

St. Tammany Parish Library
Board of Control Meeting
March 26, 2019
South Slidell Branch Library
3901 Pontchartrain Drive
Slidell Louisiana 70458
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: John Danjean, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Rebecca Taylor.
Absent: Bill Allin, Antoinette McClain.

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

B. Taylor asked that a correction be made to Page 3, Part C, first sentence to insert the word "Interim" before "Director". Next, B. Taylor asked that a correction be made to Page 5, Part C, fourth sentence to change the wording of that sentence to "B. Taylor stated that the candidate receiving a majority of the votes cast would be given a formal job offer, and the other two candidates would be notified that they were not selected to receive a job offer." 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 Dr. A. Morgan. The motion carried.

2. NEW BUSINESS

- A. Financial Reports February 2019 - Kelly LaRocca

Kelly LaRocca stated that there was a question from the previous meeting regarding \$9,793.96 in miscellaneous income. K. LaRocca stated that it was from the clean-up of the outstanding checks that were not cashed. In order to balance the financial statements, they were subtracted from the lines under expenditures and added as income at the top so that it would equal zero. K. LaRocca stated that there was no plan for income in the budget for that line, but there was no other line to place that income. K. LaRocca stated that the money received from the Friends of the Library falls under donations, not miscellaneous.

K. LaRocca stated that a large portion of the ad valorem revenue was received on March 1, 2019 in the amount of \$7,168,059.26, which brings the total received to date to \$8,147,064.29. One payment of state revenue sharing was received, and two more equal payments of that amount in state revenue sharing will be received before the end of the year. The payments are usually received by the beginning of fall. K. LaRocca explained that we usually receive our largest amount of money in March, and we operate from our savings until we receive said funds in March.

K. LaRocca stated that due to interest rates increasing we have received more interest, which is at 35% of what has already been budgeted for the year. A. Shaw asked what the interest is from, to which K. LaRocca replied that it is from our bank accounts. K. LaRocca explained that we have four bank accounts, one is where St. Tammany Parish wires our funds, one is our checking account, one is for paying health insurance expenses, and the last account is our savings account. A. Shaw asked if the savings account contains capital funds. K. LaRocca confirmed that, yes, money reserved for capital is in the savings account. Total revenue is at 16.59%, but in reality we've received much more due to the large amount received on March 1st.

K. LaRocca stated that Library Salaries are at 13.91%. This line is under because although we have a new Director, we are still short an Assistant Director. There is also room in this line for raises this year, which roll out throughout the year at each employee's evaluation. The Employee Benefits Health Trust line, which is medical payments, is at 22.86%. Some of this is from last year due to doctor visits at the end of 2018 appearing on the January 2019 statement.

Under Advertising, Dues, and Subscriptions, Membership Dues is at 48%. We pay those once per year. Under Publication of Legal Notices, there were furniture bids that were published in the St. Tammany Farmer for January and February. Patron Cards are at 83%, because we purchased our patron cards for the year. Gas is at 23%, due to the colder weather in January and February. The Voice Line is due to us making the transition to voiceover IP, which will settle out before the end of the year.

Equipment lease expense is at 25.48%. We leased a man lift to work on the skylights at the Mandeville Branch. Under maintenance of property and equipment, office machine and equipment repair is at 39% due to having to repair 3M security gates in January. Dr. A. Morgan asked what the security was for, and K. LaRocca clarified that the gates are electromagnetic security gates at the entrances to certain branches, such as Slidell, Covington, or Mandeville. The gates serve as a people-counter and an alarm. Books that have a magnetic security strip inside will set off the alarm if not checked out properly. The gates are 27 years old and will have to be replaced. K. LaRocca stated that we may have to replace these gates with RFID technology,

since brand new electromagnetic gates cost more than RFID gates. K. LaRocca explained that the cost for a technician to repair the gates is approximately \$500 per hour.

Network Utility Software is at 55%, due to big purchases that are made at the beginning of the year. This line will even out through the year. Polaris maintenance is at 99%, which consists of the required renewal of Polaris for the year. Physical plant maintenance is at 47% due to contracts for maintenance on the air conditioners at Slidell and Madisonville. That line also includes concrete lifting of sidewalks at a couple of branches. K. LaRocca stated that during the Spring amendment of the budget we may move some of the money between the two lines Physical Plant Improvement and Physical Plant Maintenance.

K. LaRocca explained that under Web Design Consultant, we had a percentage increase based on population. There will be no more expenditure for that line for the year. The Insurance and Claims payments are paid in chunks, which is why they are at 39%, 23%, and 24%. Under Operating Supplies, computer printer supplies is at 21%, due to additional toner need from changing out our printers to support SPOT. K. LaRocca stated that we will be given a credit for unused toners from the old printers. Conventions and Seminars is at 19%, due several staff members attending the recent Louisiana Library Association conference in Baton Rouge. Summer Reading T-shirts is at 102%, but we've purchased all of the t-shirts that we need. Under Adult Programming, we will be moving some money from this line due to some branch supplies that were getting charged to Adult Programming by mistake.

Under Capital Outlay, PC Network is at 39%, due to the hardware being purchased at the beginning of the year. Lease/Purchase Books is at 55% due to renewing all of our leased books for all of our branches, and some of the leased book line is from the leased books at the Temporary Covington Branch. Genealogy is at 48% due to there being so little in that line. K. LaRocca stated that \$731.00 has been spent, which is approximately half of the budget. K. LaRocca stated that she will be adding to that line when the budget is amended this Spring. Downloadable Media is at 57% due to paying our yearly payment to Hoopla in January. Internet Database Subscription is at 41% due to renewals in January and February. K. LaRocca explained that most database subscriptions renew in the 1st quarter of the year.

B. Taylor asked for any public comment on the budget. There being none a motion was made by Dr. A. Morgan to accept the financial reports as submitted and seconded by M. Reneau. Motion carried.

B. LAMP (Louisiana Asset Management Pool)

K. LaRocca updated the board on LAMP. K. LaRocca stated that she spoke with several people regarding LAMP, including our government banker at J.P. Morgan Chase, Donald Westmoreland, our CPA, and our Auditor. The reason we have not previously used LAMP is because the rates were too low, and there were issues accessing the money. K. LaRocca stated that this has changed, and the interest rates have gotten better. Average 30 day yield is 2.48%. Moving and accessing money can take 24 hours now. K. LaRocca spoke with our government banker, and learned that it is a safe investment and is listed by state law as something we can do.

K. LaRocca reported that while at the Louisiana Library Association conference she spoke to several other library directors regarding LAMP. Some did not use LAMP due to being concerned that they would not be able to access their money when they needed it. K. LaRocca reported that Director Barry Bradford from Tangipahoa Parish Library stated that they put all of their money in LAMP, then draw out what they need to operate the library for 60 days. Another library director stated that they only put their savings into LAMP, and the income from the year would remain in their bank account to ensure they would have the money they budgeted for the year. Our banker stated that they had clients who did both. K. LaRocca stated that it seems like it is a viable thing for us to do, but that there are a couple things that would have to happen first. We would need to adopt an investment policy, since we do not currently have one. Also, investing in LAMP requires us to provide a board resolution stating that the board wants to invest the library's money into LAMP, as well as stating who would be authorized to make the monetary transfers from the library. K. LaRocca would like to further investigate this, and speak with the State Library to get a general consensus and an idea of where directors have had the most success. K. LaRocca stated that she will report back next meeting, and if the board is still interested, we can create the policy on investing and the resolution allowing us to invest our money in LAMP. K. LaRocca provided a LAMP information guide to the board and asked for questions.

Dr. A. Morgan and K. LaRocca further discussed fluctuating interest rates, and how long the interest rate has been good. According to our banker, it has been good for the last 2 years, and higher than what the bank can provide. K. LaRocca then stated that the interest rate wasn't the only reason entities didn't use LAMP in the past. Another reason was because it wasn't as easy to access your money quickly in the past. Dr. A. Morgan then asked if LaRocca could get the names of the people on the Board, to which K. LaRocca replied, yes, that there is information on the Board. K. LaRocca explains that the Board members come from the pool of investors, which are representatives of the government agencies, along with the State Treasurer. J. Danjean asked if there is a certain amount of time that we have to be vested in this program, to which K. LaRocca said there is not. Dr. A. Morgan, K. LaRocca, and A. Shaw further discussed the list of

investments that LAMP can invest the funds into, which are U.S. Government Securities and all A-rated corporations. A. Shaw and M. Reneau asked if there is a charge for transferring funds or limits to the amount of transfers that can be made within a certain period of time, to which K. LaRocca replied, no there are not. B. Taylor asked there is a fee to participate, and K. LaRocca said there was none that she could find, but she will further investigate and report back on her findings.

C. Capital Request – Kelly LaRocca

K. LaRocca listed and discussed a few capital projects that need to be completed this year. They are large enough to not fit into our regular operational budget, but we can request that the Parish release some of our capital funds for these projects. The projects that need to be completed are the roof at the Mandeville Branch, the roof at the South Slidell Branch, and a backflow preventer is needed for the Slidell Library. The backflow preventer wasn't required when the Slidell renovations were done, but it is required now. K. LaRocca explained that these are projects that were not planned for in the regular budget. K. LaRocca would like to make the request for the Parish to use our capital funds for these projects.

Of the \$1,300,000 received this year, \$500,000 is already dedicated to the Slidell land purchase. The roof at South Slidell is estimated at \$50,000, the Mandeville roof at \$60,000, and the backflow preventer at \$20,000. This would make our capital requests for 2019 total \$630,000.00, leaving us \$670,000.00 towards our next project. K. LaRocca explains that the only other small projects that she foresees us needing to complete are the replacement of the 3M security gates previously discussed, and to also purchase security gates for the branches that do not currently have gates. Dr. A. Morgan asked how we estimate the number of people who come into the library. K. LaRocca explained that there are electronic door counters that are not part of the gates, and those are used at the branches that don't have gates. J. Danjean asked if we are intending to install gates at all the branches, or just the large branches. K. LaRocca replied that it would just be the large branches.

Dr. A. Morgan asked about the benefit of the gate vs. the door counter. K. LaRocca then explained RFID, and how it would require a change in technology to have RFID tags in all the books. For collection security, it would alert the staff at the circulation desk if an item passes through the gate and wasn't checked out. RFID speeds up the checkout process as well by having the capability to check out 10 books all at once to a patron. K. LaRocca further explained the benefits of RFID technology, including a faster inventory process. More research into this process is needed and will be done at a later date.

J. Danjean asked about the roof project, and whether or not new roofs are needed or just recoating. K. LaRocca stated that John Bennett explained that South Slidell Branch needs a new rubber membrane called TPO. Dr. A Morgan asked J. Danjean what he thinks of that option since he is a contractor, and J. Danjean stated that they used them on the federal building and TPO is an upgrade from EPDM. K. LaRocca stated that the roof needed at Mandeville Branch is a standard shingled roof. A. Shaw asked if the Parish has to bid these out. K. LaRocca replied that since the projects are less than \$150,000.00, three quotes are needed instead of bids. The Parish will do this, since they are the ones who hold the funds. We would have to make a formal request for the funds.

B. Taylor asked for any further discussion from the Board, and K. LaRocca stated that she has a sample resolution in case the Board decides to proceed with the projects. B. Taylor asked for public comment, there being none, B. Taylor asked K. LaRocca to read the resolution. B. Taylor asked if there was any further discussion or public comment. M. Reneau made a motion to adopt this resolution, seconded by J. Danjean. All 5 present board members were in favor, 2 were absent, and none abstained. B. Taylor stated that the resolution carries.

D. Organizational Chart – Kelly LaRocca

K. LaRocca asked for a few changes to be made to the organizational chart. The first is for the Assistant Director of Finance and Support title to be changed to Assistant Director of Support Services. The responsibilities of creating and maintaining the budget would be restored fully to the Director. The Assistant Director of Support Services will still help and contribute to the budgeting process, since he or she will manage most of the library departments and have budgetary responsibilities. This person would have an understanding of the budget in case they had to make a report to the board in the Director's absence. No other changes will be made to this position's responsibilities.

K. LaRocca asked for a change as to how the Administrative Office is organized. The previous organizational chart included two Administrative Assistants. The responsibilities of these positions have changed dramatically over the years, as we have become a larger and more complex library system. The Bookkeeper has always acted as the Office Manager, as well as served as an Accountant. The reorganization will place the Bookkeeper as the official Office Manager, and will be the direct supervisor of the Administrative Assistant. This will help the work of the administrative office flow more smoothly. The Administrative Assistant would still serve as secretary to the administrative office. There are some additional duties that have been added to the Administrative Assistant's job description, including entering new vendors into the accounting software, which is a new requirement per the auditor. B. Taylor asked for

clarification on the salaries for the Office Manager and the Administrative Assistant. K. LaRocca confirmed that the two positions will continue to be at two different salary levels.

Dr. A. Morgan stated that the title change for the Assistant Director of Finance and Support is a big change to the duties of that position, and wants to make sure the board is aware of that. She stated that historically within this system, the duty of financial management has been with the Assistant Director of Finance and Support. K. LaRocca reiterated that the new Assistant Director of Support Services will still have a role in the financial aspects of the budget due to managing the department heads, and an understanding of finance will still be an important component to their position. There was public comment by Donald Westmoreland, previous Director, and he expanded upon what K. LaRocca was explaining. K. LaRocca further explained that the Assistant Director of Support Services would also still be in charge of facilities, so they would be involved with capital projects.

A. Shaw asked what falls under Technical Services Coordinator. K. LaRocca explained that Technical Services is where we process our materials, and the staff there are our Collection Development librarian, processors, and catalogers. The Technical Services Coordinator supervises those staff. A. Shaw then asked where Public Relations falls in the organizational chart, and K. LaRocca replied that it was missing from the chart, but will be added.

B. Taylor asked for any further discussion and public comment. There being none, B. Taylor asked for a motion to make the change. Dr. A. Morgan moved to make the change, seconded by A. Shaw to approve these changes to the organizational chart. All were in favor. Motion carried.

E. Directors Report – Kelly LaRocca

K. LaRocca reported that concrete was poured at the Mandeville Branch to repair the sidewalk near the front of the building and a portion of the parking lot. Sidewalks were lifted where necessary to make the sidewalks even at the Mandeville and Slidell Branches. Further work will be completed next month at the Slidell Branch. Parking lot lights at the Lee Road Branch are being replaced with LED bulbs. Laporte completed their annual audit of the library the week of March 18th. Kelly LaRocca and Sue Ryan attended meetings of the Friends of the Slidell Library. Amy Strain attended the meeting of the St. Tammany Library Foundation. Charlene Barrett presented Books & Bites at St. Tammany Junior High on February 27th. Germaine Butler and Jen Martin spoke to school librarians about library offerings at the St. Tammany Parish School Librarians Conference on March 15th. Iriana Lonon is the new Children's Librarian at the Causeway Branch. Tanya DiMaggio attended the St. Tammany Commission on Families meeting on March 12th. Several staff members attended the Louisiana Library Association

Conference in Baton Rouge March 13th – 15th. Several staff members were presenters at the conference. Tanya DiMaggio, Sonnet Ireland, Jenny Mayer, Crissie Molina, Joanna Reeves, and Virginia Parker all presented sessions at the conference. The Reference Department trained 133 patrons and staff during 26 computer and app classes. Tanya DiMaggio has completed Story Time training for staff members to be back-ups for Story Time when the Children’s Librarian is out. Nearly 120 people attended a Story Walk Presentation at the Northlake Nature Center on March 8th.

A. Shaw asked how many positions still need to be filled. K. LaRocca replied with Assistant Director of Support Services and Administrative Assistant for the administration office. All librarian positions are filled. Brent Geiger responded that there are 2 or 3 part-time positions that need to be filled. K. LaRocca then stated that she will advertise for the Assistant Director position, and several staff within the system will probably apply. If one of those people are chosen for that position, it will leave their past position open and will create a domino effect of open positions. B. Taylor asked if we will be advertising statewide for the Assistant Director position. K. LaRocca responded that yes, we will. B. Taylor then asked if we are advertising out-of-state. K. LaRocca responded that she plans to place it on all of the in-state job boards, and will advertise with the American Library Association.

3. OLD BUSINESS

A. Covington Renovation Update – Brent Geiger

An update was given on the progress of the Covington Branch renovation. B. Geiger stated that not a lot has changed since the last board meeting. There will be a change order that will be ready soon, due to the need for support beams after discovering support columns in the walls that they were not aware of, plus plumbing adjustments. Since the bid came in lower than the architect anticipated, they are making a change to install carpet throughout the entire building. For handi-cap access on the entry doors, we are getting telescopic doors rather than push button doors, since they are easier for handi-cap patrons to use. All of the windows will need to be replaced. One window was fixed, but when the sheetrock was cut back, they discovered the window was still leaking. More information will be given from the architect by the time of the next meeting. B. Geiger explained that we have enough money to do it, but it will require a change order. When change orders are made, days are also added to the project. It was initially thought that the project would be complete by the end of September, but 30 days will be added to that with the 1st change order. Furniture bids were awarded, except for the one that received no bids. Bids for that will be accepted on Friday, March 29, 2019. B. Taylor asked which part of the furniture bids did not receive bids. B. Geiger replied lounge chairs, reading tables, and reading chairs. B. Geiger then provided photos of the renovation progress to the board.

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

K. LaRocca stated that the appraisal came back and the land appraised for \$460,000.00, which is more than their asking price of \$452,000.00. The letter of intent we signed gives us the first right of sale, and that price of \$452,000.00. The 30 day letter of intent expires Thursday. The Parish has the purchase agreement, and says they will have all parties signed before Thursday. K. LaRocca further explained that it could take up to 90 days for the purchase process to be complete. K. LaRocca reminded the board that this will need to be approved by Parish Council ordinance.

A. Shaw asked what the plan is after the purchase is complete. K. LaRocca replied that we intend to use the land for parking. The project will cost enough to have to use capital funds, so we will have to consult with the Parish and find an architect, because it will have to go out for bid. K. LaRocca estimated that it would be next year before the parking lot would begin. K. LaRocca explained why the parking lot is so necessary, due to the current parking lot filling up quickly. This causes patrons to park in nearby parking lots and walk to the library along busy streets. K. LaRocca also stated that they would take special consideration for the neighbors and make sure the parking lot isn't an eyesore for the neighbors. A. Shaw asked if the Parish takes out insurance on the property while it sits vacant. The library has its own umbrella policy for liability coverage on all of our buildings, so the land would be added to that policy. B. Taylor commented that it has been a long time goal to acquire that property.

C. St. Tammany Parish Library Foundation Update

Dr. A. Morgan stated that the Library Foundation is having their Distinguished Speaker fundraising event on April 17, 2019 at the Tchefuncte Country Club. After paying expenses, all of the proceeds received from this event go back to the library. Bob Livingston is the distinguished speaker. He has a new book out called The Windmill Chaser: Triumphs and Loss in American Politics.

D. Friends of the Library – Sandy Crosby

Sandy Crosby with the Friends of the Slidell Library states that last year was a great year and they raised almost \$20,000.00. They have 8 book sales per year, a monthly silent auction, and a small sale on the 2nd Saturday each month. They have a BNI (Batteries Not Included) sale, which includes DVDs, CDs, audiobooks, and miscellaneous items. They raised \$1,700.00 at the BNI sale last month. There are 152 members of the Friends of the Slidell Library. The last

project was for the pictures purchased for South Slidell, our concert series, and new chairs for the public computer area at Slidell Branch.

4. Public Comment

There was public comment from Donald Westmoreland where he stated that he is very happy to see that the library is acquiring the land in Slidell.

5. Adjournment

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

*Rebecca Taylor, President
in place for Mary Reneau*

Mary Reneau, Secretary