

April 19, 2023

BOSSIER PARISH
LIBRARY BOARD OF CONTROL
BENTON, LOUISIANA
MINUTES
APRIL 19, 2023, 11 a.m.

The Library Board of Control met in regular and legal session on the 19th day of April, 2023, in the Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Doug Rimmer, called the meeting to order at 11:01a.m. Mr. Benton gave the invocation and Mr. Brotherton led the Pledge of Allegiance. Board members present are as follows:

Mr. Bob Brotherton
Mr. Doug Rimmer, President
Mr. Glenn Benton
Ms. Julianna Parks

Also present: Mr. Butch Ford, Ms. Stacie Fernandez, Ms. Sandy Long, Ms. Julie Gill, Ms. Rachel Hauser, Mr. Pat Culverhouse, Mr. Eric Hudson, Mr. Patrick Jackson, Mr. Jim Firth, Mr. Heath Lyles, Mr. Jerome Darby, Mr. Chris Marsiglia, Mr. Philip Rodgers, Ms. Juliana Parks, Mr. Jerome Darby, Mr. Tom Seltzer, Mr. John Ed Jorden, Mr. Mac Plummer, and Bossier Parish Libraries employees Ms. Felesha Sweeney, Ms. Tania Minor, Ms. Karen Hinson, Ms. Mary Sanders, Ms. Marisa Richardson, Ms. Jaketha Farmer, Ms. Crystal Berrian, Ms. Annie Gilmer, Ms. Teresa Rice, Ms. Connie Dickerson, Ms. Clara Anne Madison.

Motion was made by Mr. Brotherton seconded by Mr. Benton, to adopt the minutes of the March 15, 2023, board meeting.

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

April 19, 2023

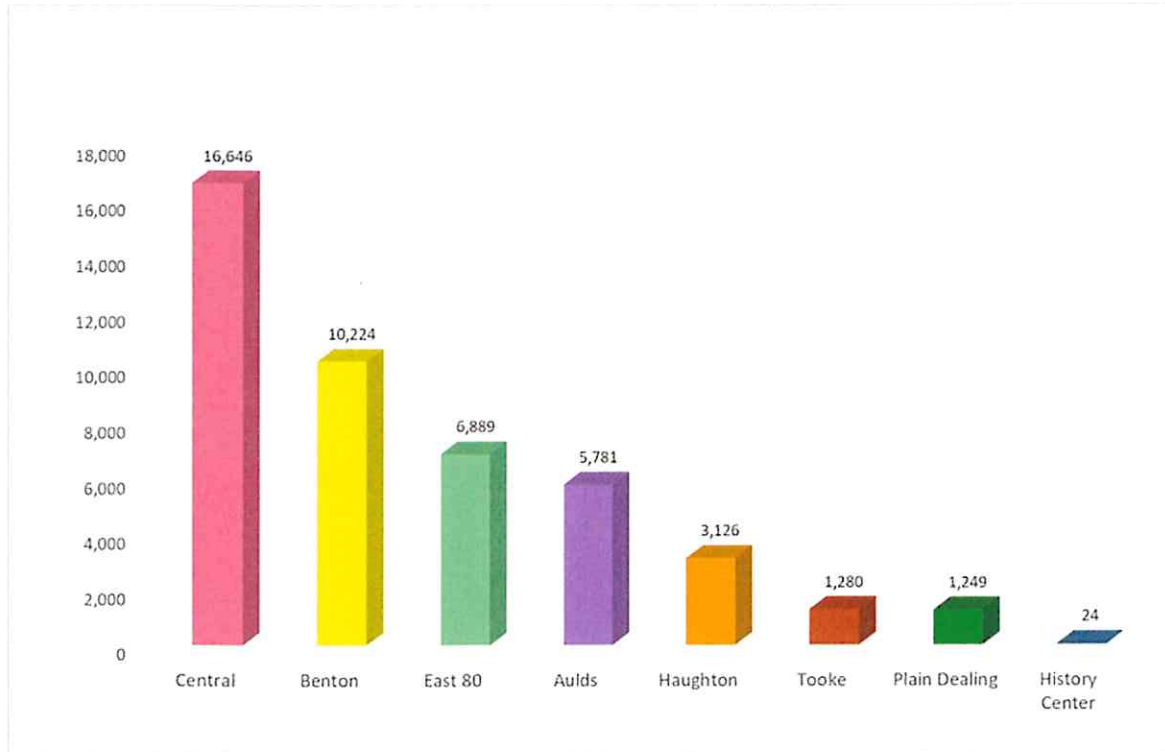
William Purdy gave the Facilities Report. He announced that water had seeped into sheetrock, around window openings and areas the building is open to the environment at the new Central Complex construction site after recent heavy rains. The contractor was put on notice that his company would be liable for water and humidity damage.

Also, the Tooke Branch received a new AC compressor.

Clara Anne Madison presented March 2023 statistics for all 8 locations and individual branch circulation statistics.

<i>Statistics</i>	<i>March 2023</i>
Patron Count	24,146
Circulation	45,219
Reference Questions	809
Computer Usage	2,214
Programs	180
Program Attendance	3,457
Database Usage	1,040
E-Circ	16,947

April 19, 2023



Branch Circulation Statistics March 2023

Karen Hinson, Aulds Branch Manager, reported recent Saturday patron counts to the Board. Due to low numbers and expenses with staffing, the Board voted for Aulds to remain closed on Saturdays.

Teresa Rice, Associate Director of Technical Services, presented a review of activity in March, 2023. The material budget is 45% spent and 2,289 items were added, averaging 100 items processed daily.

April 19, 2023

Annie Gilmer, Community Outreach Librarian, gave an overview of some recent developments. She demonstrated for the Board how an Orcam reads aloud for visually impaired individuals. The Association for the Blind donated two to the library that will be available for in-house use at two branches. For the Day of Caring by the United Way of NWLA the Benton Branch will get a learning trail painted around the building. The Summer Reading Experience 2023 is for all ages will be launched soon, with many generous local sponsors giving away coupons to readers who meet their goals. Annie delivers reading materials monthly to homebound patrons who are unable to go to the library, and also explained how printing from mobile devices from home to the library assists those who don't own printers.

Community Engagement Statistics, March 2023

Events Attended	4
People Reached at Events	74
Library Cards Issued	2
Library-2-Go Checkouts	5
BPL (Homebound) Delivers	6
BPL Delivers Checkouts	91
People Reached on Social Media	19,157
People Reached on Instagram	5,314
Tik-Tok Views	197
Direct Engagements via Social Media	7,721

April 19, 2023

Community Impacts: Clara Anne Madison shared notes of appreciation managers at two branches received. A Central patron who suffered from hearing loss received a cochlear implant and now is enjoying listening to audiobooks. She stated that listening to her first book “brought her to tears.”

An East80 patron wrote a note of thanks praising the wonderful job the manager, Tanika Johnson, and her staff are doing to engage the local community.

March 2023 Statements for Operating and Construction Funds: Director Felesha Sweeney presented the March 2023 Statements for Operating and Construction Funds. Revenue for the Operating Budget is \$8,185,891.54. Expenditures are \$1,834,059.29. The Ending Fund Balance is \$9,721,907.00. Motion to approve the Operating Budget was made by Mr. Benton and seconded by Mr. Brotherton. Motion carried unanimously.

The Construction Budget Beginning Fund Balance is \$7,193,749.82. Expenditures are \$1,499,833.09. Ending Fund Balance is \$5,767,400.09.

Motion to approve the Construction Budget was made by Ms. Parks and seconded by Mr. Benton. Motion carried unanimously.

Felesha Sweeney presented the Director’s Report.

She congratulated Annie Gilmer, for the honor of being a finalist in the United Way Community Hero Award.

Felesha proposed that annual Staff Day be held on October 9, 2023, 9am -4pm, with charges waived

April 19, 2023

at the Louisiana Tech Academic Success Center on East Texas Street. The Police Jury agreed to supply the food for the annual training day.

Motion to approve holding Staff Day in 2023 on October 9th at the Louisiana Tech Academic Success Center was made by Mr. Benton and seconded by Ms. Parks. Motion carried unanimously.

Revisions to Registration Policy: When the library goes cashless, free print allowances up to 20 pages will be given to Adults, Child/Teen, and e-card users. Motion made by Mr. Benton and seconded by Mr. Brotherton to approve the revisions to the Registration Policy. Motion carried unanimously.

Revisions to Lending Policy: Fee increases were recommended for some photocopies. The price of color copies to 40 cents and oversize copies, \$1.00.

Motion made by Mr. Benton and seconded by Ms. Parks. Motion carried unanimously.

Proposed Changes for Benton: Metra Ardoin, Branch Manager, requested that Benton be open an extra hour Monday through Thursday, 9 am-7pm to better serve the busy Benton community. Friday and Saturday hours will remain unchanged.

Motion by Mr. Brotherton and seconded by Ms. Parks to extend the closing time Monday – Thursday to 7 pm. Motion carried unanimously.

A part-time, 16-hour, position is necessary to staff the extended evening hours.

Motion to approve the new part-time position made by Ms. Parks and seconded by Mr. Brotherton.

Motion carried unanimously.

April 19, 2023

There being no further business to come before the Library Board of Control regular and legal session on this 19th day of April, 2023, meeting was adjourned at 12:09 p.m.

MAY 18, 2023 _____

DATE APPROVED

MR. DOUG RIMMER, PRESIDENT

BOSSIER PARISH LIBRARY BOARD

OF CONTROL