

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices
September 24, 2020 – 1 pm

Roll Call: **Library Board**

Mrs. Jack Gore, President
Mr. Elmore Morris, Vice President
Mrs. Carolyn Logan – absent
Mrs. Sally Namie
Ms. Debbie Teague

Police Jurors

Mr. Bob Brotherton
Mr. Doug Rimmer - absent

Staff

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

I. Call to Order

The meeting was called to order by Mrs. Gore at 1pm.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the September 3, 2020, regular meeting. There were none. Motion made by Mrs. Namie, seconded by Mr. Morris, to approve the minutes from the September 3, 2020, regular meeting. Motion carried.

IV. Reports

A. Facilities

a. Keyless Entry and CCTV Project (system-wide)

Keyless entry and security cameras are currently being installed at all locations (except Central Complex) by United Automation, which received the bid. Completion date will be by the end of the year.

b. East 80 Branch

The A/C unit project has been delayed because contracts have not yet been received.

Newman Marchive Inc. has been hired to assess damage in staff bathroom due to water leak. Proposals will be received from contractors for project.

B. Month in Review

August statistics include curbside delivery, virtual programming, digital services and patron visits.

Patron visits (including curbside delivery)	8,033
Patron computer usage	1,991
Database usage	3,705
Reference questions	521
Circulation	51,024
Virtual programming	34

Increases from July were noted in patron visits, computer usage, reference questions and circulation. Heavy computer lab usage has been observed by Board Members and Administration at various branches.

C. Financial Report

For the month ending August 2020 the library collected \$7,581,118 and expended \$4.8 million from the Operating Budget. The ending fund balance for the operating budget is \$8,176,137.

The ending fund balance for the Construction Fund is over \$8.2 million. It was noted that there will be expenditures out of the construction fund soon. Prevot Design Services has been given notice to continue the design process and will be present at the October Board Meeting to present the proposed design.

Motion made by Ms. Teague, seconded by Mrs. Namie, to accept the August 2020 financial reports. Motion carried.

D. Director’s Report

a. Partnership with Bossier Schools

All Bossier Parish students now have an e-card account. Rack cards with e-card information will be delivered to every school in the next few weeks and students may then start using their new cards.

b. New Collection Item

The newest collection item was presented to the Board. Launchpad Reading Academy is a hybrid between the current Launchpads and Phonics Kits and will help to promote early literacy.

c. Library Re-opening Plan

Effective September 14, the library moved into Phase 5 of its re-opening plan.

Updates are as follows:

- Operating hours are Monday through Saturday from 10am – 6pm (Plain Dealing is not open on Saturdays)
- In-person programming resumed
- Meeting room for library-use only
- Computer usage increased to 1 hour per day

d. Tuition Reimbursement Recommendation

A letter from Leslie Ivy, Executive Assistant, had been mailed to each Board Member prior to the meeting requesting MBA tuition reimbursement. There was a discussion regarding the current role of the Executive Assistant, a planned restructuring of that position within Administration, and how the Executive Assistant's MBA and restructured position will be in the best interest of the library.

A motion was made by Mrs. Namie, seconded by Ms. Teague, to approve Ms. Ivy's request for tuition reimbursement contingent on her maintaining a "B" average. Motion carried.

e. Reappointment of Board Member

Ms. Teague's appointment expires on October 1. The Bossier Parish Police Jury will include the consideration of reappointment at their October 7 meeting.

f. Election Day

The Aulds, East 80 and Plain Dealing Branches are polling stations. Due to the challenges that may come with heavy voter turnout, it was recommended to close those three locations to the public and to not provide in-person library services on November 3, Election Day. Only the meeting rooms will be open for voting. The staff will report to their respective branch and work behind the scenes that day to provide library services via phone and virtual means.

A motion was made by Ms. Teague, seconded by Mr. Morris, to close the Aulds, East 80 and Plain Dealing Branches to the public and to only provide library services via phone and virtual means on November 3, Election Day. Motion carried.

g. Board Training

A reminder memo that Ethics and Prevention of Sexual Harassment Training is mandatory and to be completed by the end of the year was given to the Board.

V. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Ms. Teague, to adjourn. Motion carried. The meeting adjourned at 1:27pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries