

**Bossier Parish Library  
Board of Control  
Minutes  
January 27, 2017 – 1 pm  
East 80 Meeting Room**

**Roll Call:**     **Library Board**

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

**Police Jury Members**

Mr. Bob Brotherton  
Mr. Doug Rimmer

**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. Logan.

**II. Invocation**

The invocation was led by Mrs. Gore.

**III. Minutes**

Mrs. Gore 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: Installation of the new roof at Central Library is underway. Projected completion is by the end of February or early March.

Renovations on the new administrative building open for bids on February 3<sup>rd</sup>.

Maintenance is painting the interior of Central Library while it is closed to the public, in a shade of taupe with accents in darker taupe.

A telephone company on state contract is working out a price quote for the library to upgrade the current outdated phone system at all branches. The system is archaic and parts are difficult to find and expensive.

### **B. Parish-wide Monthly Statistics Board Report**

The complete report for December 2016 is in each Board member's binder. Figures slightly down due to holidays.

• Patron visits	35,028
• Total circulation	59,451
• Programs	94
• Program Attendance	1,972
• Community Programs	16
• Homebound visits	4

### **C. Compliments**

- To Bossier Central reference librarian, Debbie Adams, from instructor at Bossier Parish School for Technology and Innovative Learning, for providing a tour for his class.
- To Bossier Parish Library from a deployed patron to renew library card, in order to continue checking out items from Overdrive.
- To Plain Dealing Branch from anonymous patron who uses the Plain Dealing library, thanking staff for their friendliness and doing a great job.
- To Tooke Branch from a family thanking staff for their friendliness and kindness and from an anonymous patron stating that he "loves everything about this place!"

## **V. Financial Report**

The December 2016 Budgeted Statement of Revenues and Expenditures is in each binder for review.

Although some line items went over in 2016, expenditures and revenues overall ended under budget by \$834,569.

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

## **VI. New Business and Other Business**

### **A. Nomination of Board Officers 2017**

A motion to nominate Mrs. Gore for president was made by Mrs. Cherry and seconded by Mr. Morris. Motion passed unanimously.

A motion to nominate Mr. Morris for vice president was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

## **B. Longevity Goals**

Stephanie Cannon (Central), Marisa Richardson (History Center), and Mardorina Hubilla (Technical Services) successfully completed longevity goals and wrote narratives of what was learned by accomplishing the goals.

### Stephanie:

- Visited three branches
- Attended a 10-week course, “Library Foundations: A basic introduction to Libraries”
- Completed a project at the Benton Branch Library, “Library Shelfies”

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

### Marisa:

- Wrote an article for The Bossier Banner
- Participated in a webinar, “Reframing the Problem: Caring for Framed Objects in Small Institutions (aka: On a Budget)”
- Completed her special project, “Make a humidity chamber for rolled-up photographs”

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

### Mardorina:

- Researched the database, Pronunciator, and completed the Spanish Language course
- Visited Shreve Memorial Library’s Technical Services Department
- Completed her project, “Evaluating donated audiobooks for their suitability for adding them to the library collection”

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

## **C. Surplus**

The library has a surplus of 2,876 children/teen items that Heather recommended be donated to Bossier Parish schools per our Cooperative Endeavor.

A motion to surplus these items was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

**VII. Adjourn**

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

Respectfully submitted,  
Heather McEntee, Library Director