

MINUTES

Bossier Parish Libraries Board of Control
Regular Meeting
Administrative Offices – Technical Services Area
July 23, 2020 – 1 pm

Roll Call: **Library Board**

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

Police Jurors

Mr. Bob Brotherton
Mr. Doug Rimmer, Absent
Mr. Glenn Benton

Staff

Heather McEntee, Director of Libraries
Anne Madison, Associate Director, Public Services
William Purdy, Facilities Manager
Mandi Johnson, Associate Director, Community Engagement

Guests

Bossier Parish Police Jury:
Mr. William Altimus, Administrator
Mr. Patrick Jackson, Attorney
Mr. Joseph Buffington, Treasurer
Ms. Vickie Meek, Payroll Specialist
Ms. Lisa Wilson, HR Manager
Ms. Deborah Stark, HR Assistant

I. Call to Order

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

II. Invocation

The invocation was led by Mr. Morris.

III. Guests

Parish officials were present to discuss policies with the Board.

IV. Minutes

Mrs. Gore asked if there were additions or corrections to the minutes from the June 25, 2020, regular meeting. There were none. Motion made by Mrs. Namie, seconded by Mr. Morris, to approve the minutes from the June 25, 2020, regular meeting. Motion carried.

V. Reports

A. Facilities

a. East 80 Branch

Proposals had been sought from contractors to relocate three AC units. Only one bid was received from Premier Plumbing as follows:

- Base bid – \$29,700
- Alternate #1 – \$15,871 (provide new condensing units and new direct expansion evaporator coils in existing air handling units)
- Alternate #2 – \$18,143 (provide new air handling units)

Premier was asked to provide an addendum and Purtle and Associates was asked to provide a change order for the alternate bids to be reversed. Once those documents are received, it was recommended to the board that the library accept the base bid of \$29,700 and alternate bid of \$18,143.

Motion made by Mrs. Logan, seconded by Mrs. Namie, to award the base bid of \$29,700 and alternate bid of \$18,143 to Premier Plumbing and to authorize execution of documents only if the addendum and change order for alternates to be reversed were completed. Motion carried.

B. Month in Review

June statistics include curbside delivery, virtual programming, digital services and patron visits. Library re-opened to the public on limited basis June 22, 2020.

Patron visits (including curbside delivery)	5,350
Patron computer usage	442
Database usage	7,886
Reference questions	239
Circulation	39,031
Virtual programming	68
Virtual programming attendance	1,642

C. Financial Report

For the month ending June 2020 the library collected \$7,555,195 and expended \$3,590,474 from the Operating Budget. The ending fund balance for the operating budget was \$9,389,745.

The ending fund balance for the Construction Fund was \$8,230,574.

Motion was made by Mr. Morris, seconded by Mrs. Namie, to accept the June 2020 financial reports. Motion carried.

D. Director's Report

a. Library's Re-opening Plan

There was a discussion regarding the library's plan as it relates to Louisiana's Phases 1 and 3.

If the state moves back to Phase 1, the library will continue to follow Louisiana's Open Safely guidelines for libraries. One known change would be capacity. Currently the capacity is at 50% and that would change to 25%.

If the state advances to Phase 3, meeting room usage and in-person programming would resume. It was recommended to the board that Sundays be added to the operating hours at that time.

Motion was made by Mr. Morris, seconded by Ms. Teague, to move forward with the plans as presented. Motion carried.

VI. Adjourn

There being no further business, motion was made by Mr. Morris, seconded by Ms. Teague to adjourn. Motion carried. The meeting adjourned at 2:57pm.

Respectfully submitted,

Heather McEntee
Board Secretary/Director of Libraries