

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

**Roll Call: Library Board**

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

**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. Logan.

**II. Invocation**

The invocation was led by Dr. Carleton.

**III. Minutes**

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

**IV. Branch Reports**

**A. Facilities**

Work in progress: The installation of the new roof at Central Library is complete and workers are finishing details.

McBride Construction will start renovating the new administrative building March 27<sup>th</sup>. The contract is for 120 days. Ninety percent of the work is indoors; therefore few delays are expected.

The new boiler at Central will not cost as much as originally stated. The adjusted price is \$22,000.

Aulds had sewer line issues that were compounded when Central closed and more patrons began using that branch. Repairs are complete, at a cost of about \$2,100.

Maintenance completed the transformation of the interior of the Central Library. Pink and blue walls were painted a neutral taupe, new LED light bulbs and pendant light covers were installed, and Tom cleaned the carpeting. The Board complimented William and his crew for a job well done. Children's staff painted their walls in colorful, child-friendly shades, and also cleaned their carpeting.

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

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

The numbers are probably not completely accurate because the library's internet service provider (ISP), in trouble with the FCC, unexpectedly disconnected all service on March 1<sup>st</sup>. Jaketha and her crew have tirelessly worked to restore service with ATT and Sudden Link. Heather expressed appreciation to the IT department, to branch managers and staff who have been gracious to the public, and to patrons who were patient although frustrated by the lack of internet service. Full service is yet to be restored.

• Patron visits	23,685
• Total circulation	23,759
• Programs	107
• Program Attendance	891
• Community Programs	16
• Homebound visits	5

### **V. Financial Report**

The Budgeted Statement of Revenues and Expenditures for February 2017 is in each binder for review.

The library has collected 92% of total budgeted revenue, mainly due to taxes. We are being careful with funds because of future expenditures - new roofs at East 80 and Haughton, and renovation of the new administrative building. Architect and engineering fees expended are at 55%, due to the new Central roof, changes planned at the new administrative building and to the new boiler at Central. Ending fund balance is \$18,777,360. A motion to accept the Financial Report was made by Ms. Logan and seconded by Dr. Carleton. Motion passed unanimously.

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

#### **A. Longevity Goals**

Therita Williams (Administration), Karen Wheeler (Central) and Annie Gilmer (Aulds) successfully completed longevity goals and wrote narratives of what was learned by accomplishing the goals.

### Therita

- Visited other library systems to talk to purchasing managers
- Researched online purchasing software and made a suggestion on which would be best for Bossier
- Created a more efficient workflow in the Purchasing Department by applying what she learned from the above special projects.

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

### Karen

- Labeled all PNCs at East 80 library that are in a series.
- Visited three branches/departments in the Bossier Parish Library system.
- Took a customer service webinar.

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

### Annie

- Formulated a Five Year Plan for Aulds with annual goals and objectives based on community needs.
- Spent 2-3 days visiting public libraries in Louisiana and nearby states.
- Took a webinar on performance management, documentation and discipline.

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

### **B. Public Policies**

A public policy on banning patrons will be presented at the next Board meeting. As more patrons are banned, a need has arisen for system-wide consistency.

## **VII. Adjourn**

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

Respectfully submitted,

Heather McEntee, Library Director