

St. Tammany Parish Library
Board of Control Meeting
August 28, 2018
South Slidell Branch Library
3901 Pontchartrain Drive
Slidell, Louisiana 70458

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

Absent: Bill Allin

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on July 24, 2018.

B. Taylor asked the Board to review the July 24, 2018 minutes. She asked if anyone had any comment or discussion. There was none. She asked for public comment. There was none. A motion was made by A. Morgan to approve the July 24, 2018 minutes as submitted and seconded by J. Danjean. Motion carried.

2. NEW BUSINESS

- A. Audit Report-LaPorte

John Murray and Devan Richoux presented the Library Board with the findings of the 2017 audit. He said the opinion of the audit was clean on all our financial tests and statements. He said all compliance requests for the 2017 fiscal year had been met. There were no oversights and the LBOC minutes looked good. As of 12/31/2017 the total assets were \$17,981,354 with a deferred outflow on the pension obligations of \$1,768,291. The total liabilities were \$3,689,544 with a deferred inflow of pension obligations in the amount of \$242,662. The net position by 12/31/2017 was \$15,817,439. There were 7 book fines not recorded properly according to library policy and those were all adjusted correctly and additional staff training had been done. The auditor pointed out that some miscellaneous fees were not calculated and reported for faxes and copies totaling about \$475. He noted that library management installed software and coin machines in every branch to be able to fully account for faxes and printed pages. B. Taylor asked if anyone had any questions or discussion. There was none. She asked for public comment. There was none. A motion was made by M. Reneau to approve the audit report presented by LaPorte as submitted and seconded by A. McClain. Motion carried.

B. Financial Reports-K. LaRocca

K. LaRocca said to date we have \$9,629,263.97 in ad valorem tax revenue and \$167,645.34 in state revenue sharing which puts us at about 98% in all monies we expect to receive for the year. She said she expects one more payment in September of state revenue sharing. She said our target for this time of year is 58.33%. Our expenditures are at 56.98%. She went on to report some line items that were either over or under the expected percentile. Our revenues were up a bit because we received more interest and we received about \$458 more for the cameras than expected. She said salaries would catch up by the end of the year. We still need to fill the Director's position and we will have a third payday in the month of October. She said our percentage contribution amount for our retirement plan has been reduced. Signage was down but we plan on spending some of that during our Covington Branch move. Our lease amount increased for the Causeway Branch and we are still renting some storage units in anticipation of needing space during the move of the Covington Branch. The dataline line item was over because the new Administration facility needed to be outfitted with fiber cable for the servers/internet. She said there would be a need to amend the budget at the September LBOC meeting. Postage was up due to the cost of sending back Inter Library Loan materials as it is cheaper than using UPS. J. Danjean asked how long was our lease at the Causeway Branch. K. LaRocca replied 5 years. She said our moving line item was low because we haven't moved the Covington Branch yet and that line item would need to be amended as the amount allocated was spread out over this year and next. She said we would need to move some of 2019's moving money to this year because we will need it before the year end. She said Madisonville got a new telephone system. M. Reneau asked about the last piece of art work for the Madisonville Branch. T. DiMaggio said the artist is working on it now. A deposit has been made and the piece will be done in a few weeks. A. McClain asked what the outcome was of the library surplus vehicle auction. K. LaRocca said we made about \$5,000 total. B. Taylor asked if the Board had any further questions or discussion. She asked if there was any public comment. There being none, a motion was made by A. Morgan to accept the financial reports as submitted and seconded by M. Reneau. Motion carried.

C. 2019 Budget-K. LaRocca

K. LaRocca proposed the 2019 budget to the LBOC for their consideration. She said the 2019 budget year will operate on \$10,409,500 of expected revenue received by ad valorem taxes and state revenue sharing, fines, fees, grants, interest, state aid and donations. She said we should expect an increase in our revenue of \$69,000 due to more taxable properties in the parish. She

said our expenditures are expected to increase by about \$338,500 due to the amount needed for the Covington Branch's new furniture and fixtures cost. This amount will include some of the BP settlement money we had been reserving. The total amount for expenditures she is anticipating for 2019 is \$10,909,500. She went on to explain some of the line changes she anticipated for 2019. She noted the Covington Branch will be under renovation and the library system will have a new Director. She said there will be enough in the budget for employee merit raises. She expected the operating services to increase in advertising and promotional production due to the Covington renovations. She increased the postage line item to reflect the extra usage for mailing ILLs. She said she expected to have \$96,074 in unassigned savings but that is a low estimate and she believes it will actually be more. She said other than the planned savings expenditure associated with the furniture and fixtures of the Covington Branch renovation, she expected to present a balanced operational budget. One of the maintenance trucks will need to be replaced in 2019. She asked for questions. A. Morgan remarked she appreciated the outline for the 2019 budget. A. McClain asked about library security and the budget amounts for 2019. K. LaRocca said that line item was stable and we do not expect to add more in 2019. B. Taylor asked for further comment or discussion from the Board. There being none she asked for a motion to move to open a Public Hearing for the 2019 proposed budget. M. Reneau made a motion to proceed opening the Public Hearing and was seconded by J. Danjean. Motion carried. B. Taylor asked if there were any statements or comments from the audience for the Public Hearing of the 2019 proposed budget. There was none. B. Taylor asked for a motion to close the Public Hearing for the 2019 proposed budget. A motion was made by M. Reneau to close the Public Hearing and seconded by A. Shaw. Motion carried. B. Taylor asked the LBOC for a motion to approve the 2019 proposed budget. A. Morgan made a motion to approve the 2019 proposed budget as submitted and seconded by A. McClain. Motion carried.

D. Summer Reading Wrap Up- J. Rifino, T. DiMaggio and J. Boudreaux
The 2018 Summer Reading Program was a success. The theme this year was "Libraries Rock." T. DiMaggio said the numbers for the children's SRP was very close to last year's numbers. Programs and reading challenges were well attended. J. Rifino said the teen SRP numbers were also close to last year's. She said she had fantastic volunteers and a couple of wonderful paid part-time SRP associates, which helped tremendously with the work load. J. Boudreaux said this was the third year for adult SRP. The programs for jewelry making were very popular and the patrons really enjoy the LPO concerts. B. Bruce showed video of the summer SRP events for all departments.

E. Interim Director's Report-K. LaRocca

K. LaRocca gave an account of the Library's outreach, programming and staffing updates. She said the Causeway Branch's bathrooms are under construction. All the file boxes stored in the Covington Branch's attic have been moved to the larger attic space at Madisonville for permanent storage. All branches of the library have coin machines for patron printing now. The Foundation purchased early literacy manipulatives and enhancements for the children's area as well as the end panels in the adult area of the Covington Branch. K. LaRocca, B. Geiger, D. Cuevas and S. Lister attended a demonstration by Paylocity, an online payroll and human resources software system. Facebook advertising was purchased to promote two blood drives held in partnership with the Ochsner Blood Bank. Several librarians represented our system at the St. Tammany Parish School's School Librarian Conference on August 2nd. The Causeway Branch hosted our first staff Lunch and Learn event where J. Rifino presented "Understanding Teens 101" on August 28. She said library card sign up will start in September along with our Food for Fines campaign. K. LaRocca asked if anyone had any questions. A. Shaw asked if there seemed to be more marketing and outreach happening than in the past? K. LaRocca said there is a lot happening at the beginning of the school year.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca said the bid opening had been delayed until August 30, 2018. She said the Covington Branch will close October 8th and reopen in the temporary facility on October 15th. She said the renovation is scheduled to begin on November 1st and is estimated to take 9 months to complete but have planned to be in the temporary space for a year. The address of the temporary library is 1200 Business Hwy 190 Covington, LA 70433. The temporary branch is currently under renovation and is expected to finish by September 9th. She said information cards are being distributed to patrons about the move. K. LaRocca will give a Covington City Council presentation on August 21st. School flyers have been distributed. There have been press releases, social media posts, signage, emails and branch TV informational slides to let the public know of our plans. A. Shaw asked if the parking will be fenced off at the Covington Branch during renovation. K. LaRocca said the front and second lot will be restricted to only construction workers.

B. Director Search Committee Report-B. Taylor

The committee received 13 applications for the position of Library Director. They have narrowed the search down to three finalists which will be announced at a later date. Candidate

interviews and background checks are in the process of being scheduled. B. Taylor said the final selections were numbered to ensure the candidates' privacy. She asked that the candidates #6, 7 and 9 be approved by the Board as the three finalists to be considered. B. Taylor said the Library Board of Control will conduct interviews with each candidate and the Board will vote to determine the top candidate who will receive the Library Director job offer. B. Taylor asked for any discussion or public comment. There being none, she asked for a motion to approve the three candidates as finalists in the director search. A motion was made by A. McClain to approve the three candidates #6, 7 and 9 for further consideration and seconded by M. Reneau. 6 Yays. 0 Nays. 1 Absent, B. Allin. Motion carried.

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

A. Shaw said the Foundation voted unanimously to approve \$39,900 raised by fundraising efforts, to be dedicated to helping fund the Covington Branch renovation.

D. Friends of the Library Report-Slidell Friends, Mr. Frank Lorusso

Mr. Frank Lorusso said the Slidell Friends support the east side of St. Tammany Parish libraries with locally funded concerts, book sales and silent book auctions. He said the group has helped to purchase chairs for use in the eastern branch libraries as well as other requested items made by the library this past year. He said they now have 225 paid members.

4. Public Comment-None

5. Adjournment

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

Mary Reneau, Secretary