

St. Tammany Parish Library  
Board of Control Meeting  
October 24, 2017  
Slidell Branch Library  
555 Robert Blvd.  
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: Ann Shaw, Mary Reneau, Becky Taylor, Dr. Argiro Morgan, Bill Allin

Absent: John Danjean and Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on September 26, 2017. B. Taylor asked for any discussion or public comment. There being none the vote was suggested.

After a review of the minutes for September 26, 2017, A. Shaw made a motion to approve the September 26, 2017 minutes as submitted and was seconded by M. Reneau. 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. As of September 22, 2017, we have collected a total of \$9,674,399.34 in ad valorem revenue and \$245,088.99 in state revenue sharing. We are slightly under our projected amount for expenditures but we will be caught up by the end of the year. This represents the bulk of our funds received. As of 09/30/2017, we have credited our accounts with 78.22% total revenues for the year. Expenditures have been reported at 72.34%. D. Westmoreland said we are slightly over our percentage of employee benefits due to our health trust but not anything significant outside of the target percentage. K. LaRocca said the budget looks good and we are on target. She went on to explain some line items were over because of full amounts that needed to be paid up front such as signage, for the Madisonville branch recently purchased. Grounds and maintenance was at a slightly higher percentage because of work needed and due to the amended budget.

She mentioned we received our library property insurance bill that had to be paid in full and it will reflect on our next meeting percentages at around 100%. Improvements to physical plants will go up a bit by the end of the year because we made sure to update all the panic buttons in the branches for security. A. Shaw asked who we sync our panic buttons with. B. Geiger explained that it is cell phone technology and when the button is pressed the service we have calls emergency services through a cell phone rather than a land line. B. Allin noted that office equipment was over the projected amount. K. LaRocca said that line will come back down to normal because the Friends of the Library had given us some money to offset the amounts needed to purchase additional furniture. B. Allin asked about our book purchases and leased books line item. K. LaRocca said we pay for those in one payment per year. B. Allin asked who is responsible for choosing our books. K. LaRocca said for adults we have a librarian in charge of collection development, patrons make suggestions as well as the staff. K. LaRocca said a budget amendment would need to be approved to account for the \$80,000 needed for our security camera purchase and installation. The Folsom branch was equipped immediately and the remaining \$72,000 will equip the remaining branches next year. Dr. Morgan asked if we have security guards on duty and at which branches. K. LaRocca said we have guards at So. Slidell and Slidell. A. Shaw asked which meeting would we vote on the amendment. K. LaRocca said November 28<sup>th</sup>, 2017. B. Allin had some questions about the Capital Account. He asked for some clarification about the different headers of the Capital Account. K. LaRocca said we haven't had any changes in the Capital Account except for some interest that has accrued. She said we would not get a new balance sheet until November because So. Slidell has now been purchased and the lines on the Capital Account will reflect the amounts used to purchase the building.

B. Taylor asked for any public comment on the financial reports. There being none a motion was made by B. Allin to approve the financial reports as submitted and seconded by M. Reneau. Motion carried.

B. Director's Report- Donald Westmoreland

The Director talked about this month's library activities. We now own the South Slidell Library building. He said the letters for the Madisonville branch sign had been ordered. Staff had attended Friends of the Slidell Library and the St. Tammany Library Foundation meetings. Facebook advertisement had been used to promote our new website. There were some staff changes. Sally Gill is the new Madisonville Library Manager, JoAnna Reeves is the new Children's Librarian at Mandeville, Jen Martin was named Librarian of the Year, Mary Thompson and Greg Turnage were named Full-time Employees of the Year and Janet Lewis was named Part-time Employee of the Year. The Teen Services Department celebrated Teen Read Week October 9-14<sup>th</sup>.

C. Update printing fees, fax fees and meeting room fees.

B. Geiger spoke to the LBOC about the new procedures for library fees. Namely, to discontinue the fee charged to use the meeting room if food is being served. Also color copy prints would be charged at .50 per copy. The library will give .50c per day for patrons to use towards prints. Lastly, the fee for faxing will change to .10 per page and no longer charge \$1.00 for the first page. After some discussion about how the coin machines work, B. Geiger said the fees were just on the printers not the copiers and the copy fees would remain as they are. B. Taylor asked if there was any further public comment. There being none, a motion was made by M. Reneau to approve the fee changes as submitted and seconded by A. Shaw. The motion carried.

3. OLD BUSINESS

A. Covington Renovation-K. LaRocca

Administration and Department Heads met with Denelle Wrightson two weeks ago to discuss furniture, shelving and general ideas for the Covington renovation. D. Wrightson went over types of furniture and fixtures to use for the branch. There will be no reduction in shelving nor a reduction in our collection. K.LaRocca said we are also working with the architect regarding the ceiling and bathroom tile samples and other types of fabric and materials samples. Everything is moving forward with good progress. A. Morgan asked if Administration was actively looking for leased property to house Administration and a temporary branch for

Covington during the renovation. K. LaRocca said we are and will be more aggressively pursuing it now that South Slidell has been purchased.

B. St. Tammany Parish Library Foundation Update-Dr. Morgan  
Dr. Morgan said the State Bookfest would be this weekend. She said the Foundation is also looking for speakers for their fundraising events for 2018 and she is working with Errol and Peggy LaBorde to hopefully get them to come to speak at one of the events. A. Shaw spoke about the “Latte Love Our Library” event scheduled for February 14-28, 2018 where they will be working with local coffee shops to raise money for the Library. She also mentioned the Foundation membership drive was about to start. The registration form for membership is on their website.

4. Friends of the Library Report- B. Taylor  
The Friends of the Slidell Library is sponsoring a concert at South Slidell featuring the harpist Jessica Meltz from 6-7:30 p.m. October 25<sup>th</sup>.

5. Public Comment-None

6. Adjournment-

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

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Mary Reneau, Secretary