

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Outside Maintenance Bay
Jun 25, 2020 – 1 pm

Roll Call: Library Board

Mrs. Jack Gore, President
Mr. Elmore Morris, Vice President
Mrs. Carolyn Logan, Absent
Mrs. Sally Namie
Ms. Debbie Teague

Police Jurors

Mr. Bob Brotherton
Mr. Doug Rimmer, Absent

Staff

Heather McEntee, Director of Libraries, Absent
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager
Leslie Ivy, Executive Assistant

I. Call to Order

The meeting was called to order by Mrs. Gore at 1:01 pm.

II. Invocation

The invocation was led by Mr. Morris.

III. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the May 28, 2020, regular meeting. There were none. Motion made by Mrs. Namie, seconded by Mr. Morris, to approve the minutes from the May 28, 2020, regular meeting. Motion passed unanimously.

IV. Reports

A. Facilities

a. East 80 Branch

Bid to relocate three AC condenser units went out on Monday, May 11, 2020. No bids were received; proposals will be sought out from three vendors.

B. Month in Review

Branches are currently open Monday – Saturday, 10am to 5 pm; Plain Dealing is not open on Saturdays. Staff work hours are 9am to 6pm.

Phase 3 of the Library’s Re-Opening Plan, Curbside Service, started May 18, 2020. For the last two weeks in May, 662 patrons were served via curbside. Total physical and digital circulation during this phase was 32,321. Branches are participating in virtual programming via the library’s social media pages. The total for May was 48 programs.

Free printing services are now offered to the public (10 pages/patron/day). Patrons send items for printing to their preferred branch through a link on the library’s website and prints are available curbside.

C. Financial Report

For the month ending May 2020 the library collected \$7,514,327 and expended \$3,107,481 from the Operating Budget. The ending fund balance for the operating budget was \$9.8 million.

The ending fund balance for the Construction Fund was \$8.2 million. Mrs. Gore asked if anything new was going on with Central construction. William advised that Prevot Design’s plans are now within the budget that had been set; however, we are waiting to see how the Covid-19 pandemic plays out before we move any further toward breaking ground.

Motion was made by Mr. Morris, seconded by Ms. Teague, to accept the May 2020 financial reports. Motion passed unanimously.

D. Director’s Report

a. Library’s Re-opening Plan

Phase 4 of the Library’s Re-Opening Plan, Grab & Go, began June 22. All branches are now open to the public on a limited basis and in accordance to the State’s guidelines.

All staff are required to wear masks and gloves, and body temperatures are recorded at the beginning of each shift. Patrons are strongly encouraged to wear masks and to not enter the branch if exhibiting any signs of COVID-19; a self-check list is posted at each location to make patrons aware of possible symptoms to look for. Hand sanitizer is made readily available, and service areas are sanitized after patron interaction.

The current phase of our state allows 50% capacity in our buildings. The square footage at each branch was measured to determine what 50% capacity looks like. A greeter is posted at the door of each branch to keep a count of how many people are inside. Sneez guards were installed at circulation desks. Areas were marked with tape so patrons could maintain appropriate social distancing when waiting in line at the circulation desks.

Signage was prepared for the main entrance at each branch setting forth how many people were allowed inside to maintain the 50% occupancy, and the certification from the State Fire Marshal was also posted.

Patrons are encouraged to limit their visit to no more than 30 minutes. Seating has been removed from reading areas. Meeting rooms, study rooms, restrooms, or water fountains are not being used. Computer labs have been measured off for proper social distancing, and patrons are only allowed 30 minutes of computer time. Computer areas and equipment are sanitized after each patron. Patrons must make an appointment if they need extra help and will be in the buildings for longer than 30 minutes.

Printing and faxing services are being provided at each branch. No handling of money by staff is required since the printers have coin ops.

Since June 22, we have seen 1,400 patrons. Curbside service continues for patrons who prefer not to enter our buildings.

V. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Ms. Teague to adjourn. Motion passed unanimously. The meeting was adjourned at 1:21 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries