

St. Tammany Parish Library  
Board of Control Meeting  
September 26, 2017  
Causeway Branch Library  
3457 Hwy. 190  
Mandeville, LA 70471

### 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

B. Taylor pointed out the changes in the format of the agenda noting that every vote would now have a section for discussion and public comment before the vote, in compliance with the state law.

1. Approval of the minutes of the meeting of the Library Board of Control which was held on August 22, 2017 and the special meeting of the Library Board of Control which was held on September 18, 2017. B. Taylor asked for any discussion or public comment. There being none the vote was suggested.

After a review of the minutes for August 22, 2017, J. Danjean made a motion to approve the August 22, 2017 minutes and was seconded by M. Reneau. The motion carried.

After a review of the minutes for September 18, 2017, A. Morgan made a motion to approve the September 18, 2017 minutes and was seconded by J. Danjean. The motion carried.

### 2. NEW BUSINESS

#### A. Financial Reports- Donald Westmoreland and Kelly LaRocca

Donald Westmoreland stated we are on target for this time of year with our revenues and expenditures. To date, we have collected a total of \$9,674,399.34 in ad valorem revenue and \$245,088.99 in state revenue sharing. This represents the bulk of our funds received. As of 8/31/2017, we have credited our accounts with 69.62% total revenues for the year. Expenditures have been reported at 65.22%. K. LaRocca said our target percentage for this

time of year is 66.67% which puts us slightly under. She reviewed the line items that were outside of the target percentage. The health trust line item is at 81% but by the end of the year it will have evened out. Grounds and maintenance was slightly higher at 78% because of work needed and the amended budget. Next year we will budget a bit more for that line item. We are at 80% for maintenance of services (buildings) because of the renovations for the Folsom branch. She pointed out under operating supplies, we have created separate line items for the printer supplies to account for the amounts being spent per branch as an internal guidepost for keeping those costs in line. Currently that line item is at 66.60% which is within target. A. Shaw asked if this is a new guideline for each branch to follow. K. LaRocca said no it was only to be used by Administration as an accounting tool. B. Taylor asked why some branches did not have any amounts in their lines. K. LaRocca stated this has been newly implemented and some of the branches have not placed cartridge orders yet. Also, Administration supplies would be added to the Covington branch supply line.

K. LaRocca said all the line items that were in the 90% range were projects we have finished for the year or items we have paid in full because they come due earlier in the year. She asked if there were any questions or discussion about the financial reports.

B. Taylor asked about a review of the Capital Account. K. LaRocca stated there had been no changes except the account accrued interest by \$6,000.00. The amount in the account is currently \$2,837,523.00 which includes the interest earned. She said the report would reflect changes after the finalization of the purchase of the South Slidell branch.

B. Taylor opened the floor for questions, discussion and public comment. There being none J. Danjean made a motion to approve the financial reports as presented. It was seconded by M. Reneau. The motion carried.

B. Covington Renovation Capital Funds Request- K. LaRocca

The money set aside in the Capital Fund account for the Covington branch renovation was initially \$2,320,000.00. That is the amount suggested to us by Denelle Wrightson our renovation consultant. The actual cost of construction will be \$2,110,340.00 (including a small amount for contingency) to do everything we need to do. The architect fees will be \$222,537.00. She said she wanted to set aside a little more money for contingency for the library in addition to the amount set aside for the construction for any incidental items that could

arise from Covington being an older building. The amount she is asking to be put aside as a cushion is \$236,123.00. This would bring the total requested funds for the Covington renovation to \$2,569,000.00. She showed the Board the preliminary plans for the renovation. She said a resolution would need to be passed by the Board to set aside the extra money. M. Reneau asked how long it would take to complete the Covington renovation once construction has started. K. LaRocca said about 9 months. K. LaRocca said we are casually trying to identify possible places to rent for Administration and a temporary Covington branch but serious inquiries will have to wait until the South Slidell purchase has been accomplished and we are no longer paying rent for that building. D. Westmoreland said we would try to find rentals that would not require a lot of renovation prior to moving in. K. LaRocca also stated we have plenty of furniture in storage that will be used to outfit the temporary Covington branch. She said Denelle Wrightson would be visiting us the first of October to help us evaluate our furniture needs for the branch after the renovation.

B. Taylor asked if there was any further discussion from the Board. There being none she opened the floor for public comment. Mr. Bill McHugh from the St. Tammany Farmer asked for more clarification on the contingency money. K. LaRocca said it is only for an emergency during the project and we hope not to need it and does not reflect any additional amount in the cost of construction. B. McHugh asked if the amount of shelf space for books and materials would go up or down. K. LaRocca said it would be more compact shelving but the collection would not decrease in size we will just be smarter about how we house it. B. McHugh asked if the renovation would have an impact on programming in the temporary space. K. LaRocca said we will still be able to hold some programs at the temporary branch but for the bigger programs we would find an outside venue such as the city auditorium. Dr. Morgan asked if the classic books would remain in circulation and K. LaRocca said the weeding process would not include taking classics out of circulation as a general rule.

B. Taylor asked if there was any further public comment. There being none a motion was made by J. Danjean to take a vote on the resolution to approve additional capital funds for the Covington renovation project and seconded by M. Reneau. The motion carried.

D. Westmoreland polled the Board in favor or against the proposed resolution. A. Morgan, yea; J. Danjean, yea; M. Reneau, yea; A. Shaw, yea; B. Taylor, yea. Absent: A. McClain and B. Allin. None opposed. Motion carried to pass the resolution as presented.  
St. Tammany Parish Library

C. Director's Report – D. Westmoreland

D. Westmoreland read the Director's report. He said the security cameras have been installed at the Folsom branch and the remaining branches except for Covington will have security cameras by the end of the year. The sign design for the Madisonville library honoring Mayor Gitz has been approved by the Parish and we are still awaiting approval by the Town of Madisonville. Once we have the approval, we will move forward with ordering the sign and planning an event for the unveiling. Children's Services held an Underwear Fair the week of September 11-16 collecting 427 pairs of new children's underwear to be distributed to local elementary schools. Sandra Rosa Bryant and Jennifer Rifino presented information about teen services to 7<sup>th</sup> and 8<sup>th</sup> grade English classes on September 11, 18, and 25. Sally Gill shared library information at the Madisonville Junior High Eagle Dads meeting on September 21. Nancy Little, Slidell's Branch Manager retired on September 21 and Sue Ryan is the new Slidell Branch Manager. The first Friends of the Slidell Library fall concert was September 13<sup>th</sup>. D. Westmoreland went on to talk about many of the library's outreach services and programs.

D. Slidell Art League request for alcohol in the library- K. LaRocca

The Slidell Art League will hold an exhibition in the Slidell Library from the 3<sup>rd</sup> – 17<sup>th</sup> of November. The exhibit opening will be Friday night November 3<sup>rd</sup> from 6pm – 8pm. She said we have collaborated with them for the last 4 years to highlight local artists in the library. At this reception, they would like to serve wine. Dr. Morgan asked if the event will be open to the general public and would our insurance cover any incidents. B. Taylor noted the Art League does advertise the event to the public. K. LaRocca said the Library would not be hosting the event or advertising it as a library sponsored program and generally the only persons in attendance was the members of the Art League. Dr. Morgan wanted to make sure the Library would be covered for liability for such an event. M. Reneau asked if the Art League had insurance that would cover them at the event held at the library and K. LaRocca said they do have their own insurance. B. Taylor asked if there was any further discussion or any public comment. There being none a motion was made by J. Danjean to allow the Art League to serve wine at their event and was seconded by A. Morgan. The motion carried. A. Shaw asked if the library charged for the use of the meeting room. Brent Geiger said only a small fee for cleanup in the amount of \$25.00 but many times that fee is waived.

E. Introduction to website, catalog and events – Shellie Lister

Shellie Lister introduced the new Library website to the Board by giving a live demonstration. She explained generally how the website would work and showed the Board all of the new features we would have including more options for linking book interest with a program we may be offering. She also mentioned that those patrons who preferred to use the classic website catalog would still be able to use it. Mr. McHugh asked if the new website will still offer a way for patrons to suggest a book purchase. S. Lister replied that we would still offer that service. She said the full site will launch October 11<sup>th</sup>.

3. OLD BUSINESS

A. St. Tammany Parish Library Foundation Update- Dr. Morgan

Dr. Morgan said the Foundation was currently working on a Distinguished Speaker series. She has been in contact with Jim Davis at the State Library who is helping to recommend possible speakers. She informed the Board the Louisiana Book Festival at the State Library will be held on October 28<sup>th</sup>. A. Shaw said the Latte Love Our Library events will be held from February 14-28, 2018. She also mentioned that more pavers have been ordered for raising money for the Serenity Circle at the Madisonville branch.

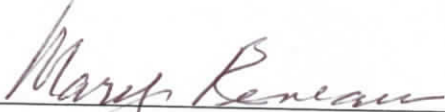
4. Friends of the Library Report- B. Taylor

B. Taylor reported the Slidell Friends have sponsored a concert event hosted by the Pearl River branch September 27<sup>th</sup> featuring "Necessary Gentlemen." She also said the concert held at the Lacombe branch was very successful.

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