

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

October 22, 2020 – 1 pm

Roll Call: **Library Board**

Mrs. Jack Gore, President

Mr. Elmore Morris, Vice President

Mr. Charles Gray

Mr. Bob Brotherton

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services – absent

Mandi Johnson, Associate Director, Community Engagement

William Purdy, Facilities Manager

Guests

Butch Ford, Parish Engineer

Prevot Design Services

I. Call to Order

The meeting was called to order by Mrs. Gore at 1:03 pm.

II. Invocation

The invocation was led by Mr. Morris.

III. Introduction of New Board Members

Police Jurors Mr. Doug Rimmer, Mr. Bob Brotherton and Mr. Charles Gray were introduced as new Library Board members.

IV. New Central Library

Prevot Design Services presented the most current design plans and cost estimate of \$9.5 million for the new Central Complex. The actual design had not changed since it was last presented to the Board. Several cost-saving measures, such as changing the exterior to a more cost-effective material and reducing the amount of glass in the building, had been implemented.

Prevot will continue to work with the library on finalizing the design and cost with a projected bid date sometime in the first quarter of 2021.

Motion made by Mr. Morris, seconded by Mr. Rimmer, to move forward with the project.
Motion carried unanimously.

V. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the September 24, 2020, regular meeting. There were none.

Motion made by Mr. Brotherton, seconded by Mr. Morris, to approve the minutes from the September 24, 2020, regular meeting. Motion carried unanimously.

VI. Reports

A. Facilities

a. East 80 Branch

Staff bathroom renovation update: The project is complete, with water leak fixed and sheetrock and insulation installed.

AC unit project update: The contract has been signed to move two units to make them more effective and accessible.

b. Benton Branch

Consideration of Moon's Air Conditioning Proposal: replace three (3) air conditioning coils, costing \$8,400.

Motion made by Mr. Brotherton, seconded by Mr. Gray, to accept Moon Air Conditioning's proposal to replace three (3) air conditioning coils at Benton at the cost of \$8,400. Motion carried unanimously.

c. Surplus Items

A list of items, including non-working air conditioning equipment and DVD cleaners, were given to each Board member and recommended to be declared surplus.

Motion made by Mr. Morris, seconded by Mr. Rimmer, to declare said items surplus.
Motion carried unanimously.

B. Month in Review

September statistics include curbside delivery, virtual programming, digital services and patron visits.

Patron visits (including curbside delivery)	8,645
Patron computer usage	2,131
Database usage	8,478
Reference questions	923
Circulation	51,446
Virtual programming	65

Increases from August were noted in patron visits, computer usage, reference questions and circulation. There was a slight decrease in curbside delivery because more patrons are coming in to the library to check out their materials.

Community Engagement visited all 34 schools in Bossier Parish to speak with school librarians and hand out information about the student e-cards.

C. Financial Report

The library has collected \$7,585,562 and expended \$5,354,670 million from the Operating Budget. The ending fund balance for the operating budget is \$7,655,915.

Motion made by Mr. Brotherton, seconded by Mr. Morris to accept the September 2020 Operating Budget report. Motion carried unanimously.

It was noted that there was a debit in the Operating Budget’s Revenue Interest line item, which is unusual. The parish treasurer was contacted regarding this debit and he explained that it was due to a bank error on a CD that matured and was not correctly reinvested by the bank. When the bank realized the error, an adjustment to the interest was made.

The ending fund balance for the Construction Fund is \$8,237,207. It was noted that there were no expenditures during September.

Motion made by Mr. Morris, seconded by Mr. Brotherton to accept the September 2020 Construction Budget report. Motion carried unanimously.

D. Director’s Report

a. 2021 – 2025 Strategic Plan

It was reported that the planning process for the next five year’s strategic plan has started. Library Administration will involve the Board, staff and community in the process.

b. BPL Delivers Policy

The board reviewed the current BPL Delivers Policy and the proposed revisions. It was recommended to increase items to twenty-five (25) items after the initial delivery of five (5) items and to change the wording from “restriction on new DVDs” to “restriction on high demand items” therefore allowing the holds queue to move without disruption.

Motion was made by Mr. Rimmer, seconded by Mr. Gray, to approve the revisions to the BPL Delivers Policy as proposed. Motion carried unanimously.

VII. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Mr. Rimmer, to adjourn. Motion carried unanimously. The meeting adjourned at 2:26 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries