

# MINUTES

Bossier Parish Libraries Board of Control  
Administrative Offices – Conference Room

January 24, 2019 – 1 pm

**Roll Call:**      **Library Board**

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

**Police Jury Members**

Mr. Bob Brotherton  
Mr. Doug Rimmer

**Guests**

Mark Prevot, President, Prevot Design Services  
Geoffrey Perego, Prevot Design Services  
April Sharlow, Prevot Design Services  
Laken Drake, Prevot Design Services

**Staff**

Heather McEntee, Library Director  
Anne Madison, Associate Director, Public Services  
Mandi Johnson, Associate Director, 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 Mr. Morris.

**III. Guest - Prevot Design Services**

Mark Prevot showed the Board a schematic design of the Central renovation that represented a culmination of months of discussion and planning by Central staff, library administration and design professionals. Mark introduced his staff who accompanied him: Geoffrey Perego, Director of Architecture, April Sharlow, Senior Interior Designer, and Laken Drake, Project Designer. The plan adds space to the existing building to make a total of 44,000 square feet in the renovated structure.

Mark and his team showed the Board a PowerPoint slide show with an overview of the plans. He estimated the cost to be about \$9 million, including furnishings and fixtures for the structure. Since the library has a new roof, it will not be replaced but simplified. Mr. Morris complimented Mark on the plans, saying “They are beautiful and needed.” Heather responded that it was “a joy working with the Prevot team.” The next step is for Heather and Prevot Design to present the plans to parish officials. Once the plans are finalized, the project will be put out for bid.

#### **IV. Minutes**

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

#### **V. Reports**

##### **A. Facilities**

- a. **Central** – William reported that the structural damage caused by a car that crashed into the side of the library has not been repaired yet. A discrepancy exists between what the driver’s insurance company will pay and the cost to repair the damage. Architect Lauren Marchive is working with Butch Ford, Parish Engineer, to plan the repairs.
- b. **East 80** – William stated that the parking lot is not ready yet, because of rain. He hopes next week the soil will be dry enough for the concrete to be poured. A testing lab will make sure it is.
- c. **Haughton**—William shared photos of leaks on ceiling tiles inside the building, although the roof has been repaired numerous times. Sheetrock wasn’t installed over the ceiling tiles, and as a result, if one damaged tile is pulled out, others fall. He recommended a new roof, flashing and a new drop ceiling. Shingles are missing and the flashing has lots of nail holes. The existing roof dating from 2013 is not under warranty because shingles were installed incorrectly. William asked the Board to approve hiring an architect to design a new roof and make sure all components, such as flashing and membranes are placed correctly.

A motion to proceed with the necessary steps to hire an architect to correct the roof problem at Haughton was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

- d. **Tooke**—William recommended that several dead or dying trees be removed around the playground.

A motion to proceed with removing the trees was made by Mrs. Gore and seconded Mr. Morris. Motion passed unanimously.

- e. **New Haughton Land** – Since the library recently closed on the purchase a lot in Haughton for a new library, Heather recommended a sign be placed on-site, and asked the Board about the wording they preferred; she suggested “Future Home of the New Haughton Branch Library.”

Mr. Morris made a motion and it was seconded by Mrs. Gore to approve the wording as stated above for a sign on the newly-purchased lot. Motion passed unanimously.

**B. Statistics and Happenings**

- a. The complete report for December 2018 shows:

Patron visits	21,666
Patron computer usage	4,012
Database usage	16,535
Reference questions	752
<b>Total circulation</b>	<b>60,094</b>
Children’s programs	65
Young Adult programs	14
Adult programs	48
Community Engagement programs	10
<b>Total programs</b>	<b>137</b>
Children attendance	1,300
YA attendance	140
Adult attendance	504
Community Engagement attendance	913
<b>Total Program attendance</b>	<b>4,801</b>

The number of patron visits in December was down slightly from the previous month. Total circulation was good, at 60,094. At the next Board meeting, 2018 yearly statistics will be available. Community Engagement held 10 events in December with 913 people attending.

- b. Mandi Johnson, Associate Director of Community Engagement, announced Benton is hosting a community event “One World, Many Stories Multicultural Festival,” Feb 9<sup>th</sup>, 11 am – 2 o’clock pm.
- c. Mandi also introduced a new service that will start February 19<sup>th</sup> on a 90-day trial period: curbside pickup of items placed on hold. This amenity will be available at Aulds, East 80 and Central beginning. Patrons simply call the library when reaching the parking lot, and staff will deliver books, videos and other items checked out to the patrons’ vehicle.

Since some staff expressed concerns about personal safety, items will be handed through car windows to patrons, and they will go out in pairs, if more comfortable doing so. Other libraries throughout the nation have used this without problems.

### **C. Financial Report**

The library received slightly less revenue than projected in 2018. Ending fund balance for the 2018 budget is \$8.2 million, with \$2.7 million in the construction budget.

A motion to accept the financial report was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

### **I. New Business**

#### **a. Classification System:**

Heather has worked on revising outdated job descriptions and restructuring pay scales and classifications. The complicated classification system is separate from job descriptions, and is not widely understood by staff, who often ask why they are an Associate I, II or III, for example. Heather believes it is unnecessary because job descriptions convey the information employees need to learn job requirements and expectations. She recommended doing away with it and focusing on job titles and duties.

Because of some questions that arose and time constraints, the Board tabled the issue until the February Board Meeting.

#### **b. Pay Scale:**

The current pay scale has many ranges with a number of steps. Every time a COLA is approved, each step must be changed. Starting current pay is not in line with similar positions in the local area, and the library would like to attract more qualified applicants. Heather proposed a range for starting pay in order to give the library the ability to negotiate based on the applicant's experience, and eliminating the cumbersome pay scales currently in use. The change would only affect new hires, not current employees.

A motion to approve the new hourly rates for new hires was made by Mrs. Namie and seconded by Mrs. Gore. Motion passed unanimously.

#### **c. Staff ID cards:**

Heather announced that staff will be issued new ID cards this year, and would like Board members to have them, too.

**d. Nomination of Board Officers**

Nominations were taken for new Board officers in 2019.

A motion to nominate Mrs. Namie for president was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

A motion to nominate Mrs. Gore for vice-president was made by Mrs. Namie and seconded by Dr. Carleton. Motion passed unanimously.

**II. Adjourn**

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

Respectfully submitted,

Heather McEntee  
Library Director