

# MINUTES

Bossier Parish Libraries Board of Control  
Regular Meeting  
Administrative Offices – Conference Room  
February 28, 2019 – 1 pm

**Roll Call:**     **Library Board**

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

**Police Jurors**

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

**Guests**

Lamont Pearson, Central Librarian  
Butch Ford, Parish Engineer  
Eric Hudson, Assistant Parish Engineer

**Staff**

Heather McEntee, Library Director  
Anne Madison, Associate Director, Public Services  
Mandi Johnson, Associate Director, Community Engagement  
William Purdy, Facilities Manager

**I. Call to Order**

The meeting was called to order by Mrs. Namie.

**II. Invocation**

The invocation was led by Mr. Morris.

**III. Guest – Lamont Pearson**

Heather introduced the new Central Librarian, Lamont Pearson. He briefly shared a couple of facts about himself. Board members introduced themselves to Lamont and welcomed him to the library.

#### **IV. Minutes**

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

#### **V. Reports**

##### **A. Facilities**

###### **a. Central Renovation**

Heather recently met with Bill Altimus, Parish Administrator, and Butch Ford, Parish Engineer, to show them the schematic designs of the Central renovation done by Prevot Design Services. Mr. Ford suggested that the library may want to look into building new instead of renovating three older structures that make up the Central complex. Heather stated that she was in favor of that idea.

To renovate the Central Library and History Center from 30,000 square feet to 44,000 square feet is estimated to cost around \$9 million (approx. \$200 per square foot).

Mr. Altimus and Mr. Ford met with Bossier City Officials to discuss land options around the existing library. Mr. Ford stated that Bossier City does have land available for purchase and if the Board is interested in buying, the next step would be to meet with the architect firm, Prevot Design Services, and request a proposal for a new building and to see a conceptual design.

Heather stated that the main advantage of buying land and building new is avoiding the massive disruption of services. Construction of a new building would be a major time saver vs. renovating an old building that was constructed in sections over three decades. New construction would save the library on expenses for storage fees of equipment and library materials and rental fees for a temporary location. There would be a minor disruption of services to prepare the new building for the opening. Heather observed that the pros outweigh the cons and concluded that logistically it would be better for the library to build new. All factors considered, Mr. Ford believes it is more cost effective to use the \$9 million to build a new library and retain the old structure that has possibilities for other purposes. Mr. Ford believes that there are agencies in the parish and city that need a larger space because of the growth of the parish, and the library eventually will have a buyer for it. He described the situation as a win-win once you consider the numbers.

Mr. Brotherton agreed that it is better to design a new building exactly as we want, rather than re-model something old to make it new. He suggested that a simple, rectangular or square building would work well for a new building. William added that the design for the renovation drawn up by Prevot Design can be adapted for a new library. Mrs. Namie asked what has already been paid to Prevot Design and Heather said around \$300,000.

Mr. Benton told the Board that for the length of time East 80 was shut down for a new roof and parking lot, he received many calls from patrons complaining about the closure and that Central would be dealing with a similar situation on a larger scale if closed for two years.

Mr. Ford stated that because of population growth in the East 80 area, there eventually will be a need for a new library in a more accessible place. The parking lot is small and difficult to maneuver, and driving out onto Bellevue Road can be dangerous because of the traffic. Mr. Benton proposed a spot in Tall Timbers. Heather said the Board is trying to keep up with the growth of the parish, and after taking care of Central, Haughton is next. East 80 is on the table for consideration after those projects. Heather thanked Mr. Ford and Mr. Altimus, who was unable to attend, for their assistance in this matter. She expressed appreciation to the Police Jury for always being supportive and assisting in any way they can.

Dr. Carleton made a motion and it was seconded by Mr. Morris to move forward with the process of purchasing land from Bossier City to build a new Central Library and History Center. Motion passed unanimously.

- b. **Central** – The damaged column hit by a car in the parking lot has been repaired.
- c. **East 80** – The library has re-opened. William showed the Board photos of the new parking lot and relief drains on the south and north sides that will eliminate flooding. He then showed photos of the new carpet and freshly painted children’s section.
- d. **Haughton** – The library is proceeding with the roofing project. Newman Marchive is redesigning a portion of the roof to prevent future leaks.
- e. **Tooke** – A broken top-level window was discovered. No one knows how it happened; William is getting estimates for replacement.

**B. Statistics and Happenings**

a. The complete report for January 2019 shows:

Patron visits	25,074
Patron computer usage	4,859
Database usage	12,218
Reference questions	781
<b>Total circulation</b>	<b>69,139</b>
Children’s programs	68
Young Adult programs	11
Adult programs	54
Community Engagement programs	7
<b>Total programs</b>	<b>133</b>
Children attendance	1552
YA attendance	43
Adult attendance	362
Community Engagement attendance	241
<b>Total Program attendance</b>	<b>2,198</b>

b. The Board was shown graphs comparing last year and this year’s statistics. Database usage has increased dramatically due to staff training led by Jeanene Wiggins. With the training, staff are now more comfortable using the databases and providing better assistance to the public. Computer usage is down slightly from a year ago because of the extended closure of East 80. Circulation for January 2018 and January 2019 are similar.

c. Community Engagement has installed wraps on windows of all branches, except Central and History Center. The wraps display the library’s branding. One of the city buses also displays a library wrap. Heather showed the Board slides of Benton’s hugely successful multicultural event on February 9<sup>th</sup>. Our library staff is diverse, and two represented their native lands of England (from Jersey) and Haiti at tables showcasing a number of countries. Around 450 attended.

**C. Financial Report**

Revenue for January was \$5.1 million; most from ad valorem taxes. Expenditures were \$3.7 million. However, only \$724, 000 was spent. Three million was transferred to the Construction budget. The ending fund balance is slightly over \$10 million.

Revenue in Construction Fund started out in January with \$3 million. Expenditures are a little over \$200,000. The ending fund balance is \$5.5 million after the transfer of \$3 million from the operating budget.

A motion to accept the financial report was made by Mrs. Gore and seconded by Dr. Carleton. Motion passed unanimously.

## **VI. Old Business**

### **a. Classification System**

Heather has worked on revising outdated job descriptions and restructuring pay scales and classifications. The complicated classification system is separate from job descriptions. She believes that classification titles have always led to confusion among staff on how they can move up within the system and would like to eliminate that confusion. Heather recommended that the library do away with the classification system and focus on job titles and descriptions. Staff understand and use job descriptions, while most are unaware of what their classification is. For example, a patron wanting to talk to the manager at Plain Dealing would never ask to speak to the Library Associate I; instead, they would ask for the branch manager. Another change Heather mentioned was a change in titles for part-time (20 hours or less) employees from Library Assistant I to Aide. She showed the Board a list of current job descriptions and titles and the classification. She then presented a slide of streamlined job descriptions, with steps necessary to move to a higher position clearly defined. All branches used to have job descriptions for their own branch. Heather condensed individual ones into one that is system-wide.

Mrs. Gore asked which branches are considered large. Heather defines larger branches based on their operating hours, 65 hours/week, not the size of the building; these include Aulds, Benton, Central, East 80, Haughton, and History Center.

A motion to eliminate the classification system and solely focus on job descriptions and titles was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

## **VII. New Business**

### **a. Ethics Training**

Mrs. Namie requested Board members to complete before the next Board meeting the yearly mandated ethics training for public servants and the newly mandated sexual harassment training (2 sections). After completing the three modules, print the certificates, and give them to Heather. If any lack computer access Heather has a laptop available for them to use.

**VIII. Adjourn**

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

Respectfully submitted,

Heather McEntee  
Library Director