

ST. TAMMANY PARISH LIBRARY

Board of Control Meeting

December 7, 2016

6:30 p.m.

South Slidell Branch Library

3901 Pontchartrain Drive

Slidell, LA

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

Present: Barbara Morgan, Silvia Muller, John Danjean, Mary Reneau, Becky Taylor

Absent: Bill Allin, Dr. Argiro Morgan

Note Change of Order: Becky Taylor requested that Sandy Crosby with the Slidell Friends of the Library, be moved to the top of the agenda from the number 5 section of the original agenda.

1. Friends of the Library Reports

Sandy Crosby reported the Slidell Friends of the Library had raised funds to purchase the activity wall at the new South Slidell Library for the children's area. There are eight book sales scheduled for the coming year at the Robert Blvd. Branch in Slidell as well as continue with the second Saturday sales. The Slidell Friends funded four successful concerts for So. Slidell, Slidell, Lacombe and Pearl River. Attendance was the best they had ever had. A special thanks to Adult Programming Coordinator, Jillian Boudreaux was made for her help in finding performers. The Slidell Friends reported they have 2 new directors and 73 new paid members for 2017. The total membership of the Slidell Friends is 269. The Slidell Friends expressed thanks to the staff and board for all their help. Barbara Morgan thanked Sandy Crosby for her report and the Slidell Friends' active participation in the library system.

2. Approval of the minutes of the meeting of the Library Board of Control which was held on October 25, 2016

The minutes of this meeting were reviewed. A motion was made by B. Morgan and seconded by J. Danjean to approve the minutes as presented. The motion carried.

3. NEW BUSINESS

A. Financial Reports-Donald Westmoreland

Westmoreland reviewed the recap of ad valorem and state revenue sharing noting that 9,081,979.18 of the ad valorem have been received along with 233,703.91 in state revenue sharing. Revenues received to date represent 83.83% of the budgeted amounts and expenses total

75.32% as of the last report for October 31, 2016. He said we are on target for this time of year and we have received all the revenue sharing amounts for the year and the amount was a little more than what was anticipated. Westmoreland opened for questions regarding the financial reports. Becky Taylor asked about the schedule of expenditures under leases and that the equipment line was over what was expected at 124.84%. John Bennett of Maintenance answered to say the amount over was to lease a lift to help maintain the Slidell roof which is not 100% leak free and there was an area needing work over the pod above the computer area. Bennett noted the Slidell roof needs to be fully addressed again in regard to repairs as it was not a part of the Slidell remodel. 98% of the leaks have been repaired but there are still some minor spots that need to be addressed. Leasing the lift equipment was a more economical solution to buying the equipment because it is so expensive and not needed in their everyday work. A motion was made by B. Morgan and seconded by J. Danjean to accept the financial report as presented. Motion carried.

B. Budget Amendments 2016-Asst. Director Kelly LaRocca

The Library was not able to purchase a new website this year due to the RFP being pushed back and not having enough time to procure a contract for the services by the end of the year. LaRocca requested the board approve moving the slated money of \$65,000 for the website redesign to three lines for projects that need funding before the year end. She proposes moving part of the money to line 671 Physical Plant Maintenance in the amount of \$12,000 for work needing to be done in Folsom for their remodel, line 810 Improvement to Physical Plant \$22,000 to change all our lightbulbs to LED bulbs and to purchase a security camera for Slidell this year, 672 Plumbing, Heating and Air Conditioning, \$18,000. Money had been previously removed from this line having not anticipated needing it but there was A/C work and plumbing repairs that were needed at Covington, Bush and Mandeville and the money needs to be moved back to that line. The remaining amount not spent will be returned to savings to be spent next year.

Mary Reneau asked the question if we would have enough money in place to do the web redesign. LaRocca said that \$40,000 was originally planned for the website in 2016 but it will cost closer to \$65,000 so the budget for the website redesign line item will need to be amended in 2017 by \$25,000. A motion was made to amend the budget as proposed, by S. Muller and seconded by M. Reneau to approve the 2016 budget amendments as presented. The motion carried.

C. Directors Report-2016 Recap

Westmoreland reviewed his written director's report dated December 7, 2016 which included the year's updates on facilities, door counts at the new South Slidell branch library, new registered card users, flood response help for patrons displaced from their homes, updates on Friends and Foundation meetings, marketing and outreach, professional involvement and programming. Highlights included the opening of the South Slidell branch, the concert series funded by the East Slidell Friends and Dennelle Wrightson of Dewberry and Associates will be making a return visit to discuss Covington renovation plans.

D. Election of Officers for the Library Board

B. Taylor opened the discussion for nominations for three offices of the Library Board. B. Morgan motioned to name B. Taylor as President, Dr. A. Morgan as Vice President and M. Reneau to retain her position as Secretary. The motion was seconded by both S. Muller and J. Danjean. The motion carried.

E. Library Board of Control Meeting Dates – 2017

The meeting dates were presented to the Board for 2017. The dates will occur on the fourth Tuesday of the month except for February's meeting. The members agreed to the dates listed. A motion to approve the Library Board meeting dates by B. Morgan and seconded by J. Danjean. The motion carried.

4. OLD BUSINESS

A. St Tammany Parish Library Foundation Update

There was no update on the Library Foundation

5. EXECUTIVE SESSION - Annual Review of the Library Director

A motion was made by M. Reneau to move into Executive Session to discuss Library Director's annual review. It was seconded by J. Danjean. The motion carried.

A motion was made by J. Danjean to move out of Executive Session and back to Regular Session of the Library Board meeting. It was seconded by M. Reneau. The motion carried.

The Library Board is pleased with the performance of the Director Donald Westmoreland. A one step increase was made to his salary.

6. Friends of the Library Reports

The Friends of the Library Report was made as the first item on the agenda. See note.

7. Public Comment

There was no public comment given

7. Adjournment

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

Mary Reneau Secretary