

St. Tammany Parish Library
Board of Control Meeting
October 23, 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, Becky Taylor, Bill Allin

Absent: Mary Reneau, Antoinette McClain

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on August 28, 2018.

B. Taylor asked the Board to review the August 28, 2018 minutes. She asked if anyone had any comment or discussion. A. Shaw asked for a wording correction to be made to the St. Tammany Parish Library Foundation Update. B. Taylor asked for two corrections. Under the Director's Search Committee Report a wording correction and the Friends of the Library Report, a spelling correction. A. Morgan asked in future for acronyms to be named in full wording before using an acronym in the minutes. She asked for public comment. There was none. A motion was made by J. Danjean to approve the August 28, 2018 minutes with corrections and seconded by A. Shaw. Motion carried.

2. NEW BUSINESS

- A. Financial Reports-K. LaRocca

K. LaRocca said to date we have \$9,879,766.81 in ad valorem tax revenue amounts received and \$251,468.01 in state revenue sharing which puts us just over 100% in all monies we expected to receive for the year. She said our target for this time of year for expenditures is 75%. Library expenditures are at 69.89%. 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. 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 employee health benefits cost is down as well as the percentage we pay to the parochial retirement system. Printing is up due to the Covington move. She said postage fees were up because we were using the US Postal Service for Inter Library Loan mail. B. Allin asked for clarification if the post office was cheaper than UPS. K. LaRocca said it was cheaper. A. Morgan asked how much it costs to ILL a book. K.

LaRocca said there is no cost to the patron unless the ILL is damaged, lost or a special charge to borrow it from another library. She said the building lease has gone up at the Causeway Branch. We have new rental payments because of the Covington temporary branch and Administration building as well as off-site storage. Pest control was up but we should be finished spraying the buildings in November. Office supplies were up because calendars had to be purchased for 2019. She said the Madisonville Art account has been spent. B. Taylor asked what the Public Relations line item was for the Walker Percy Symposium. K. LaRocca said it had to do with an outstanding check that had never been cashed and we credited the money back to the line item it had originally come out of. She said we had no more outstanding checks. 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 J. Danjean to accept the financial reports ending September 30, 2018 and was seconded by B. Allin. Motion carried.

B. 2018 Fall Budget Amendment-K. LaRocca

K. LaRocca said in 2018 we received more revenue than expected. The new amended revenue amount is \$9,879,766.00 received in ad valorem taxes and \$251,468.00 in state revenue sharing, the library is predicting to receive approximately \$140,000.00 in library fines and fees. We received \$458.00 more than expected for cameras. Also, more interest is being earned in our savings account and our retirement contributions were less for 2018. The total predicted revenue for 2018 is \$10,407,692.00. She went on to discuss the budget lines that would need to be amended to finish the 2018 year. Health insurance can be reduced because our usage is down, an increase in funds to our ILL line for postage, leases for the additional funds needed for the temporary Covington branch, Administration and increased lease amounts for Causeway, and janitorial services to clean those new leased buildings. We changed our payment dates on rented facilities to have enough time to get the payments in by the first. B. Allin inquired about the consultant budget line. K. LaRocca said we use those funds when, for example, we are remodeling a branch, to consult furniture specialists who also help us put the bid packages together. We also pay speakers for Allstaff or additional staff training. The programming supply line money has been moved because those supplies are coming out of adult, children's and teen programming budget lines. K. LaRocca said, we would need more software for the wireless printing we have installed at the branches. The final figure to be spent from savings to balance the 2018 budget has been reduced to \$204,508.00. A. Shaw asked if wireless printing has been set up in the two branches. K. LaRocca replied we have it currently working at the Covington temporary branch but hasn't been started at the Mandeville Branch but it is being set up today. The same printing charges will apply to the public to use it. B. Allin asked if there was more demand for adult reference materials as to why we need to put more money in that line. K. LaRocca replied she was moving funds from one part of the collection to digital sources where it could be easily used since the various departments wouldn't have time to spend all their money

on collection development by year end. Also adult reference is getting upgraded materials. B. Taylor asked if there were any more questions or comments from the Board. A. Morgan asked if we receive any magazine subscriptions as gifts. K. LaRocca replied we did not at this time but would consider any she would suggest. She asked for public comment. There being none, she called for a motion to approve the 2018 Budget Amendment. A motion was made by J. Danjean to approve the 2018 Budget Amendment as presented and seconded by A. Morgan. Motion carried.

C. Surplus Property-K. LaRocca

K. LaRocca said we have shelving and furniture from the Covington branch that is no longer needed and can't be utilized in the new remodel of the branch. She said Denelle Wrightsen of Dewberry and Associates suggested it be replaced. She asked a resolution be passed to make the old shelving and furniture surplus property. B. Taylor asked if there was any comment or questions by the Board. B. Allin read the resolution which stated:

St. Tammany Parish Library Board of Control Resolution to declare certain moveable property surplus and authorizing its disposition. October 23, 2018. WHEREAS, the St. Tammany Parish Library is the owner of the following described moveable property; and WHEREAS, St. Tammany Parish Library declares the following moveable property no longer needed for a public purpose due to its age and condition; and WHEREAS, St. Tammany Parish Library desires to declare said moveable 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 moveable property as surplus and authorizes the disposition of the same, all in accordance with state law: Description: 10 ranges of metal children's shelving. 32 ranges 90" metal shelving. 2 ranges metal periodical shelving. 60 fabric and plastic meeting room chairs.

B. Taylor asked for a motion to vote on the proposed resolution. It was moved by B. Allin and seconded by A. Shaw to vote on the proposed resolution.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THERON WAS AS FOLLOWS: 5 YEAS, 0 NAYS. 2 ABSENT (Mary Reneau and Antionette McClain). 0 ABSTAIN. AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 23rd DAY OF OCTOBER 2018 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOAD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

The resolution was approved by the Board and signed by Board President, Rebecca Taylor.

D. Library Board of Control Rules and Regulations Update: Election of Officers
A draft for the LBOC Rules and Regulations to update the Election of Officers was submitted to the Board. The suggested changes are as follows: Each year, the Secretary will contact all members of the Board in writing/by email at least 30 days before the meeting when offices will be elected to determine if any member has an interest in serving as President, Vice-President or Secretary of the Library Board of Control for the next annual term of office. The Secretary will inform the Board President of the results with the names of those interested in serving as President, Vice-President or Secretary. The President will then inform the Board in writing/by email of the proposed slate of officers to be elected in advance of the meeting when the election will take place. Secondly, At least 30 days before the Board meeting during which the election of officers will take place, the Secretary initiates contact with all Board members to determine the slate of officers for the next annual term of office. B. Taylor asked if anyone had questions or comments. A. Morgan expressed a concern about the timing with it being the end of October. B. Allin asked when the elections were normally held. B. Taylor said they can be held in January and the current officers may serve until new officers can be elected. B. Taylor asked if there was further comment from the Board or public. There being none she called for a motion to approve the changes to the LBOC Rules and Regulations regarding the election of officers. A motion was made by A. Morgan and seconded by A. Shaw to accept the new changes as submitted. Motion carried.

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 complete. K. LaRocca, Brent Geiger and Debbie Cuevas attended demonstrations of ADP, Paychex and Netchex. Noelle Williams and Shellie Lister distributed library materials at the West St. Tammany Chamber's Business Expo on September 13. Children and teen librarians have distributed library information at multiple school literacy nights and open houses. Noelle Williams and Stacey DeMichiel distributed information about the library's services for job seekers at the Louisiana Workforce Commission's Fall Fest Job Fair on October 17. Haley Hampton is the new children's librarian at the Covington branch. We had our annual Allstaff training day October 8th.

3. OLD BUSINESS

A. Covington Renovation Update-B. Geiger
The lowest bidder for the Covington renovation was Steele-R Development LLC for \$1,367,000.00. The Covington Branch Library closed the week of October 8 to move to the

temporary library and reopened in the temporary space on October 15th. Construction is expected to begin at the end of November or beginning of December. A. Shaw asked if it was a requirement that companies who bid are from St. Tammany. B. Geiger said it isn't a requirement. There were no additional questions or comments.

B. Director Search Committee Report-B. Taylor

B. Taylor said the three finalists for the St. Tammany Parish Library Director position, approved by the St. Tammany Parish Library Board of Control on August 28, 2018 are: Mr. Daniel Gillane, Ms. Kelly LaRocca and Ms. Jennifer Patterson. The candidate's background checks have been completed. The Search Committee is about to start the process of verifying candidate references. After the references have been verified, the personal interviews will be scheduled and the LBOC will finalize their questions for the candidates. Each candidate will have a full interview day which will include a branch tour for the out-of-town finalists. The LBOC will vote to decide who the final candidate will be after all interviews have been conducted. B. Taylor asked if the Board had any comments or discussion. She asked if the public had any comments. B. McHugh asked when the final vote would happen. B. Taylor said it is possible a December special meeting could be called to have the vote but it was undetermined at this time. No motion was needed for a vote at this time.

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

A. Shaw said the membership drive so far has received \$1,100.00 in membership dues. The Jr. League of Greater Covington awarded a \$500 grant to the Foundation for the event "Polo with a Purpose."

D. Friends of the Library Report-None

4. Public Comment-None
5. Adjournment

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