

**Bossier Parish Library  
Board of Control  
Minutes  
June 22, 2017- 1:00pm  
Central Meeting Room**

**Roll Call: Library Board**

Mrs. Jack Gore, President  
Mr. Elmore Morris, Vice-President  
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**

Dr. Carleton 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**

Work in progress:

Rain has delayed cutting trees at Tooke.

History Center: The chiller at the History Center is only six- years old and already has had multiple problems, including a current issue that would cost \$20,000 to fix. Instead of spending more money on it, William recommended hiring an engineer to design one to work with the equipment at the History Center. When the present chiller was installed, no engineer was consulted, and as a result fittings were damaged and we will continue to have problems. In the long run, by consulting with an engineer to design new equipment, to match chiller with the loop and the air handler, the library will save money.

A motion to consult with an engineer to design a chiller to fit the requirements of the equipment at the History Center was made by Mr. Morris and seconded by Mrs. Cherry. Motion passed unanimously.

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

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

• Patron visits	37,441
• Database Usage	6,010
• Total Circulation	70,742
• Children's Programs	41
• Children Attendance	1,208
• Outreach Programs	16
• Homebound Patrons	3

### **V. Financial Report**

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

The library has collected 97% of its total originally budgeted revenues. Expenditures are over the projected amount at this point in the year by only 1%, at 43%, and are over because of the new roof at Central, and architect and engineering costs. Overall the library is doing well. The ending fund balance is \$17,455,257.

Mrs. Gore asked Heather if she was satisfied with the work on the Central roof. She is not pleased with the metal work. The problem was that the contractor did not supervise the metal work. Heather and William will speak to Mark Prevot, of Prevot Design, to ensure that future subcontracting work is overseen by the contractor.

A motion to accept the recommendation that the contractor must oversee subcontract work was made by Mrs. Cherry and seconded by Mrs. Logan. Motion passed unanimously.

The Board looked at an Ending Net Assets sheet of Library Fund 103. Construction reserve funds total \$9,000,000, and will be used for the Central renovation and possibly land for a new Haughton branch.

Facilities reserve funds in the operating budget are \$2,600,000 and are earmarked for major building repairs on existing library building, such as the new roof at Central, and Haughton and East 80 in 2018.

Emergency funds total \$1,800,000 and are designated to keep the library system operational in the event of an emergency for three months.

Heather and Theresa Allen, Business Manager, soon will meet with the new BPPJ Treasurer as Sheryl Thomas is retiring.

A motion to accept the Financial Report and Ending Net Assets was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

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

### **A. Longevity Goals**

Phillip Martin (Bossier Central) successfully completed longevity goals and wrote narratives of what was learned by accomplishing the goals.

- He started his main project at Benton, while he worked there, and cleaned audio disks and replaced cracked cases. While at Central, he pulled old and damaged books from the stacks for the manager to determine if they should be discarded or replaced. He also deleted children's library cards for patrons who turned 18, and changed their cards to adult.
- Worked one day at each branch/department: Tooke, Technical Services and Administration. Phillip completed a one-page report with ideas that might be implemented at his branch and how his observations can improve his own job performance.
- He participated in a customer services seminar and wrote a report on it.

A motion to approve the two-step raise for Phillip was made by Mrs. Logan and seconded by Mrs. Cherry. Motion passed unanimously.

### **B. Central Library Manager**

Since the former Central Manager, Diane Bundy, moved to Kentucky in January, the library has looked for a new manager. The interview committee, comprised of Debbie Adams, Central assistant manager, Heather McEntee and Anne Madison interviewed several applicants and found an excellent candidate in Kristen Edson, who has worked in management at the main library of the Chicago Public Library. She was interviewed over the telephone and by skype, and then flew here and met with Heather and Central staff. After checking her references, who highly recommended her, we offered her the position. Kristen will arrive in the fall and Heather will introduce her to the Board later in the year.

### **C. Library Consultant**

Two references were given to Board members strongly recommending Dick Waters, a consultant from Godfrey's Associates, a library consulting firm in Dallas. The cost for his schedule in Bossier Parish is \$8246.18. He will analyze at all locations the workflow, and develop scheduling. Theresa Allen, Business Manager, asked to speak to the Board.

Theresa described the daily, time-consuming task involved in keeping up with 89 employees who have widely-varied schedules. She recommends allowing a neutral third-party to analyze the schedules to and advise us on ones that will most benefit the public. However, whatever changes that might be made will not be to the detriment of staff. They are allowed temporary changes of schedules for valid reasons, such as attending classes. Heather will bring Mr. Waters' recommendations to the Board for approval, after he presents them.

A motion for Dick Waters to analyze scheduling at the branches and make recommendations for improving them to make the library operate more efficiently was made by Mrs. Logan and seconded by Dr. Carleton. Motion passed unanimously.

**VII. Adjourn**

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

Respectfully submitted,

Heather McEntee, Library Director