

St. Tammany Parish Library  
Board of Control Meeting  
March 27, 2018  
Covington Branch Library  
310 W. 21<sup>st</sup> Avenue  
Covington, Louisiana 70433

MINUTES

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

Present: Bill Allin, Becky Taylor, Ann Shaw, Dr. Argiro Morgan

Absent: John Danjean, Antoinette McClain, Mary Reneau

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on February 27, 2018. B. Taylor asked for any discussion or public comment. A. Shaw requested a wording change on pg. 5 and Dr. A. Morgan suggested a wording change on the first page. There being no further discussion, B. Taylor called for the vote.

After a review of the minutes for February 27, 2018, A. Morgan made a motion to approve the minutes with two corrections and was seconded by A. Shaw. The motion carried.

Approval of the minutes for the special meeting of the St. Tammany Parish Library Board of Control held on March 5, 2018. B. Taylor asked for any discussion or public comment. B. Taylor said the wording needed to be changed on the second page regarding the purpose of the Director Search Committee. There being no further discussion, B. Taylor called for the vote.

After a review of the minutes for March 5, 2018, A. Shaw made a motion to approve the minutes with the wording correction and was seconded by B. Allin. The motion carried.

## 2. NEW BUSINESS

### A. Financial Report- K. LaRocca

We have already received \$8,117,983.64 in ad valorem from the Parish and \$83,822.67 in state revenue sharing. We have received nearly all the money we should get and are at 83%. She said the number we are aiming for in February is 16.66% in total expenditures and we are very close to that percentage. She pointed out a few line items that were outside of the normal percentage for this time of year including salaries which is under because we have yet to have a three paycheck month which is coming in May, worker's compensation is higher because we went with a new company, publishing/advertising will be higher because we are now required to publish all of our minutes in the Farmer which will require a budget adjustment, signage is over because of the Peter Gitz sign for the Madisonville Branch we paid for in January. The line items in our network utility software and IT areas were up because of subscriptions that were due the first of the year and antivirus software that needed to be updated on our public and staff computers. B. Allin asked how much we are paying for antivirus software. K. LaRocca responded roughly \$27,000 was spent last month for everything we needed to update our computer security system-wide. We have paid for half of the lease purchase books for our system and our Hoopla subscription. B. Allin asked if we went through the state's resources for our downloadable media such as Hoopla. K. LaRocca said no but we do for databases which is a different resource. LaRocca said we would need to amend the 2018 budget to include the expenses for our new security cameras. She said we will also need to assign some savings in order to handle the temporary location and moving expenses for Covington and Administration.

She asked the Board if they had any questions about the budget. A. Shaw asked how much time we had to spend the \$25,000 in the art account. K. LaRocca said it would stay in the art account until September for use at the Madisonville Branch. After that the money would be eligible to be used anywhere in the system. A. Morgan asked what would happen after September if the art committee has not appropriated the money. LaRocca said she believed the committee was active again and working now on how to spend the money before September.

B. Taylor asked if there was any further comment on the financial reports or any public comment. There being none, she called for the vote. B. Allin made the motion to accept the financial reports for February and was seconded by A. Morgan. Motion carried.

B. Director Search Committee-B.Taylor

B. Taylor said the Director Search Committee met on March 13, 2018 to discuss the process they will have for selecting the new Library Director. She said the committee will be making recommendations for the full Library Board of Control to approve. She said the services of a commercial search firm would not be used and the search would be carried out by the committee. A post office box would need to be rented for the purpose of receiving applications as well as other correspondence. The LBOC president would serve as the point of contact for all applicants and all other related matters. An email to all current STPL staff members would be sent to solicit their input regarding suggestions for improvements, changes, priorities, etc. Staff input will be anonymous and emailed to a designated email address or mailed to the post office box. An inventory of all that STPL does would be needed by the committee and LBOC. She said when ALA has its conference this summer in New Orleans, the committee planned on talking to potential candidates. A sub-committee is working on revising the current library director's job description. She said this process will evolve over several weeks. She asked the Board for any discussion about the search committee meeting. B. Allin raised an issue about how we position the director's job description in our search. It concerns the importance of candidates understanding the demographics of St. Tammany Parish and how our libraries are committed to meeting the needs of all segments of the population as it grows and changes. Of particular concern are residents living in rural areas who may not have computers or access to high-speed internet. He wanted to know if there is any way of determining the demographics of the people we serve, (for example, their age, location, who is attending computer classes, etc.) and how we are serving the needs of rural residents and those who may be economically disadvantaged. Brent Geiger answered we collect statistics for computer training programs and the reference librarians teaching the class may be able to give us a bit more information but it wouldn't be scientific. B. Taylor asked what other stats are being collected. B. Geiger said software that collects information on our patron computer usage is limited because of privacy concerns and for individual computer usage, the patron is not required to login with their library card. K. LaRocca said she had some percentage statistics for the Board showing the percentage of patrons checking out books, eBooks, computer usage and other library materials and this information may help them get an idea of how much our computers are being used per branch. She noted that patrons use our high-speed internet in the rural branches and not just our computers. B. Taylor asked if there were any more comments from the Board or public regarding the Director Search Committee meeting. B. McHugh asked how the committee would be advertising the position. B. Taylor said it will be advertised nationally on the ALA's electronic publications and on the State Library's website and physical publications in the local papers and online. His

second question was if there would be a set of goals set by the LBOC for the new director. B. Taylor said part of what the new director would be expected to do is survey the community and possibly community organizations, with the LBOC's guidance, to determine the direction the library needed for the future. The goal will be to assess the community's needs and feelings about the library in order to be of better service. A. Morgan said it would be very important in these upcoming steps to communicate with the public about what the library offers and what they expect from the library.

C. Interim Director's Report-K. LaRocca

K. LaRocca read the Interim Director's report. She said painting had been completed at the Mandeville, Abita Springs and Bush Branches. Window washing was completed at most of the branches. The security cameras at the Madisonville Branch will be upgraded over the Easter holiday. K. LaRocca attended the Friends of the Slidell Library who have agreed to buy a board book bin for the Slidell Branch. Shellie Lister attended the Foundation meeting. Tanya DiMaggio and Jennifer Rifino are distributing library information at STEM Night at Bonne Ecole. Our Food for Fines campaign will be April 9-21. Former Director Donald Westmoreland retired March 16 and a retirement reception will be held for him on April 10<sup>th</sup> at 2p.m. at the Madisonville Branch. Several staff members attended both the LLA conference and PLA conference this year.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca said the Covington Branch would be able to re-use a lot of the older adult section shelving that is original to the building but the end panels would be replaced. The renovation would be modeled after the design that was done for the Madisonville Branch. We have a lease for the new Administration offices. We will hire a company to install a dumb waiter for the purpose of moving heavy items to the second floor of the new building. She said we are still working on securing the lease for the temporary location for the Covington Branch next to Rouses. She expected construction to begin late summer.

B. St. Tammany Parish Library Foundation Update-A. Shaw

Ann Shaw said that funds from the Latte Love Our Libraries drive are coming in. The Distinguished Speaker event on April 22<sup>nd</sup> will help to raise money for the Covington Branch. The Foundation will again have the fundraiser, Give NOLA Day, on May 1<sup>st</sup>, which will have a donation link on our library public computers for one day only to raise funds.

C. Friends of the Library Report- Debbie Reed, The Friends of the Library of West St. Tammany

The Friends of the Library of West St. Tammany have a scholarship program for high school seniors dependent upon grades and their love of the library. They oversee the silent auctions for the display case at the Covington Branch and have book sales every month at Hadden Hall. She said they were concerned because Hadden Hall may be sold at some point and they were not sure where they would be able to do the book sales. She said these book sales are a resource for our teachers as well as the general public. She said the Friends were asking for volunteers. A. Shaw asked when the book sales were. D. Reed said every 3<sup>rd</sup> Saturday of the month. B. Taylor asked for any public comment about the Friends report. A. Morgan remarked about the budget crisis at the State Library and that the state had no money to purchase books. She said the State Library serves every library in the state. She said they would probably have more cuts in the future. B. Allin asked what could be done to help. K. LaRocca said we now pay for databases that were once provided free by the State Library. B. Taylor asked A. Morgan if she could provide the LBOC with a report on how parish libraries could help the State Library.

4. Public Comment-None

5. Adjournment

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

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Rebecca Taylor, President