

ST. TAMMANY PARISH LIBRARY

Board of Control Meeting

August 30, 2016

6:30 p.m.

Covington Branch Library

310 West 21st Avenue

Covington, LA 70433

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: Bill Allin, John Danjean, Becky Taylor, Mary Reneau

Absent: Dr. Argiro Morgan, Barbara Morgan, Silvia Muller

1. Approval of the minutes of the meeting of the Library Board of Control which was held on July 26, 2016

The minutes of this meeting were reviewed. M. Reneau mentioned that the time for the South Slidell Branch opening was not given in the minutes. K. LaRocca said that we did not know the time as of the July 26, 2016 meeting. A motion was made by J. Danjean and seconded by M. Reneau to approve the minutes as presented. The motion carried.

2. NEW BUSINESS

- A. Audit Report – John Murray and Sarah Yrle (Laporte, APAC)

Sarah Yrle reviewed the audit report for the period ending 12/31/15 with the Library Board. She noted 2 significant changes on pages 1 and 2. These included GASB68, Accounting and Financial Reporting for Pensions and GASB45 which has been in effect since 2008 and deals with insurance reimbursement made to retired employees. Mrs. Yrle reviewed the most significant parts of the report including statement of net position, the statement of activities for the year ended 12/31/15, governmental fund balance, etc. She referred the Board to pages 38 and 39 of the report noting that no material weaknesses were found during this audit. Mrs. Yrle also reviewed a report of a special audit for the period January 1, 2015 – September 30, 2015 for credit cards and travel and expense reimbursement. She did note one finding related to the credit cards in which finance charges/late fees were assessed on two monthly statements. K. LaRocca explained that this resulted from receipts not being turned in to the business office in a timely manner. Measures have been taken to require all staff to turn in receipts within three days of purchase. Following the review of the two audit reports, a motion was made by B. Allin and seconded by J. Danjean to accept the report as presented. The motion carried.

- B. Financial Reports – Donald Westmoreland

Westmoreland reviewed the recap of Ad Valorem and State Revenue Sharing income received to date. He said the Ad Valorem revenue totaled \$8,997,232.68 and State Revenue Sharing was

\$157,998.84 as of this meeting. He pointed out that revenues collected total 58.22% and expenditures were 53.45% at this point in the year and were on track. He also said that the salary line was 52.73% and employee benefits 52.93%. B. Allin asked about the Summer Reading Program line with 105.22% expended and Microfilm with 173.52%. LaRocca said that costs for microfilm have gone up significantly and this line would be amended. She also reviewed a recap from the Parish of Capital Accounts. The budgeted amount is \$500,000.00 and payments to date total \$348,459.86 and open encumbrances of \$127,329.45 leaving an available balance of \$24,210.69. Following this discussion a motion was made by J. Danjean and seconded by B. Allin to accept the financial report for the period ending July 31, 2016 as presented. The motion carried.

C. Summer Reading Program – 2016 Update – Tanya Dimaggio, Jennifer Rifino, Jillian Boudreaux

Jillian Boudreaux reported on the first ever summer reading challenge for adults – Exercise Your Mind. She distributed a written recap to the Board and noted that 684 adults registered, 83 programs were offered and a total of 1005 adults attended all of the programs. Jennifer Rifino reported on the 2016 Teen Summer Reading Program – Get in the Game Read and stated that 487 teens registered, 101 teen programs were offered and 721 teens attended the programs. Tanya Dimaggio reported on the children's summer reading program – On Your Mark, Get Set...Read! She reported that 7,979 children registered, 312 programs were offered and 11,891 attended the programs. Benny Bruce offered a power point presentation on each of these 3 programs and showed highlights from many of the programs offered throughout the parish.

D. Budget Amendment – Donald Westmoreland

Westmoreland presented a Budget Amendment for Board approval. LaRocca noted the need for a web design consultant (account 687). She said that we currently have 520 computers in the system and feel a need to hire someone to handle this. She has all of the specifications and will bring them to the Parish to get quotes. She noted account 685 (Consultants). This will be to hire Dewberry as consultants to plan for the renovations of the Covington Branch. She reviewed several other lines: a/c 891 Downloadable Media, account 883, 885, 834, 730. B. Taylor asked if the increase in the salary line was due to hiring personnel at the South Slidell Branch. LaRocca also told the Board that the Parish will be holding the capital revenue for us and the auditors suggested we not have a separate capital budget. Following this review a motion was made by M. Reneau and seconded by J. Danjean to approve the budget amendments as presented. The

motion carried. Copies of the proposed budget for 2017 were distributed to the Board for review prior to the next meeting.

E. Director's Report

Westmoreland distributed copies of his written report dated August 30, 2016 which included updates on facilities, attendance at the Friends of the Library meetings and Foundation meetings, marketing and outreach, personnel changes, professional involvement and programming. Highlights included opening of the South Slidell Branch on August 22, 2016 and plans for the ribbon cutting at 11:00 a.m. on Tuesday, September 20 and the Grand Opening Celebration at 10:00 a.m. on Saturday, September 24, 2016.

3. OLD BUSINESS

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

No report was given.

4. FRIENDS OF THE LIBRARY REPORTS

No reports were given.

5. PUBLIC COMMENT

Bill McHugh mentioned that the AARP Tax Assistance program will begin February 3, 2017 on Mondays and Fridays at the Covington Branch Library. He noted that completely new software will be used. Patrons are served on a first come, first serve basis.

6. ADJOURNMENT

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

Mary Reneau, Secretary