

St. Tammany Parish Library
Board of Control Meeting
June 3, 2019
Madisonville Branch Library
1123 Main Street
Madisonville, LA 70447
4:00 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: Bill Allin, Dr. Argiro Morgan, Ann Shaw, Becky Taylor

Absent: John Danjean, Antoinette McClain, Mary Reneau

1. Approval of the minutes of the meeting of the Library Board of Control which was held on April 23, 2019.

B. Taylor asked if there were any questions concerning the minutes. B. Allin asked for clarification on where the Stennis Space Center presentation is taking place. K. LaRocca explained that it is being broadcasted at several branches. Dr. A. Morgan asked how patrons will know about the event. K. LaRocca replied that it is in the Summer Reading brochure, it is listed at all of the branches, and posted on the library website. B. Taylor asked for any corrections to the minutes or public comment. There being none, A. Shaw motioned to accept the minutes as submitted. Dr. A. Morgan seconded the motion. All were in favor, none were opposed. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – Kelly LaRocca

K. LaRocca stated that we have received one more payment of \$240,837.23 in Ad Valorem Revenue on April 26, 2019. That brings the total received to date \$9,824,643.45, which is 98% of what we expect to receive for the year. We will receive more later this year between July and September. We have not yet received our 3rd payment of \$84,005.33 in State Revenue Sharing, but we are expecting it in September.

K. LaRocca began recapping the financial statements. She explained that the financial statements are as of April 30, 2019, and is 1/3 of the year. Therefore the percentage we are aiming for is 33.3%. Fines and Fees is at 28% due to National Library Week's Food For Fines promotion in April. We are receiving more interest income due to better interest rates at the bank. No insurance proceeds are expected this year. Donations that are budgeted for will be received towards the end of the year from the Library Foundation.

K. LaRocca discussed the Expenditures. Library Salaries is at 28% for several reasons: the Assistant Director position is still open, the 2 months where we receive 3 paychecks haven't occurred yet, and raises are realized throughout the year. Under Employee Benefits, Health Trust is up due to prescription drug costs increasing over the last year. We will be discussing solutions with Leon Golemi, our benefit consultant, prior to the All Staff Meeting in October. Publication of Legal Notices is up due to advertising for the Covington furniture bid. Advertising is at 4% because we are saving that money for the advertising that we will be doing for Covington at the end of the year. Signage is at 0% for the same reason. Patron Cards is at 83%, because we have purchased our patron cards for the year. Promotional Production is at 13%, but will go up towards the end of the year due to promotions for Covington. Under Utilities, Gas is up due to the colder months, but will probably be under by the end of the year.

K. LaRocca explained the reason Data Lines (Internet) is low. We previously received reimbursement from the Federal Government for our data lines, and now we receive a reduced bill. B. Allin asked how that works. K. LaRocca explained that we apply for E-rate, and the Federal Government reimburses the company that we contract with for our internet service.

Network Utility Software is at 104%, but we are finished paying for security software for the year. Polaris Maintenance is at 99% because it's been paid for the year. PC Network Maintenance and Repair is at 66% due to new computers being purchased to replace outdated and broken ones. Physical Plant Maintenance is at 59% due to air conditioning maintenance contracts, which come out in January. This line will even out towards the end of July.

Payroll Service Fees is at 0%, because it had not been budgeted for. That will be adjusted with the amended budget. K. LaRocca explained that the line includes Paylocity, our new payroll system. Other professional service lines are under because we have not used them yet. The Movers line will be used for moving back into the Covington Branch at the end of the year. Financial is under because it doesn't include the total cost of the audit. Web Design Consultant is at 102% due to a percentage increase in the web design fees.

Insurance and Claims look high because we pay in large chunks, but they are paid off by October. These lines will even out by the end of the year. Computer/Printer Supplies are up

because we've replaced our printers to accommodate SPOT, our wireless printing software. We will receive reimbursement for our unused toner that we are sending back to the vendor. Under Traveling and Continuing Education, Conventions and Seminars is up due to registering staff to attend the ALA Conference this month. We will stay under 100% for this line by the end of the year.

Adult Programming is at 57%, but will be adjusted with the amended budget. The Summer Reading Program line shows 1%, but will come up this month with Summer Reading in full swing. The Young Adult Programming line will go up as well.

Improvement of Physical Plant is at 8%, but will go up due to major concrete work done at Slidell and Mandeville. Vehicles is at 0%, but we just purchased a vehicle and that will show up on next month's financial report. PC Network and Integrated Library Automation Systems are up due to planned purchases, but will not be going up through the rest of the year. Audio/Visual Equipment is at 0% because we will be purchasing audio/visual equipment through Covington Furniture, Fixtures, and Equipment instead of that line.

Under Capital Outlay-Library Resources, Lease/Purchase books is at 55% due to purchasing all of our leased books for the year. Other lines such as juvenile books and young adult books are low due to purchases in May that are not reflected in this financial statement. Juvenile Reference is at 57% due to purchasing the World Book Encyclopedia. Genealogy is at 95%, but more money will be added to that line in the amended budget. Downloadable Media, CD/Software, and Internet Database Subscriptions are up because these are mostly paid at the beginning of the year. Capital Expenditures-Cameras is at 0% because that \$15,000 will be spent on Covington's cameras at the end of this year.

Dr. A. Morgan asked if the Flood Insurance was expected to be high. K. LaRocca confirmed that it is expected to be higher and is addressed in the amended budget. She explained that we are now covering the Covington Branch, the Administrative Office, and the Temporary Covington Branch location. K. LaRocca explained that the entire Covington collection is being stored in the back warehouse section of the temporary location. She said the line should stay at 77% until December when the last bill is paid.

Dr. A. Morgan then inquired about the web design consultant and asked if they keep up with the website, or if someone from the library does. K. LaRocca replied that it is both Bibliocommons and library staff. Bibliocommons makes sure the design and security is up-to-date, but the content comes from library staff. She then explained that Bibliocommons is also tied into our circulation system and runs our event calendar and registration system. When you look up a book on the website, it will show you any events that are taking place at one of our library branches

that are related to that topic. Dr. Morgan asked if Bibliocommons primarily works with libraries, and K. LaRocca confirmed yes, primarily public libraries.

B. Taylor asked for further discussion or public comment. There was public comment from Bill McHugh. He asked about the Network Utility Software and whether or not the library has security against malware. He asked if we have had an independent company do a security audit. K. LaRocca replied yes, we have contracted with Cisco for our network security. She explained that we have invested a lot of money in Network Utility Software in order to protect the network. B. Allin asked if we share the same network system as St. Tammany Parish, and K. LaRocca replied no.

It was moved by B. Allin and seconded by Dr. A. Morgan that the financial reports for April 2019 be approved. All were in favor, none opposed. Motion carried.

B. Spring Budget Amendment – Kelly LaRocca

K. LaRocca provided a spreadsheet showing the differences in revenue and expenditure forecasts between the 2019 original budget and the proposed 2019 Spring Budget Amendment. The only change made in revenue is under interest income. There is a \$12,000 increase in revenue based on the trend over the first third of the year.

K. LaRocca proposed the following changes to the Expenditures:

Add \$5,000 to the FICA/Medicare Tax line due to extra part-time staff paying into Social Security during Summer Reading. Subtract \$10,000 from Retirement Contributions due to the Assistant Director position being open for half of 2019. Add \$60,000 to Health Trust in order to bring it to 100% by the end of the year. Add \$1,500 to the Workers Compensation line to accommodate January's bill being due before the end of each year.

Add \$500 to Publication of Legal Notices due to advertising the Covington furniture bid. Subtract \$1,000 from Signage due to some of Covington's signage costs not occurring until 2020. Subtract \$500 from Patron Cards because we are finished paying for patron cards for the year. Add \$1,000 to Water Utilities. Subtract \$2,000 from Postage.

Add \$4,000 to Voice Line to cover the cost of switching branches to Voiceover IP. Subtract \$23,000 due to receiving a reduced bill instead of receiving a reimbursement. Add \$1,000 to Shipping due to UPS costs for Inter-Library Loans being shipped.

Add \$11,000 to Building Lease Expense due to Common Area Maintenance Fees increasing as a result of the lease increasing last year. Subtract \$20,000 from Custodial & Janitorial due to lower janitorial costs than expected in the first third of the year. Subtract \$11,000 due to less grounds maintenance needed in the first third of the year. Subtract \$3,000 from Vehicle Repairs due to our oldest vehicle being retired and not needing as much vehicle repair funds.

Add \$2,000 to Network Utility Software to bring us right under 100% by the end of the year. Subtract \$3,000 from Electrical due to completing the changeover to LED lights in the parking lots, and no longer needing as much funds in that line.

Add \$21,000 to Payroll Service Fees to pay for Paylocity, the new payroll service. Dr. A. Morgan asked where Paylocity is located. Brent Geiger replied that they are located in Chicago, IL. Subtract \$5,000 from Financial due to no longer having to contract out certain accounting services that Debbie has been able to provide for the library. Add \$2,000 to Web Design Consultant to accommodate the increase in fees.

Add \$2,000 to Flood Insurance due to Covington's entire collection being stored at the Covington Temporary Branch. Add \$2,500 to General Liability due to covering Covington Temporary Branch and the Administrative Office.

Add \$1,000 to Office Supplies due to extra supplies needed after both the Administrative Office and Covington Temporary Branch move. Add \$1,000 to Payroll Direct Deposit to square us up through the first third of the year. Add \$7,000 to Computer Printing Supplies to bring us to 100% by the end of the year. Subtract \$2,000 from Programming Supplies to add to Adult Programming.

Add \$3,000 to Mileage Reimbursement based on what was spent by the end of 2018. We have more staff traveling to more branches due to programming.

Add \$100 to Summer Reading T-shirts to square it up to 100%. Add \$6,000 to Adult Programming due to much a more involved Adult Summer Reading Program this year. Subtract \$2,000 from Young Adult Programming due to having many volunteers this year, which doesn't cost us extra money. Add \$2,000 to Juvenile Programming.

Subtract \$4,000 from Improvements to Physical Plant. Subtract \$6,000 from Vehicles due to purchasing the new vehicle through state contract and not needing all of those funds in that line. Subtract \$2,100 from Office Equipment/Furniture & Shelving due to not needing quite so much this year. Covington's new furniture will be coming out of a different line. Subtract \$1,000 from Telephones & Telephone Systems due to not purchasing more telephones this year.

Subtract \$5,000 from Audio/Visual Equipment since the audio/visual items for Covington will come out of a different line later in the year.

Subtract \$10,000 from Lease/Purchase Books due to the books for Covington being leased and no longer needing those funds in that line. Subtract \$5,000 from Collection Replacement & Enhancement in order to move funds into other lines in the Library Resource Acquisitions section. Subtract \$1,000 from Audio Recordings (Books) due to spending more funds downloading audiobooks rather than purchasing CDs. Add \$3,500 to Genealogy to replace needed items in the collection. Subtract \$13,500 from Microfilm since it is no longer being made, therefore we will not be purchasing any new microfilm. B. Allin asked if we have a lot of usage of our current microfilm. K. LaRocca replied yes, we have patrons who use the microfilm of The Times-Picayune, The St. Tammany Farmer, and the census records. She clarified that we are keeping all of our current microfilm collection, we are just not able to purchase any new microfilm. Add \$1,000 to Electronic/Downloadable Media. Add \$4,000 to Software due to software purchases made to enhance Polaris and access to the collection. K. LaRocca explains that Internet Database Subscriptions will remain as-is for now, but we will add to it before the end of the year due to extra charges in the downloadable media that would have been spent on microfilm.

The Covington Furniture, Fixtures, & Equipment line is going to remain as-is for now due to coming under budget so far. There are other bids that we will need to get before the end of the year as well, which will come out of that line. K. LaRocca explained that the \$500,000 in that line is a planned usage of savings and not part of the total expenditures section.

The total difference in expenditures balances out to \$12,000. We had \$12,000 more in income, and \$12,000 more in expenditures which brings us to zero and a balanced budget.

B. Taylor asked for public comment. There being none, Dr. A. Morgan moved to accept the Spring Budget Amendment, and seconded by A. Shaw. All were in favor, none were opposed. Motion carried.

C. Surplus Property – Kelly LaRocca

K. LaRocca stated that a new maintenance truck was recently purchased and put into service. John Bennett is currently getting it ready for service. We'd like to send the previous truck to auction, but in order to do that we have to declare it surplus property. A resolution is required to do that. B. Taylor asked for public comment. There being none, B. Taylor asked for Kelly LaRocca to read the resolution aloud. K. LaRocca read the resolution. The resolution was moved for adoption by B. Allin and seconded by A. Shaw.

Bill Allin, Ann Shaw, Becky Taylor, and Dr. Argiro Morgan were all in favor, none opposed. A. McClain, M. Reneau, and J. Danjean were absent. Motion carried.

D. Establishment of a committee to review the Library Board of Control's Rules and Regulations

B. Taylor stated the need for the rules and regulations of the Library Board of Control to be reviewed and updated, as it has not been updated as a whole in a long time. B. Taylor stated that she has discussed with Kelly LaRocca and Brent Geiger how the committee will function. Becky Taylor will be ex-officio to any meetings that take place. Any board members that wish to participate are able to do so. She said there may be different sections of the rules that may be of more interest to some than others. A selection of administrative staff and department heads will be on the committee. B. Taylor hopes that a wide variety of staff are involved. B. Taylor asked for any questions or discussion from the board. She suggested that the board members take time to read the current rules and to let her know if there are any specific areas of interest to them.

Dr. A. Morgan suggested that they look at the rules and regulations of comparable library systems in Louisiana. K. LaRocca agreed that benchmarking will be an important part of this process. She agreed that this process will take a lot of time and research. A. Shaw asked for a time-frame of when the process would be complete. K. LaRocca replied that it could take up to two years to get through the process. There was further discussion regarding how often the committee would meet. K. LaRocca stated that the committee probably couldn't meet more than once per month due to other obligations that everyone has. She also said that if part of the initial process is benchmarking, research, and reading, then that would not require a lot of meetings. That would require time that members of the committee would complete individually. Dr. A. Morgan then suggested that the committee review current legislation since the rules refer to and quote legislation. K. LaRocca agreed. Dr. A. Morgan agreed that the initial work should be done in pieces individually and then brought into the meetings. K. LaRocca stated that she will work out a plan with B. Taylor.

Dr. A. Morgan stated that she believes that every member of the board should be involved. K. LaRocca explained that there's no limit to the amount of board members who can be at a committee meeting. An agenda will be posted, and any interested board members can be there. She explained that Becky Taylor would have to attend due to being ex-officio, but a quorum of the board is not required to have a committee meeting.

Dr. A. Morgan stated that if the board is going to be voting on something as important as this, that every member of the board should participate in at least one section in-depth. She said that she doesn't think that a member should be able to vote if they have not participated.

B. Allin asked how that would be enforced. Dr. A. Morgan replied that it is already a rule that if you miss more than two meetings in a year without a serious reason, then you're off the board. She then stated that the board has never enforced that rule. Dr. A. Morgan stated that the reason that she is bringing it up now is because it is a very important decision, much-like the importance of selecting a Director. Dr. A. Morgan stated that this should be communicated to all members of the board. She stated that if someone is ill, having surgery, or had a death in the family that is a different story. B. Taylor replied that the board will work on that. Dr. A. Morgan suggested that when the rules are reviewed and updated the board may adjust the number of allowed missed meetings, but at the present time it is two.

B. Allin said that the rules state that the board meets 5 times per year, though the board has been meeting 7 or 8 times per year. K. LaRocca then clarified that we are required to meet 5 times per year, but it does not keep the board from meeting more. Dr. A. Morgan suggested that the board should clarify that in the review of the rules. She then stated that it should be communicated that each member of the board must attend a specified percentage amount of committee meetings. That percentage would be determined at the committee's first meeting. A. Shaw asked when the rules were last reviewed. K. LaRocca replied that it has been updated in bits and pieces, but she is not aware of any review in totality since the early 1990s. B. Geiger stated that the majority of the recent updates have been to financial policies within the last 4 to 5 years.

B. Taylor asked for other discussion or public comment. There was public comment from Bill McHugh. He asked if the committee meetings would be publicized on the website or other notice. K. LaRocca replied that we would post a notice at the branch location of the meeting 24 hours or more in advance. B. McHugh asked how he will know what to write about in the paper in order to inform the public about where and when the committee meetings are happening. K. LaRocca stated that discussion of the committee meetings will be brought up in the board meetings as well. The committee will give updates during the board meetings, and will state what they will be discussing at their next committee meeting. A. Shaw asked if Kelly had a date in mind for the first meeting. K. LaRocca replied that it would depend on the board members schedules and agreed to poll the members to come up with a convenient date.

B. Allin then read the resolution to establish a committee aloud. Dr. A. Morgan moved to adopt the resolution to establish a committee and it was seconded by A. Shaw. Bill Allin, Ann Shaw, Becky Taylor, and Dr. Argiro Morgan were all in favor, none opposed. A. McClain, M. Reneau, and J. Danjean were absent. Motion carried.

E. Director's Report – Kelly LaRocca

The Library Hours Committee has scheduled the next week-long census for June 10-15. We wanted to have a snapshot of what our usage is like during the summer, and this is in the middle of Summer Reading.

The Paylocity Committee has finished procedures for staff to track their work time and two branch locations will test the procedures to ensure that they work. This will be during the next pay period.

The concrete work at the Slidell Branch is finished. The Maintenance Department assisted all of the branches in decorating for Summer Reading. All air-conditioning units have been serviced for the summer.

Sue Ryan attended the Friends of the Slidell Library meeting. Thanks to the Friends for their sponsorship of the Herbs Night Out event at the Slidell Branch on May 2 which had 86 attendees. Amy Strain attended the meeting of the St. Tammany Library Foundation. The West St. Tammany Friends of the Library found a temporary home to store their materials and shelving. They are regrouping and looking for a permanent location.

Facebook advertising was purchased to promote the Louisiana Wildlife and Fisheries Boating Safety Course, the two Summer Reading Launch events, and the Reference USA Lunch and Learn. Kelly LaRocca participated in the "Parish Tax Information Night" at Koop Drive on May 6. Alexis Davis distributed Library information and promoted Summer Reading at the Art and Writing on the Bayou Family Night at Bayou Woods Elementary on May 8. Kay Redd spoke about the library to the Abita Springs Garden Club on May 9. Radio advertising was purchased to promote the Summer Reading Challenge. The 30 second radio commercials ran on the Lake 94.7 from May 10 to May 24. Alexis Davis distributed Summer Reading information to parents and students at the Mayfield Elementary's Summer Bash on May 14. Ellen John attended the St. Tammany Commission on Families meeting to discuss resources for the homeless in our community on May 14. Sonnet Ireland and Sarah Aucoin spoke about library resources at the Slidell City Hall and Public Works on May 14. Alexis Davis spoke to transitioning 3rd graders and their parents about the library and Summer Reading at Eagle on Up at Carolyn Park Middle School on May 15.

JoAnna Reeves distributed library information and promoted SRC at the Magnolia Trace Elementary Family Night on May 15. Alexis Davis spoke about being a librarian and librarianship at the Bayou Woods Elementary Career Day on May 20.

Lynn Bardell read selections by humorist Erma Bombeck to the residents of the Beau Provence Memory Care Assisted Living Community on May 20. Sonnet Ireland and Sarah Aucoin spoke about the library's offerings at Slidell's District 1 Fire Station 11 on May 21. Tanya DiMaggio and Jennifer Rifino appeared on The Lake 94.7 morning show to promote Summer Reading and the SRC kick-off, The Launch, on May 23. Children's Services, Teen Services, and Branch Managers have spoken to students at several schools about Summer Reading. Library staff delivered library materials to the Beau Provence Memory Care Assisted Living Community, the Lacombe Nursing Centre, and The Windsor Assisted Living Community.

Libby Garriga is the new Circulation Manager at the Madisonville Library. The Assistant Director of Support Services interviews will be held on June 4 and 5.

Louanne Bertrand, Audra Kackley, and Tamie Martin attended the Innovative Users Group meeting in Phoenix May 5-8. Jen Martin attended the inaugural meeting of the Northshore STEM Coalition on May 14.

We partnered with the Northlake Nature Center for a *Stellaluna* Storywalk on April 26 that had 100 participants. The two Summer Reading kick-offs were a success with 600 participants on Friday, May 24, at the Slidell Branch. The patrons were parking in the parking lot, the overflow parking lot, and down the streets of the neighborhood. Everyone had a great time, and it was very successful. On Saturday, May 25, at the Madisonville Branch there were 350 participants. The Adult Programming Department offered 85 programs with 837 attendees in April. The Children's Services Department offered 88 programs with 1,500 children and 838 adult attendees in April. The Teen Services Department offered 31 programs with 196 teens and 38 adult attendees in April. The Reference Department trained 131 patrons and staff during 28 computer and app classes in April.

K. LaRocca explained that these are services that we normally do each month, we've just made a concerted effort to document everything. These are not new programs or extra initiatives to do more outreach. This is a look at what we've been doing. B. Allin asked who put together the 2018 Year At-A-Glance infographic. K. LaRocca replied that Shellie Lister created it.

B. Taylor asked if there was any outreach to any senior living facilities on the east side of the parish. K. LaRocca replied that the library was previously providing outreach to two facilities in Slidell, but with changes in activities directors at the facilities there was less interest in library resources. There was public comment from Jillian Boudreaux, Adult Programming Coordinator. She said that the Slidell Branch is getting ready to provide outreach to the facilities again, and staff member Shuntez Jackson will be the one delivering the materials. K. LaRocca explained that with this re-establishing of services, the board should see that reflected on the next report.

3. OLD BUSINESS

A. Covington Renovation Update – Brent Geiger

Brent Geiger stated that the Covington renovations are going well. They have been working on replacing the roof shingles over the last two weeks. Next week they will begin installing the drywall. Change Order #2 has been completed. It included more support columns that were needed, which were not in Change Order #1. Rewiring of the fire alarm system, which was required by the state fire marshal. Repair of water damage under the louvers on the end of the building. Replacement of windows throughout the building. The total cost of Change Order #2 is \$330,893.02, bringing the total cost of the project to \$1,753,584.64. They are still expecting to finish the project by the beginning of November. We expect the furniture to be delivered and assembled, and books placed back on the shelves in November. We are still on target for a soft opening in December, and a grand opening after the holidays in January. B. Geiger referenced recent photos of the renovations to show the progress so far.

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

K. LaRocca stated that the purchase agreement was signed on March 28, 2019 for the asking price of \$452,000. We will be paying below the appraisal price of \$460,000. The Parish Council unanimously approved the purchase of the land by ordinance at their May 2nd meeting. Kelly LaRocca attended the council meeting. The Parish has 60 days from the signing of the purchase agreement to review the title, survey, zoning, and permitting. They have acquired a title company. They have 30 days after the review period (or 90 days from signature) to close. This puts closing at or before June 26, 2019.

C. St. Tammany Parish Library Foundation Update

Dr. A. Morgan stated that the Library Foundation is not meeting during the summer, and there is no update since the last meeting.

D. Friends of the Library


There was no update from the Friends of the Library.

4. Public Comment

There was no public comment.

5. Adjournment

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



Mary Reneau, Secretary