

# MINUTES

Bossier Parish Libraries Board of Control  
Regular Meeting  
Administrative Offices – Conference Room  
March 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. Bob Brotherton, Absent  
Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries  
Anne Madison, Associate Director, Public Services  
William Purdy, Facilities Manager

**I. Call to Order**

The meeting was called to order by Mrs. Namie.

**II. Invocation**

The invocation was led by Mrs. Gore.

**III. Minutes**

Mrs. Namie announced there were two sets of meeting minutes to approve: the February 28, 2019 Regular meeting and the March 14, 2019 Special Meeting.

Mr. Morris made a motion and it was seconded by Dr. Carleton for the minutes from the February 28 Regular meeting to be accepted as recorded. Motion passed unanimously.

Mrs. Gore made a motion and it was seconded by Mr. Morris to approve the minutes from the March 14 Special Meeting. Motion passed unanimously.

**IV. Reports**

**A. Facilities**

**a. East 80**

A parking lot light is out due to conduit being accidentally broken during parking lot repairs. Dale’s Paving will repair it.

**b. Aulds/Benton**

Henson’s and Louisiana Floors and Lighting each gave estimates for new carpeting behind the circulation desks. Louisiana Floors and Lighting’s quote was \$1,430 and Henson’s was \$3,840.

A motion to accept Louisiana Floors and Lighting’s quote for \$1,430 was made by Mr. Morris and seconded by Dr. Carleton. Motion passed unanimously.

**c. Tooke**

William received two quotes to replace a broken window located near the ceiling. Benton Glass Company quoted a \$2,100 replacement cost, while the total from Architectural Glass Erectors was \$2,385.

A motion to accept Benton Glass Company’s quote for \$2,100 was made by Mrs. Gore and seconded by Mr. Morris. Motion passed unanimously.

**d. System-wide**

William reported that because bids greatly exceeded the amount budgeted for video surveillance and keyless entry at all branches, the project is tabled until later.

**B. Statistics and Happenings**

a. The complete report for February 2019 shows:

Patron visits	23,484
Patron computer usage	4,859
Database usage	18,466
Reference questions	811
Total circulation	59,893
Children’s programs	100
Young Adult programs	15
Adult programs	64
Community Engagement programs	10
<b>Total programs</b>	<b>189</b>
Children attendance	1943
YA attendance	27
Adult attendance	942
Community Engagement attendance	3,045
<b>Total Program attendance</b>	<b>5,957</b>

- b. The Board was presented with charts for the above statistics. Patron visits were down compared to February 2018 possibly due to the closure of East 80 most of the month. Database usage was up by 251%, due in part to the availability of more databases and because of staff training on them. Reference questions were about the same as last year, and circulation numbers were down about 9%. Nearly 6,000 were engaged with in-house and community programs in February. The majority of them were presented to children. Community Engagement interacted with the majority of individuals –over 3,000 at the i3 Art Expo, a parish-wide school event held at the Civic Center. Community Engagement also represented the library at another large public event—the Barkus and Meoux parade, and spoke to over 500 attendees at their booth.
- c. Community Engagement purchased a library ad with the logo to put onto a Sportran city bus that changes routes around Shreveport/Bossier on a daily basis. Heather showed the Board a photo of the bus.
- d. Mrs. Namie asked about the pilot program of curbside pick-up. Heather reported that patrons at Aulds are taking advantage of it, while it has not been used at East 80, and only a few times at Central.
- e. Tooke received a glowing review and recommendations on Facebook recently for their friendly customer service and for the playground.
- f. An open house to celebrate the re-opening of the East 80 Branch was held March 17. About 60 attended, and Heather showed the Board photos of the festivities.
- g. Heather highlighted a non-traditional item from the collection this month: a GoChip. Patrons check it out, download the app, and watch 5 streaming movies that may be viewed on a television, computer or cell phone. The device has its own hotspot. It is especially useful in rural communities like Elm Grove and Plain Dealing, where internet access is spotty.

### **C. Financial Report**

The library has collected 91% of revenues for the year. Most line items for expenditures are in target with the 17% variance. The unemployment insurance line item is over, because when the budget was constructed no figures were received. It will be revised later this year. Revenue is slightly over \$6.9 million; expenditures are \$1.498 million; \$3 million was transferred to the construction fund, and the ending fund balance is over \$11 million.

The beginning fund balance for the Construction Fund was \$2.7 million; ending fund balance is \$5.5 million. Over \$7,000 in interest was received in February. Expenditures have mostly been fees to architects and engineers for the design of the Central/History

Center renovation. Over \$44,000 has been spent this year to date. Another expense was the purchase of the Haughton land, costing \$193,074.

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

**V. Old Business**

**a. ID Tags**

Heather said most Board members have had their photos taken for their ID badges, and staff are getting theirs, too. If an employee doesn't feel comfortable with their full name on the badge, they have the option of only using their first name, or simply using "Staff."

**b. Training**

Mrs. Namie urged Board members who haven't completed their Ethics and Sexual Harassment training to get it done this week and send their certificates to Heather. Heather again offered her help to any members who were having problems logging onto the state site, and invited them to take the training in the administrative building.

**VI. Adjourn**

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

Respectfully submitted,

Heather McEntee  
Director of Libraries