

**Bossier Parish Library
Board of Control
March 5, 2015 - 1pm
Bossier Parish Library
Minutes**

Present: Library Board

Dr. Tom Carleton, president
Mrs. Freddie Cherry
Mrs. Carolyn Logan
Mr. Elmore Morris

Absent

Mrs. Jack Gore

Staff

Heather McEntee, Library Director
Vickie Hardin, Assoc. Dir. of Public Relations
William Purdy, Facilities Manager

Bossier Parish Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

I. Call to Order

The meeting was called to order by Mr. Morris.

II. Invocation

The invocation was led by Mrs. Cherry.

III. Minutes

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

IV. Branch Reports

Facilities

Work in progress:

Patrick Jackson said the old building on the American Legion property that was used as the Koran Library cannot be donated because it is public property, but said he could work something up for the library as a quid pro quo arrangement. Heather requested a motion from the Board to have on record that the American Legion can use the building. A motion was made by Mrs. Cherry to let the American Legion use the old portable library building seconded by Mrs. Logan. Motion passed unanimously.

The brick wall demolition at Central is still on the top of the list to have done. Butch Ford and Jim Firth from the Police Jury inspected the brick wall surrounding the reading garden at the Central Library. The work to tear down the wall will begin around summer. William will get a quote to replace the wall with a black chain link fence.

Heather provided the Board members with a copy of the letter she sent to Bill Altimus at the Police Jury requesting their assistance.

Update on Tooke Library

We are waiting on AT&T to run lines for phones, Internet, and computers at the Tooke Library. The new branch cannot open until that is completed. The Police Jury is now involved. The last of the furniture for the branch is due on Monday, March 9.

William stated that planning is underway to install a black chain link fence around the play area with a gate and lock for when the library is closed and will also add one more camera to help monitor the play area for safety. He will post a sign, similar to the Brownlee Park sign in north Bossier, with playground rules.

Mr. Brotherton offered to find out if Sheriff Whittington would allow trustees to help clean the grounds and pick up limbs around the library before the library opens for business. Sheriff Whittington agreed and will work in conjunction with Mr. Coutee of the Highway Department to get it done. Groundskeeper Matt McKinney offered to help clean the property and haul off limbs. Grand Opening will be scheduled after that.

Mr. Brotherton asked if the tables for the commons area were still in the plans. Heather said they were only going to install the ones around the play area for now and they would be anchored down to the concrete.

A final walk through at the Tooke Library with the architect and construction manager will be on Friday, March 6.

Central Library Reading Garden:

William acquired three bids to add four 64 Watt LED lights around the reading garden at Bossier Central where the homeless have been sleeping and using the grounds as a restroom.

1. American Automation \$5,806.00 was the lowest bid. William recommended awarding the bid to American Automation.
2. Lachle Electric \$6,841.00
3. Garrison Electric \$6,056.00

A motion was made by Mrs. Logan and seconded by Mrs. Cherry to award the bid to American Automation. Motion passed.

Completed work:

The closet in the Plain Dealing meeting room is completed.

Parish-wide Monthly Statistics Board Report

The complete report is in each Board member's binder.

Number of Patron Visits--41,423; Computer Usage—6,337; Database Usage—9,830; Reference Questions—12,961; and Total circulation 61,438.

Outreach: A copy of the newsletter for March—April is in each Board member's binder.

V. **Financial Report**

The final amount for the Parish Tax for 2014 was \$6,306,479.

A budget was created for each branch and department in the system. They manage their own budget, which helps them and Administration keep up with expenses.

VI. **New Business and Other Business**

Revised Public Services Policies: Job Vacancies and Hiring Process

A copy of the Job Vacancies and Hiring Process Policy as well as the Job Interview Scoring Matrix was included in each Board member's binder.

A motion to adopt the new hiring policy and scoring matrix was made by Dr. Carleton and seconded by Mrs. Cherry. Motion passed unanimously.

Sci-Port Pass Checkout Policy

This is a new policy borrowed from the current laptop policy stating free family passes to Sci-Port are available for checkout at each Bossier Parish Library branch. Patrons must be a BPL adult cardholder in good standing and present their card or picture ID.

- Passes are available on a first-come, first-served basis
- Reservations not allowed (placed on a hold list)
- Non-renewable
- Passes need to be returned to the issuing branch
- One pass per household
- Seven (7) day check-out period
- Passes cannot be checked out back to back by same household within a (3) day period

Overdue fines will accrue at a rate of five dollars (\$5) per day for passes returned after the due date, not to exceed \$25.00. Passes will be voided and no longer accepted at Sci-Port after five (5) days of not being returned.

A motion to adopt the new Sci-Port Checkout Policy was made by Mrs. Cherry and seconded by Mrs. Logan. Motion passed unanimously.

Heather informed the Board that the library will purchase eight (8) *Friend of Sci-Port Memberships* at \$175 each for a total of \$1,400. Each branch will have one pass; the Central Library will have two.

Wireless Network Access Policy

BPL is using a new Wi-Fi service that will provide stats on the number of users to send to the State Library.

Major points:

Security and Content Filtering—the Library's Wi-Fi is unencrypted and its use thereof is at the customer's discretion.

Equipment and Connectivity—Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.

Wireless Printing—Is currently available for compatible laptop computers.

Bandwidth—The Library reserves the right to limit bandwidth on a per-device and/or per wireless network basis.

A motion to adopt the Wireless Network Access Policy was made by Dr. Carleton and seconded by Mrs. Logan. Motion passed unanimously.

Agreement to Display Art in the Bossier Parish Library

The Creative Art Connection has been a regular exhibitor at the Central Library for many years. There has never been a policy concerning the sale of artwork, possible damage, and subject of artwork in the library. This agreement will address those topics.

A motion to accept the new agreement to display art in the Library was made by Mrs. Cherry and seconded by Mrs. Logan. Motion passed unanimously.

Longevity Goals

Jeanene Sanders-Wiggins has completed her three Longevity Goals submitting reports on her work. She visited Shreve Memorial Library and BPCCL Library, and a compiled a report on serials processing. Heather requested a two-step raise in addition to her annual raise for completion of her Longevity Goals.

Motion was made by Mrs. Logan and seconded by Dr. Carleton to award Ms. Wiggins the two-step raise in addition to her annual raise. Motion passed unanimously.

Louisiana Library Conference March 25—27, 2015

Heather signed up all members of the Library Board to attend the conference.

Barksdale Library

On Monday, March 9, Bossier Chamber of Commerce President Murray Viser, affiliated with Barksdale Forward, will meet with Barksdale Air Force Base Col. Goodwin and Heather on the base at 1:00pm to discuss how BPL can partner with the base library. Heather will report the results at the next Library Board meeting.

Easter and July 4 Holidays

Heather requested that the library close on Sunday, April 5 for Easter. This would not be an official holiday for staff, just a closure. Staff will either have to take vacation leave (if eligible) or make up their time/not get paid (if not eligible for vacation). The Police Jury has approved 12 holidays per year, and that is who we follow for holidays.

Mrs. Logan made a motion to always close on Easter Sunday, seconded by Dr. Carleton. Motion passed unanimously.

Heather stated the library will be closed on Friday, July 3 and requested that the library also close on Saturday, July 4 for this year. Once again, Saturday, July 4 would not be an official holiday for staff, just a closure. Mrs. Cherry made a motion to close on Saturday, July 4 for this year and seconded by Mrs. Logan. Motion passed unanimously.

VII. Adjourn

Mrs. Logan made a motion to adjourn the meeting and Mrs. Cherry seconded. Motion passed unanimously.

Respectfully Submitted,

Heather McEntee, Library Director