery. Volunteers are welcome to help at the garden festival.

Monday, February 26th 15 library employees are going on a community tour sponsored by the United Way to see how four non-profits benefit from United Way support. Two are the Re-Nesting project and the Shreveport –Bossier Rescue Mission.

Other Business

Heather mentioned that an emergency preparedness drill for staff the Central Library, led by the Bossier Office of Homeland Security and Emergency Security Deputy Director Col. Gene Barratini, with support from the Bossier Parish Sheriff's Office and the Civil Air Patrol, was broadcast on local news stations. The exercise was made up of three separate drills: a lockdown, a building evacuation, and an active shooter event. Since staff had practiced extensively, the drills went well, according to officials.

Off-duty BPSO deputies work seven days a week at Aulds and Bossier Central for safety and security. Since employing the officers is costly, Board members asked about using the BPSO Posse at branches. The Posse are unpaid volunteers who perform functions like patrolling neighborhoods and escorting funeral processions. Heather will look into it.

V. Financial Report

The January 2018 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 69% of the amount budgeted for 2018, most coming from parish taxes, of which 71% has been received. The library is also doing well with interest, with \$26, 568 collected in January. As far as expenditures go, \$701,300 was spent and \$3,000,000 was transferred to the Construction Fund for the Central Renovation project and Haughton land.

A motion to accept the Financial Reports was made by Mr. Morris and seconded by Mrs. Logan. Motion passed unanimously.

VI. New and Other Business

A. Longevity Goals

Harley Smith

- Visited three branches
- Took one continuing education course
- Completed a project of planning four summer reading programs for children ages 6-12 years. Lesson plans consisted of planning activities, crafts, supplies and estimated cost.

Harley also received a satisfactory annual evaluation on her anniversary date. A motion to approve a two-step raise for Harley based on successful completion of goals was made by Mrs. Gore and seconded by Mrs. Cherry. Motion passed unanimously.

Mary Phan

- Visited three branches/departments
- Took a webinar called "Pop-Up Storytimes."

Organized and inventoried supplies in children's storage area at back of Central.

Mary prepared a notebook with before-and-after photos of the supplies in storage. Mary also received a satisfactory annual evaluation on her anniversary date. A motion to approve a three-step raise for Harley based on the successful completion of her goals was made by Mrs. Cherry and seconded by Mrs. Logan. Motion passed unanimously

B. Library Board Member Resignation

Heather announced that Mrs. Freddie Cherry, Library Board member for past fourteen and a half years, is resigning. Her last Board meeting is March 22, 2018. Heather stated that Police Juror Doug Rimmer asked members with recommendations for candidates to fill Mrs. Cherry's position to pass them to him, which will require Police Jury approval.

Mr. Morris, Dr. Carleton, Mrs. Gore and others thanked Mrs. Cherry for her dutiful service to the library, and said that she would be missed. Mrs. Cherry expressed appreciation to the Board for the acceptance of her work while serving on the Board and said it had added greatly to her life.

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director