

St. Tammany Parish Library
Board of Control Meeting
July 25, 2017
Madisonville Branch Library
1123 Main Street
Madisonville, LA 70447

MINUTES

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

Present: Becky Taylor, Dr. Argiro Morgan, John Danjean, Mary Reneau, Antoinette McClain, Ann Shaw, Bill Allin.

Absent: No Board members were absent.

1. Introduction of new Library Board Member, Ann Shaw.

Library Board President Becky Taylor welcomed Ann Shaw as the newest appointed member of the Library Board of Control replacing Silvia Muller. A. Shaw is a member of the Library Foundation and is an active patron with the St. Tammany Parish Library.

2. Approval of the minutes of the meeting of the Library Board of Control which was held on May 23, 2017.

After a question by B. Allin about our interest rates being increased on our savings, the minutes were reviewed and approved as presented on a motion by J. Danjean and seconded by M. Reneau. Motion carried.

3. NEW BUSINESS

- A. Financial Report – Kelly LaRocca

K. LaRocca addressed a question from the May 23rd LBOC meeting regarding an open encumbrance in the Capital Account Summary in the amount of \$4,409.20. She explained that it was for the cost of the title to the property and not an appraisal as previously mentioned. It will remain open until the building is purchased and then the encumbrance will be closed.

K. LaRocca reviewed the financial report for the period ending 06/30/2017 recapping the ad valorem tax amount received and state revenue sharing. Ad valorem for the period 6/30/17 was \$9,537,098.88 and state revenue sharing was \$245,088.99, as of 7/17/17. She mentioned we will receive more ad valorem by the end of the year and when there is a Sheriff's sale, we would receive our portion of revenue from them but we have already received most of the money for this year. We are overall on target having received 51% of our revenue and our expenditures have been 52% by 6/30/17. She asked if the Board had any questions about the Financial Reports. A. McClain asked a question about the line item for returned checks and K. LaRocca and B. Geiger explained returned checks by the patron are handled according to our procedures manual blocking the patron from checking anything out until the amounts have been paid. B. Allin inquired as to why the lines for Professional Services and Maintenance, as well as other line items were over in our expenditures. K. LaRocca explained it was because of our Folsom renovations, security increase at the South Slidell branch, an increase in claims paid from our health trust account, a reduction of monies received from E-Rate for our data lines, and professional services paid for in full for our website redesign. She said the maintenance and security lines were both a part of our budget amendment proposal. Computer printer supplies were up because of heavy usage and a new branch at South Slidell. Measures were being put in place to track toner and paper per branch as well as price compare for toner. After a question from B. Allin regarding the financial report variances, K. LaRocca proceeded with the complete financial detail report, answering questions, explaining any variances and pointing out any line items that would be included in the budget amendment. A. Shaw had a question about the capital expenses for the Madisonville Artwork remaining money that hasn't been spent. K. LaRocca answered that we have about \$25,000.00 left in that line that will need to be spent in 5 years strictly for art. R. Taylor asked if the Board had any further questions. There being none, a motion was made by B. Allin and seconded by Dr. A. Morgan to accept and approve the financial reports that have been presented. The motion carried.

B. Director's Report

Brent Geiger, Assistant Director of Branch Services read the Director's report. Notably the Parish Council has passed an ordinance to name the Madisonville Branch after Mayor Peter Gitz at their July 13th meeting. B. Geiger attended the Friends of the Slidell Library and the West St. Tammany Friends meeting. We purchased paid advertising for the Summer Reading Challenge. Four staff members attended the ALA Conference in Chicago in June and Sonnet Ireland

presented a session at the ALA conference. The staff will be trained on using the new patron catalog during the first week of August and both the website and the patron catalog will be launched to the public in early October. Library programming included Summer Reading events for teens, children and adults. Genealogy had more than 60 patrons attend the "Wearers of the Blue in the Land of the Gray" program presented by C. Howard Nichols. The Reference Department trained 300 patrons on the use of computers, digital devices and library databases in June and July.

C. 2017 Budget Amendment-K. LaRocca

K. LaRocca stated we are on target with the ad valorem revenues received and expect to collect more than what was budgeted for state revenue sharing. Also, we received grant money to help with the cost of replacing our standard lighting to high-efficiency LED lighting. K. LaRocca presented the complete 2017 Budget Amendment to the Board outlining and detailing the bigger lines that would need to be addressed in this amendment including: The adjustment to the amount of money we receive for our data lines through E-Rate. We will start receiving a credit to our data bill instead of receiving a check directly to us from E-Rate. Also the amount of that credit will be reduced in comparison to what has been received in the past by about \$100,000. Covington Branch renovations will begin in 2018, putting more money back into the 2017 budget. The health insurance and health trust lines fluctuate from year to year because of the number of new employees and the amount of claims paid for a given year. We are up for plan renewals in October. Our retirement plan needed to be adjusted to a lower amount because the plan's contribution rate was decreased by 1%. The Administration is looking at adopting an employee uniform plan for the Maintenance crew. She reported that these amendments were being done earlier this year because the Parish Council requested them in August rather than in September due to changes in their reporting software system. Overall, adjustments to the 2017 Budget for expenditures were due to additional employees, a new branch that had been opened in South Slidell, and increased library usage by patrons. The budget amendment for 2017 will show a deficit of \$139,960.00 as it stands now but K. LaRocca stated it should be closer to balanced by the end of the year because of conservative reporting of our revenue and the library staff seldom uses all of the money in their department's line items. K. LaRocca asked the Board if they had any additional questions. There being none, a motion was made by J. Danjean to accept the 2017 Amended Budget as presented and seconded by A. McClain. Motion carried.

D. Administrative Policies-B. Geiger

B. Geiger presented the Board with descriptions of three procedure policies recommended by the Louisiana State Legislative Auditor and adopted by the Library after modifications to fit our library system. He stated the Library is just about up to date with all written policies governing the day to day procedures for Library operations. A suggestion by B. Allin for the wording under Budget Monitoring to read "in total revenues, expenditures or beginning fund balance," in order to reflect exactly the 5% variance of total expenditures and revenues be reported to the Board and not a line by line variance.

A motion was made by B. Allin to add the word "total" in front of the word revenue under Budget Monitoring Page 4 Item #2 and seconded by Dr. A. Morgan. Motion carried.

B. Geiger went forward with the descriptions of the procedures. After a few clarification questions and answers, the Board approved all three of the following additions to the library procedures manual as follows:

1. Bank reconciliation- Motion made by Dr. A. Morgan and seconded by M. Reneau. Motion carried.
2. Financial reporting-Motion made by M. Reneau and seconded by B. Allin. Motion carried.
3. Preparing, adopting, monitoring and amending the budget-Motion made by Dr. A. Morgan and seconded by B. Allin with the addition of the wording "total" in front of the word revenue on the 4th Page item #2 under Budget Monitoring. Motion carried.

4. OLD BUSINESS

A. South Slidell Building Purchase Update-K. LaRocca.

We are waiting for the Parish to determine the value and cost of the South Slidell building. There were two appraisals done and there is a difference in the value amounts because of time lapsed and the addition to surrounding retail. K. LaRocca stated she hoped by the August LBOC meeting, she will have an exact cost for the Board. There was an amendment to the 2017

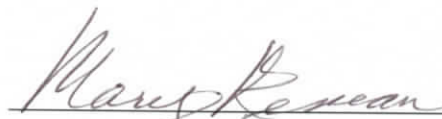
budget to reflect any additional rents that would need to be paid this year while waiting to purchase the building. M. Reneau asked if the process is moving smoothly and K. LaRocca stated it was slow at first but seems to be moving faster now and expressed we should have it all decided before the end of the year.

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

The Library Foundation is in summer recess but they are planning to schedule another fund raising speaker event.

5. Friends of the Library Report- None
6. Public Comment-None
7. Adjournment

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



Mary Reneau, Secretary