

St. Tammany Parish Library
Board of Control Meeting
August 22, 2017
South Slidell Branch Library
3901 Pontchartrain Drive
Slidell, LA 70458

MINUTES

The meeting was called to order by Becky Taylor, President. Donald Westmoreland, Director, called the roll and declared that a quorum was present.

Present: Becky Taylor, Dr. Argiro Morgan, John Danjean, Mary Reneau, Ann Shaw,

Absent: Bill Allin and Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on July 25, 2017.

After a review of the minutes, M. Reneau made a motion to approve the July 25, 2017 minutes and was seconded by A. Shaw. The motion carried.

2. NEW BUSINESS

- A. Audit Report-LaPorte CPA Firm

John Murray of LaPorte stated the Library had a clean 2016 Audit. As of December 31, 2016 we had assets totaling \$17,994,764, which includes cash, ad valorem taxes, state revenue sharing and capital assets. Liabilities totaling \$3,768,980 with a total net position of \$16,335,505. There was an accrual of net position from 2015 of about \$126,000. Mr. Murray said the Library had complied with the State Budget Law, was compliant with State Auditor regulations and no major control issues were found. He opened the discussion for questions. B. Taylor asked a question about the Schedule of Library's Proportionate Share of the Net Pension Liability and noted a marked change in the Net Pension Liability. Mr. Murray said last year was the first year everyone participated in the GASB-68 reporting standards. We have experienced lower interest rates and the Parochial Pension Plan reassessed their expected investment return and as a result the amount increased. B. Taylor asked if anyone had any additional questions. There being none, a motion was made to accept the 2016 Audit of Financial Statements by A. Morgan and seconded by J. Danjean. The motion carried.

B. Financial Reports-Donald Westmoreland and Kelly LaRocca

Donald Westmoreland stated we are close to being on target for this time of year with our revenues and expenditures. To date, we have collected a total of \$9,632,578.55 in ad valorem revenue and \$245,088.99 in state revenue sharing. This represents the bulk of our funds received. As of 7/31/2017, we have credited our accounts with about 60.38 % total revenues for the year. Expenditures have been reported at 57.60%. Our budget is balanced for this time of the year over all. Many line items in the budget reflect the amendments that were passed by the Library Board of Control last month and is reflected in the report ending 7/31/17. K. LaRocca said we are at our correct percentage of expenditures and monies received. K. LaRocca explained the line items that were over the expected percentage. Notably, the health trust, physical plant improvements for the Folsom branch renovations, lighting fixtures that have been replaced by energy efficient LED lighting and the Summer Reading Program. The Summer Reading Program is at 98% because the program has been completed and nothing more is expected to be spent from that line. J. Danjean asked if we plan to go out for bid in the near future for our janitorial services. K. LaRocca said we are not required by law to go out for bid for professional services. B. Taylor asked if there were any further questions regarding the Financial Reports. There being none, a motion was made to accept the Financial Reports ending 7/31/2016 by J. Danjean and seconded by M. Reneau. The motion carried.

C. Director's Report-D. Westmoreland

D. Westmoreland read the Director's report highlighting a few of the activities this month for the library system. The Covington library's sewer lines were examined and recorded by Roto-Rooter to determine if there were any visible problems in our underground system. The maintenance department completed routine maintenance and repair on the air conditioning systems at all twelve library branches. Tanya DiMaggio, Sonnet Ireland, Jane Johnson and Jennifer Rifino presented at the St. Tammany Parish School's Librarian Conference on August 3rd. Ed Meyer, Reference Coordinator will retire on September 1st. More than 260 people attended "An Eclipse to Remember" presented by the NASA Stennis Space Center at the Slidell Library on August 15th. The Library staff received training on the new online catalog August 1st to 3rd. Staff is currently working on both the catalog and website in preparations to help patrons when the final launch occurs on October 11th.

D. 2018 Budget-D. Westmoreland

1. Discussion-

The 2018 St. Tammany Parish Library budget will operate on a revenue projection of \$10,262,500.00. Expenditures expected for 2018 are estimated to be \$10,287,500 leaving us a deficit of \$25,000. The deficit may not be realized because very conservative measures are figured into the budget every year. We always base our projected numbers on the past financial history of the library. D. Westmoreland deferred to K. LaRocca who went over the finer points of the 2018 budget. Notably, in 2018 we will no longer receive E-Rate money. Instead, the Library will receive a credit on our internet data bills which will be significantly less money than we have received in the past from E-Rate. LaRocca said most of the fluctuation in the 2018 budget will be due to the Covington renovation, including the rental of facilities for the Covington branch and Administration. She went over the budget noting the significant variances. The employee benefits from our retirement plan will cost us 1% less because of the good management practices of the PERS system. The line for employee's salaries will be staying the same as 2017 because no salaries are expected to increase due to a request from parish officials to suspend salary increases for 2018. B. Taylor mentioned this would be a good time to re-evaluate and possibly re-classify different job descriptions. A. Morgan asked about the interest income and K. LaRocca said we will be receiving more interest income in 2018 because of a better interest rate in our savings. She outlined other varying differences in the 2018 budget noting we will need to purchase a new delivery van and operating costs have increased slightly. Any unused money at the end of the year will become Prior Years' Operating Revenue. The cash on hand at the end of December 2016 was \$4,792,244 out of which \$472,196 was unassigned and can be used with the Board's approval as needed. K. LaRocca opened the floor for additional questions from the Board. A. Morgan asked who maintains our website. K. LaRocca said the new website will be managed by the STPL department heads and Public Relations.

2. Public Comment-

Mr. Bill McHugh asked if the parish had given a reason as to why they requested no salary increases for 2018. D. Westmoreland replied that everyone in the parish

was asked to cut back and we have complied out of solidarity. McHugh asked if the parish can take any of the library funds. D. Westmoreland replied no.

T. DiMaggio gave an update on the Madisonville Art Fund Committee stating they are hoping to reconvene sometime this year.

3. Vote- A motion was made by J. Danjean to accept the 2018 Budget as presented and seconded by M. Reneau. B. Taylor called for the vote and D. Westmoreland called the roll. J. Danjean, yea. A. Morgan, yea. M. Reneau, yea. A. Shaw, yea. B. Taylor, yea. All being in favor and none opposed, the motion carried to accept the 2018 budget as presented. Absent: A. McClain and B. Allin.

E. Capital Funds Request-D. Westmoreland

A request to use Capital Funds for the purpose of installing security cameras was made by D. Westmoreland. Westmoreland stated that security is of the utmost importance for the safety of our patrons and staff. With the exception of the Covington branch which will be under construction soon, the Security Camera Capital Expenditure Resolution will designate up to \$80,000 of capital funds for the installation of security cameras at Abita Springs, Bush, Lee Road, Lacombe, Madisonville, Mandeville, Pearl River and Technical Services. A motion was made to move for adoption of the resolution by J. Danjean and seconded by A. Morgan. All were in favor, none opposed. Two members were absent; B. Allin and A. McClain. None abstaining. The motion carried to adopt the Security Camera Capital Expenditure Resolution as presented.

A. Shaw asked D. Westmoreland a question about the naming of the Madisonville library for Mayor Gitz and if there were plans yet for a celebration event date. B. Geiger, Asst. Director said we are now in the process of having the sign designed and once it has been finished and ready to install staff would make plans for a celebratory event.

D. Westmoreland also let the Board know of his plans for the Library to host a Trustee's meeting on September 5, 2017 at the Madisonville branch from 9:30-3pm and reminded them they were all invited to attend and thanked the Friends and Foundation for funding the luncheon.

Dr. A. Morgan reminded the Board and staff of the State Library Festival held in October in Baton Rouge at the State Library.

F. Summer Reading Wrap Up

1. Children's Services-Tanya DiMaggio

The statistics for attendance for the Children's SRP were steady with the numbers from last year. The theme "Build a Better World" was successful incorporating many fun games with Legos, virtual reality and passive interactive programs at various branches for patrons. Benny Bruce showed a video highlighting programs, special guests, staff and winners of "Battle of the Books."

2. Teen Services-Jennifer Rifino

Teen SRP was recapped with a video made by B. Bruce highlighting all the various teen programs held at the different branches. The number of participants were slightly lower this year but it was noted that a new group of 7th and 8th graders were consistently attending this year's teen programming. Feedback was very positive this year. Much focus was spent on interpersonal relationships in the "Build a Better World" theme for this year.

3. Adult Programming-Jillian Boudreaux

This was the second year for Adult SRP. It was well attended with participants from their early twenties to eighties. B. Bruce showed a video for Adult SRP highlighting all the various programs including a night of education about essential oils.

3. OLD BUSINESS

A. Covington Renovation-Update - K. LaRocca

We are in the process of making sure we have everything we want on the plans and we intend to begin construction in the spring of 2018.

B. South Slidell Building Purchase-Update-D. Westmoreland

We are very close to coming to a conclusion with the purchase of the S. Slidell building. We are waiting on all the details to be put into writing and final papers to be drawn up. We are waiting to hear final word from the parish once it is complete.

C. St. Tammany Parish Library Foundation-Update, Ann Shaw

The Foundation had their first meeting after their summer hiatus. They discussed fundraiser events for 2018 including Latte Love Our Libraries, the Distinguished Speaker Event and others.

A. Shaw mentioned the Foundation was getting ready to make another order for pavers to sell for the Walker Percy Serenity Circle at the Madisonville Branch and was pleased that Mayor Gitz had been honored and the Madisonville library named after him for all his hard work in helping to make the new library a reality.


4. Friends of the Library Report- Sandy Crosby with the Slidell Friends.

Ms. Crosby reported there had been five book sales to raise money for the library. She said the Slidell Friends accepted all types of donations. So far this year they have made \$8,688.83 from various silent auctions and book sales. She thanked all their volunteers and the donations made to the Friends by the public. The concert series funded by the Friends is scheduled to start this fall. The Slidell Friends currently have 242 paid members.

5. Public Comment-None

6. Adjournment

There being no further business, a motion to adjourn was made by J. Danjean and seconded by M. Reneau. The motion carried.



Mary Reneau, Secretary