

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

February 25, 2021 – 1 pm

Roll Call: **Library Board**

Mr. Elmore Morris, President

Mr. Bob Brotherton, Vice President

Mr. Charles Gray

Mrs. Jack Gore

Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

William Purdy, Facilities Manager

Mandi Johnson, Associate Director, Community Engagement

Jaketha Farmer, Associate Director, IT

Teresa Rice, Associate Director, Technical Services

I. Call to Order

The meeting was called to order by Mr. Morris at 1:05 pm.

II. Invocation

The invocation was led by Mrs. Gore.

III. Minutes

Mr. Morris asked if there were additions or corrections to the minutes from January 28, 2021, regular meeting. There were none.

Motion made by Mr. Brotherton, seconded by Mrs. Gore, to approve the minutes from the January 28, 2021 regular meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. Aulds Branch

- Parking Lot Update: The project has been delayed due to snow and rain.

- Flooring: Three quotes were received to replace water-damaged flooring in the manager’s office and the staff breakroom with vinyl flooring.

Kelly’s Custom Floors	\$1,800
Snyder Floor Covering	\$2,385
Henson Carpet One, Inc	\$1,950

Motion was made by Mrs. Gore, seconded by Mr. Morris, to accept the lowest quote from Kelly’s Custom Floors to replace the flooring in the manager’s office and staff breakroom at Aulds. Motion passed unanimously.

b. Plain Dealing

- Keyless Update: The only keyless entry for employees is located at the side of the building on Lynch Street. To get to that entrance from the parking lot, staff must walk on an unpaved area that often stays muddy. The cost to install a sidewalk from the employee entrance to the parking lot will be determined and presented at the next Board meeting.
- Flooring: Three bids were received to replace deteriorating carpet.

Kelly’s Custom Floors	\$14,769
Henson Carpet One, Inc	\$15,989
Snyder Floor Covering	\$21,674.68

Motion was made by Mrs. Gore, seconded by Mr. Morris, to accept the lowest quote from Kelly’s Custom Floors to replace the carpeting at Plain Dealing. Motion passed unanimously.

B. Capital Projects

a. New Central Complex Update

Specialty Trackhoe removed the concrete slab and the site is set up for drainage. The next step will be to get a bid ready for construction.

C. Month in Review

a. February statistics:

PATRON COUNT	7,314
CIRCULATION	49,347
REFERENCE QUESTIONS	686
COMPUTER USAGE	1,970
PROGRAMS	55
PROGRAM ATTENDANCE	1,480
DATABASE USAGE	6,583

b. Staff Compliment

A patron recently called the Library Director to express appreciation for all Central staff and specifically complimented Colin Clark on his customer service.

D. Financial Report

The January 2021 Financial Reports had not been received from the Bossier Parish Police Jury at the time of the Board meeting.

E. Director's Report

a. Surveillance Policy

The Board reviewed the proposed Surveillance Policy.

Motion made by Mrs. Gore, seconded by Mr. Gray, to approve the Surveillance Policy. Motion passed unanimously.

b. 2021- 2025 Strategic Plan

The Board reviewed the proposed 2025 Strategic Plan. The plan addresses the concerns expressed by respondents to town hall questionnaires. All public services staff had input in creating the responses to the community issues. The plan will be posted on the library website and in libraries

Motion made by Mr. Brotherton, seconded by Mr. Gray, to approve the 2021 – 2025 Strategic Plan. Motion passed unanimously.

V. Adjourn

There being no further business, Mr. Brotherton motioned to adjourn, seconded by Mr. Gray. Motion passed unanimously. The meeting adjourned at 1:50 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries