

St. Tammany Parish Library
Board of Control Meeting
July 24, 2018
Madisonville Branch Library
1123 Main St.
Madisonville, Louisiana 70447
6:30pm

MINUTES

The meeting was called to order by Dr. Argiro Morgan, Vice President. Kelly LaRocca, Interim Director, called the roll and declared that a quorum was present.

Present: Dr. Argiro Morgan, Ann Shaw, Bill Allin, Mary Reneau

Absent: John Danjean, Antoinette McClain, Becky Taylor

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on May 22, 2018.

Dr. A. Morgan asked the Board to review the May 22, 2018 minutes. A. Morgan suggested a wording correction on page 2. She then asked for discussion and public comment. There being none, M. Reneau made a motion to approve the minutes with the correction and was seconded by B. Allin. The motion carried.

2. NEW BUSINESS

A. Financial Reports-K. LaRocca

K. LaRocca said as of the end of June 30, 2018 we received \$9,629,263.97 in ad valorem revenue and \$167,645.34 in state revenue sharing. She said we are very close to the budgeted amount we had expected to receive for the year. Our budget should be operating at around 50% this time of year for both expenditures and revenue. To date we have received 49.35% of our revenue and our expenditures are around 47.26%. She went on to explain some of the budget line items overages and shortages. She said the line for interest is up because we received more interest than expected. Our health plan utilization was down which is good. Legal notices will go up some in August because we will be advertising for the proposed 2019 budget. Data lines (Internet) will need to be adjusted in September because of the installation of fiber cable at our new administrative office and temporary facility for Covington. Plumbing, heating and ac is up because we made sure all the ac units were serviced before the start of summer. Under electrical, we intend to install new lights at the Covington branch. The library property insurance line is at 0 now because we pay that in one payment to the Parish and will do so by end of the year. LaRocca said the operating supplies line is doing well and not costing as much. Coin copy machines have been installed and the accounting of patron copies has improved as a result. A. Shaw asked which line does the cost

of the coin machines fall under. K. LaRocca said it is under furniture, fixtures and equipment. A. Shaw asked if every branch has a coin copier and B. Geiger answered all except Pearl River and they will get theirs in the coming week. Improvement to physical plant is under but LaRocca said many parking lot repairs and improvements will be made in the fall. K. LaRocca said Madisonville artwork had been purchased and is displayed in the computer lab. They will spend the remaining \$6,000 by September. She said all cameras have been installed except for Covington and theirs will be installed during the renovation. K. LaRocca said she will be mailing and emailing the Board copies of the 2019 proposed budget for their review as well as a copy of the 2017 audit report which will all be discussed at the August meeting. She said the outstanding checks over previous years are being investigated. Going forward, they will be evaluated every month. She asked if anyone had questions. A. Shaw asked if the money we save on prints as a result of having the coin copiers will pay for the machines by the end of the year. LaRocca said the purpose of the coin copiers was mainly for accounting. A. Shaw asked if we audit the usage of our downloadable media subscriptions. LaRocca answered yes, we look at it throughout the year to determine if we will continue the service for all digital resources. A. Morgan asked for additional discussion or public comment. There being none, she called for the vote. M. Reneau made a motion to accept the financial reports ending June 30, 2018 and seconded by A. Shaw. Motion carried.

B. Director Search Committee Report- Dr. A. Morgan

Dr. A. Morgan asked the Board to read over the July 4, 2018 committee report that had been included in their packets. A. Shaw has been sending confirmation of receipt letters to applicants while B. Taylor is on vacation. She is expected to return at the end of the first week of August. All applications are to be postmarked by July 31, 2018. B. Allin pointed out more time may be needed to evaluate all the applications before September. A. Morgan asked for the minutes to reflect the concern of some members of the Board about the allotted time to review all of the applicants and be ready to decide on a director by September. She said a specific time line may need to be clarified. She asked for any additional questions or discussions. There was none.

C. Interim Director's Report- K. LaRocca

K. LaRocca said Library Administration moved into their new office June 29th. The Friends of the Slidell Library contributed half the cost of the Slidell Branch's new computer chairs. We have two new reference librarians; Stephanie DeLisi and Ellen John. K. LaRocca attended the Florida Parish's Regional Director's meeting on May 23. Several staff members attended the ALA conference in New Orleans in June. During the conference, Tanya DiMaggio was a guest

blogger for the Association for Library Service Children's blog. Sonnet Ireland organized the RUSA Emerging Technologies Section social and French Quarter tour held during the ALA Conference. Shellie Lister attended the BiblioCommon's partners meeting on June 22. Summer Reading will end August 11.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca said the renovation plans are out to bid and should be opened on August 15th by the Parish. She said construction should start on November 1st. The Fire Marshall has approved the plans in the temporary location near Rouses. September 7th is the estimated completion date for the temporary space construction. The Covington Branch will move to the temporary space the week of October 8th and the branch will be closed from October 8th- October 14th reopening on October 15th in the temporary space. She said the space will be smaller but the services will be comparable. We will have wireless printing available at the temporary branch for patrons' use on their personal devices. Mr. B. McHugh asked how we collect revenue from prints for this. K. LaRocca said the same as we do if it is printed from one of our computers, the service will integrate with our CASSIE system for public computers. She said the library has communicated with the public via postcards, press releases and the City Council regarding our move to the temporary location. She asked if anyone had any questions or comments. There were none.

B. St. Tammany Parish Library Foundation Update- No Report

C. Friends of the Library Report-No Report

4. Public Comment-None

5. Adjournment

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