

St. Tammany Parish Library
Board of Control Meeting
April 23, 2019
Causeway Branch Library
3457 Hwy. 190
Mandeville, LA 70471
6:30 P.M.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Dr. Argiro Morgan, Mary Reneau, Ann Shaw, and Becky Taylor

Absent: Bill Allin, John Danjean, and Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on March 26, 2019.

M. Reneau asked for the misspelling of her last name to be corrected on pages 1, 3, and 6. Dr. A. Morgan asked for the 2nd to last line on page 8 to be corrected to “reading tables and reading chairs” in plural form. B. Taylor asked for public comment on the minutes. There being none, M. Reneau made a motion to approve with the corrections. The motion was seconded by A. Shaw. All were in favor. Motion carried.

2. NEW BUSINESS

- A. Financial Reports March 2019 - Kelly LaRocca

K. LaRocca stated that we received \$1,436,741.93 in Ad Valorem revenue in April, bringing the total received to \$9,583,806.22 for this year-to-date. This is 96% of what we’ve budgeted to receive. We’ve received the first payment of revenue sharing in February, and expect to receive two more payments later in the year. The percentage of Revenue for the 1st quarter is at 25%. Total Expenditures are at 24.84%, which is where we should be. Fines/Fees is at 22%. We just had Food For Fines, which is why that line is under, but it will come back up. Interest Income is at 80%. K. LaRocca explained that as we spend money through the year we will receive less interest, so that line will go down. Donations Received is at 2.95%, but we are planning on receiving \$39,000 from the Library Foundation towards the end of the year. We are also expected to receive \$5,000 from the Friends of the Slidell Library.

Library Salaries is at 20.90% due to open positions and raises that are realized throughout the year. K. LaRocca explained that this line will be closer to where it should be at the end of the year. Employee Benefits lines are where they should be. Under Health Trust, we are still expecting to receive some reimbursements from the end of 2018. Workers Compensation expense is under at 18% due to paying that bill in chunks. The line will even out as the payments are made through the year. Membership Dues is at 48%, due to paying our memberships at the beginning of the year, and the line is only \$1,000. Printing is at 32% due to getting ready for Summer Reading. Patron cards is at 83% because we have purchased our patron cards for the year. Promotional Production is at 8%, but we are gearing up to advertise for Summer Reading. That line will come up over the next couple months.

Utilities is at 25%, which is on target. Gas is at 30% due to the cooler months. Equipment Lease Expense is at 31% due to lift rental. Office Machine and Equipment Repair is up due to the security gate repairs. Polaris Maintenance is at 99% due to the yearly payment that was made at the beginning of the year. Physical Plant Maintenance is at 56% due to items in that line that need to be moved to other lines. K. LaRocca stated that she will work with Debbie Cuevas on moving those items. Carpet Cleaning is at 0% because we wait until the holidays later in the year to have the carpet cleaned. Termite Contract is at 1.67% because we haven't paid our main portion of the bill yet.

K. LaRocca explained that at the next meeting we will be amending the budget to fund the Payroll Service Fees line. This line will be used to pay for Paylocity, the new payroll service. Financial is at 6% due to the audit fee being in that line. This line will go up later in the year as the audit fees are paid. Web Design Consultant is at 102% because this bill was paid at the beginning of the year. Flood Insurance and General Liability is higher because those bills are paid in chunks, and that line will even out later in the year. Computer/Printer Supplies is at 33% due to the installation of SPOT, the wireless printing system. We've received credit for the unused toner that was returned, so that line will even out through the year. Conventions & Seminars is at 33.93% due to payment for reservations for staff attending the ALA Convention this summer, plus the staff who attended the Children's Book Festival in Hattiesburg in early April. Summer Reading T-shirts are at 102% due to purchasing the t-shirts for Summer Reading, which made that line \$83.00 over.

K. LaRocca stated that Adult Programming is up due to programs taking place before the summer, and explained that more money will be added to that line before the end of the year. Juvenile Programming has their own Summer Reading Program line, so the funds won't be taken from the Juvenile Programming line during Summer Reading.

Under Capital Outlay Non-Book Acquisitions, Physical Plant Improvement has \$50,000 that won't be spent until the fall for wall repair and painting at the Lee Road Branch. The Vehicles line still has money in it, but once the vehicle that is being purchased comes in, that line will be spent. Under Capital Outlay Library Resource Acquisitions, some lines are under and some are over due to the time of year some of the items get purchased. Each department purchases their items at different times of the year, therefore the line will even out later in the year. The \$15,000 under Capital Expenditures – Cameras are the new cameras that will be installed at the renovated Covington Branch later in the year.

K. LaRocca asked the board for any questions. A. Shaw asked about the Health Trust, and whether or not it usually takes 3 or 4 months for reimbursements to come back. K. LaRocca replied that it does and explained that the library is reinsured. There is a certain amount that the library agrees will be paid out of the Health Trust account. Once that limit is reached, the reinsurance reimburses the library for that overage. A few individuals reached those limits in December 2018, so we are still waiting for a few of those reimbursements to come in. A. Shaw asked if Leon Golemi supervises the health insurance. K. LaRocca replied yes, and explains that he shops around for our reinsurance, which protects the library once an individual's limit is reached. B. Geiger stated that the yearly limit is \$40,000 per individual, and after that is reached the reinsurance kicks in. A. Shaw asked if the library has to document these instances in order to apply for the reinsurance. K. LaRocca replied that we do not review and document an individual's medical information due to privacy reasons, which is why Leon handles that aspect. He shops the market for a reinsurance company and applies for us.

B. Taylor asked if there were any questions from the board or public comment. There being none, A. Shaw made a motion to accept the Financial Report as submitted. It was seconded by M. Reneau. All were in favor, none opposed. Motion carried.

B. Summer Reading – Jillian Boudreaux, Jennifer Rifino, and JoAnna Reeves

Jillian Boudreaux, Adult Programming Coordinator, distributed Summer Reading tote bags to the board members. The theme for this year's Summer Reading Challenge (SRC) is A Universe of Stories. She presented the details and programs planned for the Adult Summer Reading Challenge. The kick-off program will be May 24 at the Slidell Branch. It will be an after-hours program, and the Pontchartrain Astronomical Society (PAS) will have several telescopes set up to view the night sky. There will also be an LED Hula-Hoop demonstration, and other glow-in-the-dark games. For the adult portion of SRC, adults will read for 12 hours over the summer, and there will be BINGO for an extra incentive. Patrons will receive a blue tote bag upon registration, and the BINGO prize will be a water bottle. At the end of the challenge in August, there will be a random drawing for a \$50.00 gift card. Programs will include: Armchair

Astronomy, an outdoor Moon Observation program at Madisonville in partnership with the Maritime Museum, a UFO specialist, bookmaking, and other craft programs. M. Reneau asked what time the kick-off program starts on May 24th. J. Boudreaux replied that the two kick-off programs are from 6:30 PM to 9:30 PM. The first one is at the Slidell Branch on May 24th, and the second one is at the Madisonville Branch on May 25th. Dr. A. Morgan asked if there would be any programs on the black hole. J. Boudreaux replied that they were thinking of having a Moon Landing Series which would include reading a book, having a discussion, then showing a movie. The finale would be the Moon Landing anniversary party at the end of Summer Reading. J. Boudreaux stated that they could include some black hole discussion and information in the program.

Jennifer Rifino, Teen Services Coordinator, presented the details and programs planned for the Teen Summer Reading Challenge. Teens will read for 12 hours over the summer, and will also have BINGO with fun library activities as an extra incentive. Upon registration, teens will receive a tag necklace that can also serve as a keychain. Teens will earn additional tags for each completed row of BINGO, or for reading an additional 3 hours. There will also be drawings for \$50.00 gifts cards at the end of the challenge. J. Rifino stated that the Teen Department will have 60-70 teen volunteers this year. There will be a Reading Buddies program where a teen volunteer partners with a child so that the child can practice reading. There will be after-hours Friday night events for teens. There will also be family events of all ages that ties into the anniversary of the moon landing this summer. Tuesday, June 25th at 2:30 a representative from Stennis will present a live virtual presentation to learn about the Apollo Moon Landing 50th Anniversary. On July 20th at the Slidell Branch from 10:00 AM to 2:00 PM, we'll have our finale party on the actual anniversary of the moon landing. Northshore Community College will provide their Star Lab, a portable planetarium. We will show a video of the moon landing. We invite community members to come share their stories of what they remember on the day of the moon landing. Benny Bruce will film and record the event as a community history record.

JoAnna Reeves, Children's Librarian from the Mandeville Branch, presented on behalf of the Children's Department. The Children's Department will offer a huge variety of programming for kids this summer. Upon registration, children receive a reading log which is where they fill in a circle for every 15 minutes that they read or are read to. This totals 12 hours for the summer. Once completed, they will receive a completion certificate and a backpack. Each branch will have a weekly drawing for prizes. For grades 1st through 6th, we will have the R2 Club, formerly known as Patch Club. Instead of receiving patches, they will receive a tag and an additional bead for every book that they read in each category. They'll get a special bead for the 5th book in each category. We'll have various Story Times for each age group throughout the branches, as well as Story Craft for older children. Stories will incorporate fandoms such as Star Wars, and we'll focus on things like constellations, stars, planets, science and art experiments. J. Reeves went on

to speak about the wide variety of beautiful non-fiction picture books that children can check out on space. For 8-11 year olds we will have the Space Cadets programs, which will include Astronaut Bootcamp, Egg Drop from the roof, Mad Scientists performing science experiments with the kids. We have many outside presenters and performers coming for programs for all ages.

C. Director's Report – Kelly LaRocca

K. LaRocca stated that the Library Hours Committee has completed a week-long census of counting the number of people in the branches on an hourly basis. Our door counters tells us how many people are coming in per day, per week, per month, etc. We wanted to know more specifically what are our busiest times of day and how busy are we at closing time. The initial census was completed while school was still in session. We'll do one in the summer, and another at the beginning of September. Over the summer, another committee will look at libraries from other parishes of our size, what their hours are, and other related aspects. K. LaRocca stated that we should have a recommendation to the board at the September meeting. The Paylocity Committee has started working on the procedures for staff to track their work time on the new payroll system.

We have received quotes on the concrete work around the entrances for the Slidell Branch. The work is scheduled to be done before Summer Reading. A water heater was replaced at the Bush Branch.

Kelly LaRocca and Adele Salzer attended the meeting of the Friends of the Slidell Library at the Pearl River Branch. K. LaRocca thanked them for the gift of a classroom set of iPads. The total cost was \$5,000.00, and they have been ordered. Brent Geiger attended the meeting of the St. Tammany Library Foundation. Kelly LaRocca, Brent Geiger, and Benny Bruce attended the Foundation's Distinguished Speaker Event featuring Bob Livingston on April 17. The Friends of the Library of West St. Tammany have lost their lease and will have to move by the middle of May. Current plans are in flux, and we'll have an update at the next meeting.

Facebook advertising was purchased for the Jeff Bianchi classical guitar concert series and to promote Food for Fines for National Library Week. Sonnet Ireland and Noelle Williams distributed library information to job seekers at the St. Tammany Business and Career Solutions Center Job Fair on April 4. Jennifer Rifino participated in mock interviews for the Community Based Vocational Education (CBVE) students and attended their graduation ceremony afterwards on April 11.

Shellie Lister and Noelle Williams distributed library information at the East St. Tammany Chamber's Community and Business Showcase on April 11. Sarah Aucoin and Sonnet Ireland spoke to the St. Tammany Computer Association about the library's online computer resources on April 11. Lynn Bardell read to residents at the Beau Provence Memory Care Assisted Living Community on April 15. Tanya DiMaggio and Haley Hampton offered a children's craft and activity while distributing library information at the West 30's Block Party on April 13. Jennifer Rifino and Abby Mayfield distributed library information at the Covington Kiwanis Youth and Wellness Fair on April 20.

Library staff delivered library materials to The Windsor Senior Living Community, Forest Manor Nursing and Rehabilitation Center, the Trace Senior Living Community, Lacombe Nursing Centre, and the Beau Provence Memory Care Assisted Living Community.

The Children's Services Department visited 11 day cares and schools in the last month. During a regular month, they usually visit more than that, but they are winding down their visits and getting ready for Summer Reading. The Teen Services department did 3 school visits in the last month.

Mary Thompson has taken Melissa's place as the Administrative Associate for the Administration Office. Mary's old position, Madisonville Circulation Manager, is vacant. Applications were due last Wednesday, we'll be conducting interviews soon. The Assistant Director of Support Services position is open. Applications are due May 6.

Children, Teen, and Reference Services staff attended a safeTALK suicide awareness training presented by STOPS-LA at the Madisonville Branch on April 1. Several staff members attended the Fay B. Kaigler Children's Book Festival in Hattiesburg on April 3-5. Rhonda Spiess attended the 21st Century Advisory Board Meeting at Chahta-Ima Elementary.

The Adult Programming Department offered 66 programs with 589 attendees in March. The Children's Services Department offered 118 programs with 2,500 children and 1,261 adult attendees in March. The Teen Services Department offered 26 programs with 98 teens and 5 adult attendees in March. The Reference Department trained 120 patrons and staff during 24 computer and app classes in the last month.

A. Shaw asked what is involved with visiting the senior citizen facilities. K. LaRocca explained that for the most part staff are dropping off books and audiobooks. There was public comment from Colleen Hoover, a staff member of the Madisonville Branch who visits two of the senior care facilities. K. LaRocca asked Colleen to clarify if that is what the visits entail. Colleen confirmed that she brings the residents a variety of books and audiobooks, and even movies if

they request them. She fills requests for specific titles for some of the residents who wish to choose their own titles. There was public comment from Bill McHugh asking how the library decides which facilities to visit. K. LaRocca replied that the library has been servicing some of these facilities for a long time. The larger branches with more staff are easily able to send someone to the facilities nearest to their branch. We would consider servicing any organization that is interested in us coming to see them. K. LaRocca further explained that we do not have the staff to offer regular programming to these facilities, but we can provide books and other materials. B. McHugh then asked if some of the places with shuttle service for the residents come to the library. Dr. A. Morgan asked if they are regularly scheduled. K. LaRocca replied that yes, they do regularly visit library branches.

A. Shaw asked if there is any outreach to facilities on the east side of the parish, such as Slidell. There was public comment from Sue Ryan, Branch Manager of the Slidell Branch. Sue explained that the Activities Directors of the facilities are the main contact persons for coordinating with library staff. There is a frequent turnover rate with the Activities Directors, and sometimes when one leaves and a new person takes over they aren't interested in the library's outreach services at that time. Then when that person leaves and a new Activities Director starts, they do want to continue library services. S. Ryan stated that she would contact them again to check to see if they are interested in library services.

3. OLD BUSINESS

A. Covington Renovation Update – Brent Geiger

Brent Geiger stated that the Covington renovation project is moving along nicely. The HVAC system is in the process of being installed. The lights are in the building, ready to be installed. Change Order #1 was signed and that added \$87,122.79 to the project. This brings the new total cost to \$1,454,122.79, which is still well under budget. The change order included support columns found hidden in the walls that necessitated changes in the drawings, plumbing changes, carpet and paint in the back rooms, and automatic telescopic doors. There will be a Change Order #2 for the window replacements, and some other unforeseen changes. We will have more information by the next board meeting. Because of the Change Order, there are additional days now added to the project. We are still on target to complete construction by the end of October. We plan to have a soft opening in December, and a grand opening after the holidays in January.

B. Geiger stated that the last furniture bid was received, and Arnold and Associates was the lowest bidder with a \$106,746.02 bid. Covington's furniture budget is \$500,000. The total furniture package comes to \$413,228.30, which is still well under budget. The difference

between the two will enable us to install an A/V system and new computers for the branch. Photos of the renovation progress were provided in the board packets, and B. Geiger went over the details and highlights of the progress. A. Shaw asked if Arnold and Associates is a local company. B. Geiger replied yes, they are a local company from Louisiana.

B. Land Adjacent to Slidell Branch on Robert Boulevard – Kelly LaRocca

K. LaRocca stated that the purchase agreement was signed on March 28th for the asking price of \$452,000. We will pay below appraisal price, as the land appraised at \$460,000. The Parish Council voted to add the ordinance approving the purchase of the land to their May 2nd meeting agenda. The sale will have to be approved by ordinance at that meeting. The Parish has 60 days from the signing of the purchase agreement to review everything, research the title, survey, environmental and geotechnical concerns, zoning, permitting, etc. The Parish has 30 days after the review period, or 90 days from signature, to close. This puts the closing date at or before June 26, 2019.

C. St. Tammany Parish Library Foundation Update

Dr. A. Morgan stated that she spoke to the chair of the Distinguished Speaker Event, and it is not yet known how much money was raised at the event, but the Foundation did very well. Dr. A. Morgan said that it was their best event yet, and that Mr. Bob Livingston received a standing ovation at the end of his presentation. A. Shaw stated that after the event, Mr. Livingston expressed that he was very impressed with how well the event went. A. Shaw expressed her thanks to Amy Strain, Benny Bruce, and Shellie Lister for their help with the event.

D. Friends of the Library

B. Taylor asked if there were any reports from the Friends groups. There were none.

4. Public Comment

B. Taylor asked for any public comment. There was no public comment.

5. Adjournment

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

*Rebecca Taylor, President
in place of Mary Reneau*

Mary Reneau, Secretary