

**Bossier Parish Library
Board of Control
September 28, 2017- 1pm
Administrative Offices – Conference Room
Minutes**

Roll Call: **Library Board**
Mrs. Jack Gore, President
Mrs. Freddie Cherry
Dr. Tom Carleton
Mrs. Carolyn Logan
Mr. Elmore Morris

Police Jury Members
Mr. Bob Brotherton, Absent
Mr. Doug Rimmer, Absent

Staff
Heather McEntee, Library Director
Anne Madison, Assoc. Dir. Of 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 Mrs. Cherry.
- III. Minutes**
Mrs. Logan 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:** Since the chiller is no longer working and as a result the History Center has had to close, William asked that the Board declare replacement of it an emergency, so that a new one can be purchased and installed without going through the lengthy bid process. A recommendation to declare the replacement of the chiller at the History Center an emergency was made by Dr. Carleton and seconded by Mrs. Logan. Motion passed unanimously.
- Central:** The compressor needs replacing. Since the unit is still under warranty, the library will only owe for labor. William is also replacing faulty smoke detectors in all three air handlers.

Admin: IT, Maintenance, Tech Services and Administration have moved from the Central Library and are settling in to the new offices, in preparation for the upcoming renovation at Central. Architect Mark Prevot, who is working with a library consultant, recently presented a basic design of the renovation to staff.

Haughton: The Board is interested in moving forward with selecting a lot for the future new, larger branch, although it wouldn't be built for a few years. The price of land is getting higher in the expanding community, and the lots under consideration are affordable now, but may not remain so.

A motion was made by Mrs. Logan to meet with the parish engineer who will see if the preferred lots are feasible for building. It was seconded by Mrs. Cherry. The motion passed unanimously

B. Parish-wide Monthly Statistics Board Report

The complete report for August 2017 is in each Board member's binder for review. Heather announced that internet service to all branches has been fully restored. She praised staff for adapting during the stress of not having internet access, when patrons and staff alike often became frustrated.

• Patron visits	38,688
• Total circulation	76,202
• Total programs	76
• Total attendance	1,130
• Outreach programs	16
• Homebound patrons	2

V. Financial Report

The August 2017 Budgeted Statement of Revenues and Expenditures was in each binder for review.

The library has collected 98% of the amount budgeted for 2017 and spent 65%. We are over on some line items due to architectural and engineering fees.

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

VI. New Business and Other Business

A. Longevity Goals

Deysha LaCour

- Visited three branches
- Took one continuing education course
- Completed a project which involved cleaning out children's card files and updating accounts.

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

VII. Adjourn

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

Respectfully Submitted,

Heather McEntee, Library Director