

**Bossier Parish Library  
Board of Control  
Minutes  
August 24, 2017- 1:00pm  
Central Meeting Room**

**Roll Call: Library Board**

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

**Police Jury Members**

Mr. Bob Brotherton, Absent  
Mr. Doug Rimmer, Absent

**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 Mrs. Cherry.

**III. Minutes**

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

**IV. Branch Reports**

**A. Facilities**

In progress:

**History Center:** Mechanical engineering firm, Purtle and Associates, L.C. is working on designing a new heating and cooling system. Once the library has a rough estimate of the cost, the project will go out for bids for 30 days. William expects the cost to be about \$150,000. At the present, the chiller is limping along.

**Admin Building:** The building is complete and ready for move in.

**Central:** Maintenance has received two out of three estimates for a compressor.

**Tooke:** The parish highway department is too backed up to help with dressing the property after 9 trees were cut down and stumps ground. Matt Kinney and his crew, who maintain the grounds at all branches, are bush hogging and making the property attractive with plants and trees.

**B. Building Consultation Proposal for Bossier Central Library**

Dick Waters, the same consultant called earlier to study schedules and workflow, submitted a building consultation proposal for the renovation of the Central Library at a cost of \$24,390. Heather recommended using a consultant because this will be an extensive building project. An architect is necessary for a renovation, but a consultant ensures that all aspects of the project are done properly and provide what the public needs.

A motion to retain Mr. Waters as a consultant for the Central Library renovation was made by Dr. Carleton and seconded by Mrs. Logan. Motion passed unanimously.

**C. Haughton Branch Expansion**

Heather asked the Board to set a time for them to look at possible lots to buy in Haughton for the construction of a larger library. Three or four pieces of land are available, all near the new middle school and park in the town. They agreed on a time to get together the following week.

**D. Parish-wide Monthly Statistics Board Report**

The complete report for July 2017 is in each Board member’s binder for review.

- Patron visits 39,688
- Database Usage 9,646
- Total Circulation 82,377
- Total Programs 141
- Total Attendance 2,416
- Homebound Program 16
- Homebound Patrons 3

**E. Compliments**

Heather showed the Board several pages of compliments from patrons; one was addressed to Crystal Berrian, Bossier Central Reference Assistant, from the Louisiana Small Business Development Center thanking her for helping to make a recent seminar a success at the library. The second item contained posts from the Lake Bistineau News Facebook page. Tooke manager Mary Sanders posted the August calendar of events at Tooke and received numerous compliments saying how much they “Love this library!!”

**V. Financial Report**

The Budgeted Statement of Revenues and Expenditures for July 2017 was in each binder for review.

The library has collected 98% of its total originally budgeted revenues. Expenditures, \$4,296,690, are slightly over the projected amount at this point in the year because of the new roof at Central, and architect and engineering costs. Overall, the library is doing well. The ending fund balance is \$16,498,584.

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

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

### **A. Longevity Goals**

Five longevity projects were completed. All employees successfully completed their goals and wrote narratives of what was learned by accomplishing them.

Teresa Rice (Associate Director of Technical Services)

- Researched and compared multiple ILS (integrated library system). The ILSs were evaluated on presentation, usability, cost, progressiveness and other factors.
- Researched an internship program for the library, in order to give recent graduates necessary experience while providing the library with meaningful work.
- Designed and implemented a cataloging program for staff who have not completed a professional degree.

Juanedra Brown, Library Associate at Bossier Central in Children's Services

- Planned and conducted seven Saturday story times, using books, songs and crafts
- Visited Benton, Aulds and East 80 to observe their Children's Departments
- Took a webinar, "Tips for Story Time Success."

Heather Smith, Assistant Manager, Benton Branch

- Labeled all books in Bossier Central fiction collection that are in a series, weeded damaged books, and recommend purchase of books needed to complete collections
- Visited Technical Services, Houghton and Benton
- Took a webinar approved by her supervisor

Leslie Woodall, Administrative Assistant, Administration

- Updated Staff Files with information obtained from updated Personal Data Forms
- Participated in a webinar approved by her supervisor
- Pulled and closed out all "dead" personnel files

A motion to approve the two-step raise for all four staff was made by Dr. Carleton and seconded by Mrs. Cherry. Motion passed unanimously.

### **B. Vision for the Future, Restructuring Phase II**

The two positions of Associate Director of Public Relations and Community Librarian will be phased out in November into one position, Associate Director of Community Engagement. This person will supervise The Community Librarian (Children and Teens) and Community Engagement Assistant.

### **C. Revised Policies**

**Donation Policy:** An updated version with criteria for donation, and stating that donations become the property of the library, which may use the materials in ways that best benefit the collection and library services.

A motion to accept the Donation Policy was made by Mrs. Cherry and seconded by Dr. Carleton. Motion passed unanimously.

**Electronic Access Policy:** The only change is at the end with “Temporary Computer Guest Pass.” Guest pass forms must be completely filled out, have a two-hour daily time limit, with no more than two guest passes per patron. However, managers have the authority to deny or modify the guest pass policy at their discretion.

A motion to accept the updated Electronic Access Policy was made by Dr. Carleton and seconded by Mrs. Cherry. Motion passed unanimously.

### **VII. 2018 Proposed Budget**

Revenues are \$7,600,000, a 1% increase, and total expenditures are set at \$7,600,000. The Proposed Budget Notes shows a 100% increase in contract labor, the Bossier Parish Sheriff’s Office deputies working at Bossier Central. There are issues at Aulds, and deputies will begin working there in 2018. Expenses for Green Gold delivery services are 55% lower, because of cancellation of the service, along with an increase in Green Gold Consortium annual dues.

A motion to accept the 2018 proposed budget was made by Mrs. Cherry and seconded by Dr. Carleton. Motion passed unanimously.

### **VIII. 2018 Proposed Interfund Transfer**

Heather recommended that funds be moved from the Library’s Net Assets to re-open the Library Construction Fund, because several projects are imminent: Central Library renovation and expansion, land purchase for the new Haughton Library, and the new building for Haughton Library. In anticipation of up-front costs of engineering, architect, and consultant service fees and other related expenses, Heather proposed that \$3 million be transferred from our net assets to the Library Construction Fund.

A motion to accept the \$3 million interfund transfer was made by Mrs. Logan and seconded by Mrs. Cherry.

### **IX. Adjourn**

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

Respectfully submitted,

Heather McEntee, Library Director