

St. Tammany Parish Library
Board of Control Meeting
November 27, 2018
Causeway Branch Library
3457 US-190, Mandeville, LA 70471

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, Mary Reneau, Ann Shaw, Becky Taylor, Bill Allin

Absent: John Danjean, Antoinette McClain

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on October 23, 2018.

B. Taylor asked the Board to review the October 23, 2018 minutes. She asked if anyone had any comment or discussion. Two spelling errors were noted. She asked for further discussion and public comment. There was none. A motion was made by B. Allin to approve the October 23, 2018 minutes with corrections and seconded by A. Shaw. Motion carried.

2. NEW BUSINESS

- A. Health Insurance Update-Leon Golemi

Leon Golemi reviewed the Library's partially self-funded health program and said it was financially sound. He said there would be no change in premium amounts, deductibles, out of pocket amounts or in-network benefit levels for the employees. New ID cards will be distributed after the first of the year. Mr. Golemi asked if anyone had any questions about the Library's health plan. There were none.

- B. Financial Reports-K. LaRocca

K. LaRocca said we have received a total of \$9,879,766.81 in ad valorem taxes and \$251,468.01 in state revenue sharing to date. She said our expenditures are around 79.25% and revenue is at 84.7%. We are on target and do not expect to receive any additional money from state revenue sharing. She went on to explain any outstanding percentage amounts in the budget. She said fines and fees were down because of a no-fee month in September. She noted salaries are off a bit because we still have not replaced the Director. She said we would not spend 100% of the salary line in 2018. Our termite contract will have the final amount due in December. Carpet cleaning will be done during the holidays which will bring the expenditure up for that line item. B. Allin asked about the low percentage spent on the Library's property insurance. K. LaRocca said it is low because the bill

isn't due yet for the property insurance. She noted our flood insurance was up a small amount in 2018. B. Allin asked about the Walker Percy Symposium line item. K. LaRocca explained it was showing amounts because checks that had been previously written and not cashed had to have the amounts charged back to the line item from whence it came. K. LaRocca said an adjustment to the art account will need to be made as \$2500 was subtracted rather than added but the line item has been fully spent for Madisonville art. She asked if anyone had questions about the financial reports. R. Taylor asked about the flood insurance variance and would the Board need to address this overage in some corrective manner. K. LaRocca said only if an expenditure is over 5% of the total budget would it need to be amended. R. Taylor asked if there was any more discussion or public comment on the financial reports. There being none, she asked for a motion to accept the financial reports as presented. A motion was made by A. Morgan and seconded by M. Reneau to accept the financial reports as presented. Motion carried.

C. Camera Policy-Brent Geiger

B. Geiger reviewed the Library's surveillance camera policy with the Board. He said we compared camera policies with other libraries and he felt ours was along the same best practice lines. He said signage was in place to alert patrons and citizens that the cameras were in operation which has curtailed potential after hours problems. B. Allin asked about keeping the tapes longer than 30 days. B. Geiger replied it was too expensive and the compromise throughout state libraries was a 29-day turnover in that the recording will constantly overwrite itself after 30 days. He asked if there were any questions about the policy. B. Taylor made a few spelling/wording corrections. A motion was made by B. Allin to approve the camera policy and seconded by A. Morgan. Motion carried.

D. Land Adjacent to Slidell Branch on Robert Blvd - K. LaRocca

The land adjacent to the Slidell branch on Robert Blvd. is up for sale again. A resolution to authorize \$500,000 toward its appraisal and acquisition was presented to the Board. There was some discussion about the importance of acquiring the property for the expansion of the Slidell Branch in future. B. Taylor asked for additional discussion and public comment. There being none, B. Allin read the resolution authorizing the St. Tammany Parish Library Board of Control to designate funds towards the purchase of the land adjacent to the Slidell Branch on Robert Blvd as follows:

Be it resolved that the St. Tammany Parish Library Board of Control designates up to \$500,000 for the purchase of the land next to the Slidell Library at 555 Robert Blvd., Slidell, LA 70458.

The land is at the corner of Robert Blvd. and North Blvd., the legal description being Lot 1. Mensas Plaza Subdivision.

Whereas, the St. Tammany Parish Library will have the funds to purchase the land adjacent to the Slidell Library in the 2019 fiscal year.

Now therefore be it resolved, The Library Board of Control asks the Parish of St. Tammany to move forward with the due diligence required for the appraisal and acquisition of the land.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THERON WAS AS FOLLOWS: Moved for adoption by M. Reneau and seconded by A. Morgan. 5 YEAS, 0 NAYS. 2 ABSENT (Antoinette McClain and John Danjean). 0 ABSTAIN. Motion Carried.

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 27th DAY OF NOVEMBER 2018 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOAD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

E. Holiday Schedule-K. LaRocca

The 2019 Holiday schedule was presented to the Board. B. Taylor asked if there was any discussion or public comment. There was none. A motion was made to accept the 2019 Holiday schedule by B. Allin and seconded by A. Morgan. Motion carried.

F. Board Meeting Schedule-K. LaRocca

The 2019 Library Board of Control meeting dates was presented to the Board. A decision to adopt the December 3, 2019 meeting date for the last meeting was made. B. Taylor asked if there was any further discussion or public comment. There was none. A motion was made to accept the 2019 LBOC meeting date schedule by A. Shaw and seconded by M. Reneau. Motion carried.

G. Interim Director's Report-K. LaRocca

K. LaRocca gave a report of the Library's public outreach and updates on the staff and programming. The film crew for the movie *The Secret* set up catering, wardrobe, hair and make-up in the programming space under the Madisonville Branch on November 1st. K. LaRocca attended Foundation meetings and B. Geiger attended a meeting of the Friends of the Slidell Library who sponsored the Fall Concert Series. Employees of the Year for 2018 are: Sue Ryan, Grace

Stark, and Seth Mattei. JoAnna Reeves was named Rookie of the Year. Melissa Miller has resigned her position as of January 11th to pursue a Master's degree in Art History at the University of Arkansas.

3. OLD BUSINESS

A. Covington Renovation Update-B. Geiger

All of the furniture has been moved out of the Covington Branch and it is now completely empty. Full construction will start in early January. The temporary branch is doing very well. B. Taylor asked if there was any questions or further discussion. There was none.

B. Director Search Committee Report-B. Taylor

B. Taylor said the Saturday interview dates for the finalists have been suggested to the LBOC. The interview dates suggested are January 12 and 19, and February 2, 2019. The Search Committee has finalized the questions that will be asked of the finalists' references. B. Taylor said at least four LBOC members will need to be present at each date and interview. So far at least four LBOC members have committed to the suggested dates. B. Allin made a motion that assuming all of the candidates are able to make at least one interview date, 1/12, 1/19 or 2/2, that the LBOC agrees that at least four LBOC members will be present at each one of the interviews. The motion was seconded by A. Shaw. Motion carried. B. Taylor said the final LBOC vote and the announcement of a new Library Director will be made either at the next scheduled LBOC meeting February 26, 2019 or a special meeting could be called prior to the next scheduled LBOC meeting date. She asked if there was any public comment or additional discussion. Bill McHugh asked if the meeting to name the new Director will be a public meeting or executive session. B. Taylor said the final vote and naming of the next Director will be done in a public meeting.

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

A. Shaw said the membership drive is still going on. A meeting for those interested in learning more about becoming a Foundation member will be held January 17, 2019 at 6:30 p.m. at the Madisonville Branch Library.

D. Friends of the Library Report-None


4. Public Comment-A. Morgan said the Louisiana Book Festival was named 10th in the nation for superiority. B. McHugh thanked the LBOC for their generosity in accommodating

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The AARP tax service this coming year by allowing them to train and set up services at the Madisonville Branch.

5. Adjournment

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



Mary Reneau, Secretary