

MINUTES

Bossier Parish Libraries Board of Control

Regular Meeting

Administrative Offices

December 3, 2020 – 1 pm

Roll Call: **Library Board**

Mrs. Jack Gore, President

Mr. Elmore Morris, Vice President

Mr. Charles Gray, Absent

Mr. Bob Brotherton

Mr. Doug Rimmer

Staff

Heather McEntee, Director of Libraries

Anne Madison, Associate Director, Public Services

Mandi Johnson, Associate Director, Community Engagement, Absent

William Purdy, Facilities Manager

Police Jury

Butch Ford, Parish Engineer

Eric Hudson, Assistant Parish Engineer

Guests

Joseph Gordy, Adams Management Services Corp.

Victoria Hatton, Adams Management Services Corp.

I. Call to Order

The meeting was called to order by Mrs. Gore at 1:05 pm.

II. Invocation

The invocation was led by Mr. Morris.

III. Adams Management Services Corp.

Mr. Gordy and Ms. Hatton were present to explain their program management services and how they could assist during the construction of the new Central Complex. The Board discussed project management options. No official action was taken.

IV. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the October 22, 2020, regular meeting. There were none.

Motion made by Mr. Rimmer, seconded by Mr. Brotherton, to approve the minutes from the October 22, 2020, regular meeting. Motion carried unanimously.

V. Reports

A. Facilities

a. East 80

The project to relocate the air conditioning units is 80% complete.

b. All Locations

Branches have the CCTV cameras and the new keyless entry installed.

c. Central

Vandals damaged the electrical junction box, air conditioning unit, gas meter and broke a window; all have either been fixed or in the process of being repaired. The facilities manager filed a police report.

B. Month in Review

October statistics include curbside delivery, virtual programming, digital services, and patron visits. Statistics are continuing to increase each month.

Comparing statistics from October 2019 and October 2020, numbers are down due to the pandemic, except average program attendance has increased because of virtual programming.

Patron visits (including curbside delivery)	10,175
Patron computer usage	2,199
Database usage	7,193
Reference questions	919
Circulation	54,428
Virtual programming	78

C. Financial Report

The library has collected \$7,604,060 in revenue and expended \$6,247,570 million from the Operating Budget. The ending fund balance for the operating budget is \$6,781,515.

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

The ending fund balance for the Construction Fund is \$8,231,836.

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

The director presented the proposed amended 2020 Operating and Construction Budgets to the Board for review.

Motion made by Mr. Rimmer, seconded by Mr. Morris to accept the proposed amended 2020 Operating Budget. Motion passed unanimously.

Motion made by Mr. Rimmer, seconded by Mr. Brotherton, to accept the proposed amended 2020 Construction Budget. Motion passed unanimously.

D. Director's Report

a. Summer Experience Report

The director reported statistics from the Summer Reading/Experience Program, including registrations, completions, programs, attendance hours read, and circulations.

b. Revision of Mission and Vision Statements

Current mission statement:

The mission of Bossier Parish Library is to open doors to ideas and information by providing access to an array of materials, programs, and technologies that inform, educate, and entertain.

Proposed mission statement:

Our mission is to enrich, educate, and inspire our community by providing unique and welcoming physical and virtual environments in which open thought, innovation, and the sharing of ideas are encouraged.

Motion made by Mr. Morris, seconded by Mr. Rimmer, to approve the proposed mission statement as written. Motion carried unanimously.

Current vision statement:

Our vision is to be Bossier Parish's leading source of information and learning to enable the community to imagine, explore, and discover the world.

Proposed vision statement:

To support the changing needs of Bossier Parish by being a safe and inviting haven for all, fostering education and literacy, encouraging personal growth, inspiring curiosity, and building connections that strengthen our community.

Motion made by Mr. Brotherton, seconded by Mr. Morris to approve the proposed vision statement as written. Motion carried unanimously.

c. 2021 – 2025 Strategic Plan

Branch managers held Community Town Hall meetings the week of November 16. The questionnaires given at the meetings were also available on the website and at front service desks. Staff is compiling the data, and the director will present at the next strategic planning meeting. The next step is to conduct staff focus groups.

VI. Appointment of 2021 Board Officers

The president took nominations for the 2021 Board President.

Motion made by Mr. Rimmer, seconded by Mr. Brotherton, to nominate Mr. Morris for the 2021 Board President. Motion carried unanimously.

The president took nominations for the 2021 Board Vice-President.

Motion made by Mr. Rimmer, seconded by Mr. Morris, to nominate Mr. Brotherton for the 2021 Vice-President. Motion passed unanimously.

VII. Adjournment

There being no further business, Mr. Morris motioned to adjourn, seconded by Mr. Brotherton. Motion carried unanimously. The meeting adjourned at 2:44 pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries