

St. Tammany Parish Library
Board of Control Meeting
May 22, 2018
Slidell Branch Library
555 Robert Blvd.
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

Absent: Bill Allin, Mary Reneau

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

B. Taylor asked the Board to review the April 24, 2018 minutes. A suggestion to change the wording and punctuation on page two of the minutes was made by B. Taylor and A. Morgan to clarify our budget line items that were either over or under. B. Taylor asked for discussion or public comment. There being nothing further, J. Danjean made a motion to approve the minutes with the corrections and was seconded by A. Morgan. The motion carried.

2. NEW BUSINESS

A. Financial Reports-K. LaRocca

K. LaRocca said no new money has been received since our last meeting in April. To date we have \$9,231,505.12 in ad valorem revenue and \$83,822.67 in state revenue sharing. She said we should receive all revenue from the state and parish by July. Our budget should be operating at around 33.33% this time of year for both expenditures and revenue. To date we have received 32.87% of our revenue and our expenditures are around 30%. Salaries are at 28.73% which is under the target amount because we need to fill the positions of two reference librarians and the director's position. LaRocca said all the adjustments that were approved from the last meeting are reflected in this month's financial reports. She went on to explain some of the budget line items overages and shortages including: postage which is paid throughout the year in lump sums, employee uniforms are up to 74.75% and where it should be at this time of year. She said the line for plumbing, heating and air conditioning is at 62% because of our summer months coming and the units need to be maintained for warmer weather. The financial line was up to 46% because we have just paid for our annual audit which was conducted in March.

The convention line was up because we have paid for library employees to attend the annual ALA conference held in New Orleans. We purchased a new delivery van. We had to buy new office chairs to replace old and worn out chairs at various branches. K. LaRocca asked if anyone had any questions about the budget. J. Danjean asked about the incident that started the cameras being installed at the branches. K. LaRocca answered we were installing cameras prior to the incident at Folsom but the incident did speed up the installation process. A. Shaw and A. McClain inquired about the additional police security. K. LaRocca said we use a security detail for the Slidell Branch and police detail for the South Slidell branch in the busy afternoon hours until close. A. Shaw inquired about the line item for artwork in the budget. K. LaRocca said the art committee had a meeting yesterday and they are working to finish their current purchase project. She said the art purchase will happen before the deadline in September. B. Taylor asked if the Board had any more discussion about the financial reports. B. Taylor asked for public comment. There being none, she called for the vote. A. Morgan made a motion to accept the financial reports ending April 30, 2018 and seconded by J. Danjean. Motion carried.

B. Surplus Property-K. LaRocca

K. LaRocca said we have surplus property that will need to be sold at the St. Tammany Sheriff's sale. The green delivery van and the 2011 delivery van are no longer operational. We need a resolution passed to sell the surplus property. B. Taylor asked how many miles are put on the delivery vehicle annually. B. Geiger replied roughly 150 miles per day. A. Shaw asked who will receive the proceeds. K. LaRocca said the funds will go to the library. B. Taylor asked for additional discussion and public comment. She read the resolution as follows: St. Tammany Parish Library Board of Control Resolution to declare certain movable property surplus and authorizing its disposition May 22, 2018. Whereas, the St. Tammany Parish Library is the owner of the following described movable property; and Whereas, St. Tammany Parish Library declares the following movable property no longer needed for a public purpose due to its age, mileage, and repair costs and, thus is no longer viable to maintain; and Whereas, St. Tammany Parish Library desires to declare said movable property as surplus and dispose of the same. Now Therefore Be It Resolved, that St. Tammany Parish Library Board of Control hereby declares the following movable property as surplus and authorizes the disposition of the same, all in accordance with state law: Id Number/ Description. 2002 Dodge Ram VIN #2B7KB31Y72K114538 and 2011 Ford E450 VIN#1FDXE4FS5BDA63019. This resolution having been submitted to a vote, the vote thereon was as follows: Moved for adoption by J. Danjean and seconded by A. McClain. 5 Yeas, 0 Nays 0 Abstaining and 2 Absent. Resolution approved.

C. Updates to Drug Testing Policy-B. Geiger

B. Geiger said our workers compensation insurance company has requested we add a Post-Accident Testing and Counseling/Rehabilitation section to our current Drug and Alcohol Policy. He read the paragraphs to be added, saying when there is reasonable cause, employees could be tested post-accident or as a result of a near accident. The second paragraph he read said counseling and/or rehabilitation is available to employees who ask for it. He said we have not had any issues with these subjects but it was suggested we make these additions as part of our yearly review. Ms. Sandy Hughes, our human resources consultant, has approved the new sections. B. Taylor asked if there was any discussion from the Board or public comment. There being none, she called for the vote. A. Shaw made a motion to admit the new sections regarding Post-Accident Testing and Counseling/Rehabilitation to our current Drug and Alcohol Policy as submitted. It was seconded by J. Danjean. Motion carried.

D. Director Search Committee Report-B. Taylor

B. Taylor said the sub-committee of the Director Search Committee met on May 17, 2018 to finalize a draft for the advertisement of the director's position. B. Taylor said after the Board's review and approval, they hope to advertise by June 1st. She asked the Board to review the draft. Suggestions were made to change the wording in various sections of the draft and were noted by B. Taylor. She said the job description would be advertised on the ALA and State Library website job lists and our library website. She said the deadline for application submission would be July 31st and the interviews will be conducted in August. She said the library should have a new director in place by this September. A. Morgan suggested sending a letter to the LSU library school calling attention to the position and directing interested persons to the websites where they will be advertised. A. Shaw inquired if the applicants would be able to send in their application electronically. B. Taylor said all applications will need to be submitted by mail and that a letter of receipt would be drafted for each. She asked if there was any further discussion or public comment. There being none she called for the vote. A. Morgan moved that the draft of the advertisement for the director's position be approved, with the wording corrections and seconded by J. Danjean. Motion carried.

E. Interim Director's Report-K. LaRocca

K. LaRocca gave an account of the Library's outreach, programming and staffing updates. The new library van wrap is complete and the van now in service. She said the Covington Art Committee has decided to donate a bust of Walker Percy to the Covington library. There were some changes in the staff. Abby Mayfield is the new Teen Librarian at Madisonville/Covington.

Charlene Barrett is the new Teen Librarian at Slidell/S. Slidell. Tamie Martin is the new Covington branch manager and Hilari Farlow is the new S. Slidell branch manager. Facebook advertising was purchased for the music festival which kicked off summer reading on May 19th. Sonnet Ireland contributed to the Times Picayune Northshore Advisory Board. K. LaRocca asked if anyone had questions. There were none.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca said the Parish legal department is working to finalize the details of the renovation bid advertisement and it should go out in a couple of weeks. A moving company has been selected and is under contract. The move for Administration should happen at the end of June and the Covington branch will move at the end of July. All is on schedule at this time. Mr. B. McHugh asked when the renovation for the Covington branch would begin. K. LaRocca said hopefully around September.

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

There is little to report as there was not a quorum at the last meeting. The proceeds from the Give NOLA Day are still being tallied. Their next meeting is in August.

C. Friends of the Library Report-None

4. Public Comment-None

5. Adjournment

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