

**Bossier Parish Library  
Board of Control  
December 3, 2015 - 1pm  
Central Library Meeting Room  
Minutes**

**Present: Library Board**

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

**Police Jury Members**

Mr. Bob Brotherton

**Staff**

Heather McEntee, Library Director  
Vickie Hardin, Assoc. Dir. of Public Relations  
Mandi Johnson, Community Librarian  
Anne Madison, Assoc. Dir. Of Public Services  
William Purdy, Facilities Manager

**I. Call to Order**

The meeting was called to order by Dr. Carleton.

**II. Invocation**

The invocation was led by Mrs. Cherry.

**III. Minutes**

Mrs. Gore 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. Guest**

Heather introduced Community Librarian Mandi Johnson. Mandi's goal for Bossier Parish Library is to get involved in community-led engagement by finding out what is needed and to work with library staff and community organizations to develop services to meet those needs.

**V. Branch Reports**

**Facilities**

Work in progress: Everything on the list is status quo except for the Plain Dealing sewer pipe repair. It is now finished. Completed tasks include boiler repairs at the History Center, and window tinting in Plain Dealing meeting room. The library will get estimates for a roof leak at Aulds. Heather signed approval for renovation work

to be done in the exterior utilities building located on the grounds at the Aulds Branch. Mark Prevot will send paperwork to the Police Jury for a new roof at Central. The leaky roof at Haughton will be redesigned. New gutters will be installed at East 80.

### **Parish-wide Monthly Statistics Board Report**

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

Number of Patron Visits—43,185; Meeting Room Usage—140; Computer Usage—6,447; Database Usage—34,398; Reference Questions—1,307; and Total circulation 66,666.

Programs—140; Adult Programs—20; Total Attendance 3,015; Outreach Programs—16; Homebound Patron visits—4.

Increased hours -- Tooke, Plain Dealing and Haughton will begin Saturday hours January 2016, 11am-5pm.

Compliments: To Bossier Central staff from patron Rae Gibson who said "I just love you guys, , even though Aulds is close to my house I get my books at Bossier Central because ya'll are so good to me."

Compliments: To Haughton staff from Mrs. Debra Leckie. "I want to say many thanks for having such great employees who love their job so much. I really enjoy going to the library at 116 E. McKinley Ave in Haughton . I love all the employees!"

### **V. Financial Report**

The November 2015 Budgeted Statement of Revenues and Expenditures was in each binder for review.

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

### **VI. New Business and Other Business**

Longevity Goals: Susan Hernandez at Aulds successfully completed her longevity goals: completing a special project, visiting three branches, and completing a continuing education course. Heather recommended that the Board approve a two-step pay increase in addition to the one step increase for a satisfactory annual evaluation. A motion to accept was made by Mrs. Cherry and seconded by Mrs. Gore. Motion passed unanimously.

Bereavement Leave: Suggested by Police Juror Doug Rimmer, the policy would provide part-time employees who regularly work 24-29 hours/week up to three days

of paid bereavement leave, based on the number of hours they would work those days. A motion to accept the addition to the policy was made by Mrs. Cherry and seconded by Mrs. Logan. Motion passed unanimously. The next step in the process would be for the Bossier Parish Police Jury to approve this policy before it can be made official since all benefits are through them.

Masters of Library Science Educational Assistance Policy: Employees may receive educational assistance from the library if pursuing an MLIS from an ALA-accredited university, obtain the degree within five years, and commit to three years of continued service to the library after completing the degree. Added to the proposed policy is “approval to receive educational assistance is subject to Board approval.” A motion to accept the policy was made by Mrs. Logan and seconded by Mrs. Gore. Motion passed unanimously. Heather will present this policy to the Police Jury as well for final approval to be added to their policy manual.

Proposed Classification System and Pay Scale: Heather updated the old classification system. It clarifies by defining minimum qualifications required for each position and by expanding the number of categories. It will help staff know how they can advance and be promoted. A motion to accept the new Classification System and Pay Scale was made by Mr. Morris and seconded by Mrs. Gore. Motion passed unanimously.

Proposed Revised 2015 Operating Budget:

Most revenues increased based on estimated amounts to receive. A large amount came from paying off a bond and funds leftover from the construction of Tooke Library.

Adjusted 2015 expenditures and revenues:

Revenues:	\$9,095,300
Expenditures:	\$7,170,600
Net Revenues/Expenditures:	\$1,924.700

A motion was made by Mrs. Logan and seconded by Mrs. Cherry to approve the revised 2015 Operating Budget. Motion passed unanimously.

Nomination of Officers

A motion nominating Mrs. Gore for President was made by Dr. Carleton and was seconded by Mr. Morris. Motion passed unanimously.

A motion nominating Mrs. Logan for Vice-president was made by Mrs. Cherry and was seconded by Mrs. Gore. Motion passed unanimously.

**VII. Adjourn**

Mrs. Logan made a motion to adjourn the meeting. Mr. Morris seconded the motion. Motion passed unanimously.

Respectfully Submitted,  
Heather McEntee, Library Director