

**Bossier Parish Library
Board of Control
Minutes
April 27, 2017 – 1 pm
Central Meeting Room**

Roll Call: Library Board

Mrs. Jack Gore, President
Mrs. Carolyn Logan, Absent
Dr. Tom Carleton
Mrs. Freddie Cherry, Vice President
Mr. Elmore Morris

Police Jury Members

Mr. Bob Brotherton
Mr. Doug Rimmer

Staff

Heather McEntee, Library Director
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager

I. Call to Order

The meeting was called to order by Mrs. Gore.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

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

IV. Branch Reports

A. Facilities

Work in progress: The completion date for the new roof at Central Library ended April 4, 2017 but work is still unfinished. William showed the roofer areas of concern that weren't done properly, including two leaks observed during a recent rainstorm and shoddy sheet metal work. Small metal shards litter the roof, and could puncture it. The job will not be signed off on until the roofers satisfactorily correct all problems.

DMR is replacing the boiler at Central at a cost of \$24,749. The work should be done next week.

Mr. Morris made a motion and it was seconded by Dr. Carleton to declare the old boiler surplus property. Motion passed unanimously

Renovations are going well and on schedule at the new administrative building. The 120-day contract for completion ends July 1, 2017.

Parish-wide Monthly Statistics Board Report

The complete report for March 2017 is in each Board member's binder for review.

Statistics were affected by Bossier Central's closure part of the month and problems due to internet outage. Nevertheless, numbers were up in every area compared to February's. We have seen how many people rely on the library as a result of the internet outage.

Haughton is growing rapidly, with trees mowed and cleared on large areas of land near the Pilot south of Interstate 20. The Haughton Branch already has outgrown its small building. Patrons have no meeting or study rooms, and Audra Bartholomew, manager, is in favor of opening 7 days a week. Bob Brotherton, Police Juror, will investigate land for sale within the town limits for possible purchase, so that a larger facility can be built at a later date. Due to the housing boom in Haughton land will be scarce fairly soon.

• Patron visits	38,407
• Total circulation	54,771
• Programs	115
• Program Attendance	1,653
• Community Programs	16
• Homebound visits	1

V. Financial Report

The Budgeted Statement of Revenues and Expenditures for March 2017 is in each binder for review.

The library has collected 95% of its total budgeted revenues. Expenditures are over the projected amount at this point in the year for purchases of materials for the collection and for architect and engineering fees. Technical Services knows how much they can spend on books monthly and are careful with spending. Architect and engineering fees will need to be amended at the end of the year. The ending fund balance is \$18,303,720.

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

VI. New Business and Other Business

A. Banning Policy

Unfortunately, the library occasionally needs to ban patrons, but until now had no formal written policy. The process for banning in the new policy is clearly outlined, so that all staff and managers will be able to consistently apply it.

A motion to accept the new banning policy was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

B. Appropriate Library Use Policy

Additions were made to the current policy:

- Enforcement of these rules will be in accordance with the *Banning Policy*
- Unacceptable conduct includes:
 - Violating the Library's *Electronic Access Policy*
 - Conducting business for monetary gain
 - Improperly using restrooms, including but not limited to, bathing, shaving, washing hair and/or laundry, or changing clothes
 - Bringing in items that impede the use of the library by other patrons and staff

A motion to accept the Appropriate Library Use Policy was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

C. Discard Books for Cooperative Endeavor

Technical Services sent a report to the Board to review, declare the items as surplus, and available to teachers in the parish. A total of 3,017 items were deleted, costing a total of \$44,992.72.

A motion to declare the deleted items surplus, and make them available to teachers in Bossier Parish, according to a cooperative endeavor Bossier Parish Library has with local schools, was made by Dr. Carleton and seconded by Mrs. Cherry. Motion passed unanimously.

D. Library Consultant

The library employs 90 staff, with about 60 different schedules. It has been difficult to manage that many schedules. In order to make scheduling and other aspects in public services operate more efficiently, Heather asked the Board to consider hiring a consultant who can objectively evaluate the library and make recommendations from his findings. A consultant in Dallas, Dick Waters, at Godfrey's Associates, Inc., will present a proposal for the task, after reviewing statistics on all locations, such as

circulation and patron count. Godfrey's Associates specializes in library planning; has been in existence for 38 years and has worked with over 370 libraries.

A motion to move forward on the proposal for service was made by Dr. Carleton and seconded by Mr. Morris. Motion passed unanimously.

Mr. Morris complimented the Board and Heather for well -organized Board meetings. Mrs. Gore gave Heather credit for them, and Heather thanked the Board the Police Jury for their support.

VII. Adjourn

A motion to adjourn the meeting was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

Respectfully submitted,

Heather McEntee, Library Director