

BOSSIER PARISH
LIBRARY BOARD OF CONTROL
BENTON, LOUISIANA
MINUTES
January 18, 2023

The Library Board of Control met in regular and legal session on the 18th day of January, 2023, in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Bob Brotherton, called the meeting to order. The invocation was given by Mr. Glenn Benton. Board members present are as follows:

Mr. Bob Brotherton
Mr. Doug Rimmer
Mr. Charles Gray
Mr. Glenn Benton
Ms. Julianna Parks

The President called for the election of officers for the Bossier Parish Library Board of Control for the year 2023.

Mr. Benton nominated Mr. Doug Rimmer as President of the Bossier Parish Library Board of Control for 2023.

Motion was made by Mr. Rimmer, seconded by Ms. Parks, to close the acceptance of nominations for President of the Bossier Parish Library Board of Control for the year 2023, and to appoint Mr. Doug Rimmer as President of the Bossier Parish Library Board of Control for the year 2023.

The President called for public comment. There being none and no further nominations, **votes were cast and Mr. Doug Rimmer was elected as President of the Bossier Parish Library Board of Control for the year 2023 with the following votes recorded:**

AYES: Mr. Benton, Mr. Brotherton, Ms. Parks, Mr. Rimmer

NAYS: None

ABSTAIN: None

ABSENT: Mr. Gray

Mr. Rimmer nominated Mr. Charles Gray as Vice President of the Bossier Parish Library Board of Control for 2023.

Motion was made by Mr. Benton, seconded by Mr. Rimmer, to close the acceptance of nominations for Vice President of the Bossier Parish Library Board of Control for the

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year 2023, and to appoint Mr. Charles Gray as Vice President of the Bossier Parish Library Board of Control for the year 2023.

The President called for public comment. There being none and no further nominations, **votes were cast and Mr. Charles Gray was elected as Vice President of the Bossier Parish Library Board of Control for the year 2023 with the following votes recorded:**

AYES: Mr. Benton, Mr. Brotherton, Ms. Parks, Mr. Rimmer

NAYS: None

ABSTAIN: None

ABSENT: Mr. Gray

Mr. Butch Ford, Interim Director of Libraries, Ms. Lisa Wilson, Ms. Jessica Aldridge, Ms. Sandy Long, Mr. Pat Culverhouse, Mr. Butch Ford, Ms. Julie Gill, Ms. Stacie Fernandez, Mr. Jim Firth, Mr. Patrick Jackson, Mr. Tom Salzer, Ms. Sandy Long, Mr. Heath Lyles, Mr. Pat Culverhouse, Mr. John Ed Jordan, and various employees from the Bossier Parish Libraries were present.

Motion was made by Mr. Brotherton, seconded by Mr. Benton, to adopt the minutes of the December 21, 2022, board meeting.

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

Mr. Ford provided an update on construction of the new Central Library. He stated that a request from the contractor for additional contract days has been received due to a delay in receiving roofing materials. He further stated that the request is being reviewed at this time, and a recommendation will be submitted at the next board meeting.

Ms. Jaketha Farmer, Bossier Parish Library I.T. Director, provided an update on the Bossier Parish Library cash policy. She stated that five options were discussed at the December 21, 2022, board meeting and the board requested additional information regarding option number 3 which would create an AAM account for fees to be paid. She further stated that the cost for the first year for option number 3 would be \$12,918.00.

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Ms. Farmer stated that this option would allow credit card payments, and a set number of free copies.

Ms. Farmer stated that the maintenance cost for option number 3 every even year would be \$875.00, and for every odd year, the maintenance cost would be \$1,028.00.

Mr. Firth, Purchasing Agent, stated that by implementing option number 3, approximately \$30,000.00 per year will be eliminated in labor costs. He recommended that option number 3 be chosen for fees paid to the libraries.

There was further discussion on how many free copies per day would be allowed for each individual at the library who does not have an AAM account.

There was further discussion on option number 3 and the AAM account. Ms. Farmer stated that currently, color copies at the library cost \$.10 per page. She stated that other parish libraries charge more for black and white and color copies.

Mr. Benton asked if copy jobs at the parish libraries could be limited for students only. Mr. Ford stated that it will need to be determined how much will be charged for copies at the libraries, and if they do not have a library card, will they be allowed to use the copiers. Ms. Farmer stated that she has reached out to other parish libraries regarding their copy policy, and no libraries provide free copies.

Ms. Parks stated that if the libraries will no longer accept cash for copy jobs she feels that there should be a set amount of free copies for library patrons that do not have an AAM account. There was further discussion on this matter and it was determined that this matter needs to be further discussed.

Mr. Ford stated that after hearing discussions on this matter today, it is recommended that the Bossier Parish Libraries no longer accept cash. He further stated that the board will need to determine if they want to implement option number 3 which will create an AAM account with the libraries for patrons to pay online for needed copies, possibly create a policy which limits the number of free copies for patrons without AAM accounts with the libraries, or allow free copies for everyone.

There was extensive discussion regarding a policy relating to copy services at Bossier Parish libraries.

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Mr. Firth stated that he will meet with library branch managers to further discuss the historical copy allowances and draft a plan to bring back before the board for consideration at the February 15, 2023, board meeting.

Mr. Ford stated that there are six (6) resumes that qualify for the Bossier Parish Library Director vacancy. He stated that a determination needs to be made regarding interviewing the applicants. He asked that the board review the six (6) resumes and advise when they would like to interview the applicants.

Mr. Jackson stated that comments being made from the audience are not being clearly heard, and if anyone would like to address the board or make comments, they will need to come to the podium and state their name and make their comments in order for it to be part of the record.

Mr. Gray recommended that during the interview process to fill the Bossier Parish Library Director vacancy only one applicant be present before the board and the other applicants not be in the audience during an interview. Mr. Jackson stated that there is no format mandated on how to hold interviews so the board can make the determination on the interview process.

Mr. Jackson stated that if a majority of the board members assemble to conduct interviews of the applicants, a public meeting would be required and open to the public, but if the board appoints a two-member committee to conduct the interviews, a public meeting would not be required.

Mr. Gray asked if the board conducted the interviews in a public meeting, can it be required that the other applicants not be present while the board is interviewing another applicant. Mr. Jackson stated that in a public meeting there is no restrictive access. He stated that the board can ask the applicants to sit in another room while the board interviews each applicant, but it cannot be required of them.

Mr. Rimmer asked the board members if they would prefer to interview the applicants in a public meeting or appoint a two-member committee to conduct the interviews. Mr. Ford stated that if the interviews are to be conducted in a public meeting, a special meeting will need to be called in the evening for the interviews. A date and time for the interviews are to be scheduled at a later date.

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Ms. Charmetra Ardoin, Benton Library Branch, was present. She stated that the staff is passionate about what they do and are intentional about making connections with the public. She provided additional information regarding what they offer at the Benton Library Branch.

Ms. Ardoin stated that the Benton Library Branch services approximately 2,078 citizens and services public and private schools, as well as businesses.

Ms. Ardoin presented photos of events held at the Benton Library Branch.

Ms. Karen Hinson, Aulds Library Branch, was present. She provided information on events held at the Aulds Library Branch. She stated that they work closely with the schools in their area.

Mr. William Purdy, Facilities Manager, was unable to be present at the meeting. Mr. Ford stated that there have been some issues at the Benton Library Branch that are being looked into at this time.

Mr. Ford expressed appreciation to the library branch managers for their hard work and the success at each branch.

Mr. Ford stated that the Bossier Parish Library Administration has developed Customer Service and Leadership Training Program over the last four years which they provide at the library branches to train new employees on customer service. He stated that this training would be beneficial to all parish employees and is being reviewed to potentially create a policy for training. He further stated that this may be presented to the Bossier Parish Police Jury at a later date to be implemented in the Policy and Procedures Manual.

Mr. Ford stated that there have been no complaints with the new hours established for the Bossier Parish Library branches.

Mr. Joe Rice, 4215 Niles Street, Bossier City, LA, was present. He stated that it is his understanding that due to financial reasons, the libraries are not open on Saturdays. It was confirmed that the Aulds Branch Library hours are Monday through Friday, 9:00 a.m. until 6:00

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p.m.

Mr. Rice asked if the Aulds Library Branch could open later in the morning on Monday through Friday so that the library could be open on Saturdays.

Mr. Ford stated that the Benton and Haughton Library branches are open on Saturdays from 10:00 a.m. until 2:00 p.m., and the Central Library branch is open on Saturdays from 9:00 a.m. until 5:00 p.m. He stated that library hours of operation will be revisited once school is out for the summer.

Mr. Rimmer asked for monthly financial reports. Ms. Sandy Long, Parish Assistant Treasurer, stated that spreadsheets are being created to assist with reviewing finances for the Bossier Parish Libraries. She stated that she reviews all invoices for the library prior to them being paid.

Ms. Long stated that the Bossier Parish Library payroll/time keeping program is being installed on her computer and she will be the administrator of that program.

It was stated that if the board conducts the interviews with more than two board members present, then a special board meeting will need to be called and a notice must be published 24 hours prior to the special board meeting.

Appreciation was extended to the library branch managers for their hard work.

There being no further business to come before the Library Board of Control in regular and legal session on this 18th day of January, 2023, meeting was adjourned.

February 15, 2023
DATE APPROVED

MR. DOUG RIMMER, PRESIDENT
BOSSIER PARISH LIBRARY BOARD
OF CONTROL