

St. Tammany Parish Library  
Board of Control Meeting  
July 23, 2019  
Slidell Branch Library  
555 Robert Boulevard  
Slidell, LA 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: Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Bill Allin, John Danjean, Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on June 3, 2019.

B. Taylor asked for corrections to the minutes and for public comment. There being none, Dr. A. Morgan motioned to accept the minutes as submitted. It was seconded by M. Reneau. All were in favor, none opposed. Motion carried.

2. NEW BUSINESS

A. Audit Report 2018 – John Murray (LaPorte)

John Murray from Laporte discussed the highlights of the 2018 Audit Report. He began with the basic financial statement, which includes all of the fixed assets and depreciation. Total assets at the end of 2018 were at \$18,808,394. The majority of that is cash, intergovernmental receivables (ad valorem taxes), and capital assets net of accumulated depreciation. Deferred Outflows on Pension Obligation was at \$1,082,394. Total liabilities were at \$1,908,261. A large portion of that is Other Postemployment Benefit Obligation (OPEB), which is retiree health insurance plans. The Deferred Inflows related to the pension and OPEB were at \$1,480,969. The results were a positive change in Net Position of \$16,501,485 at the end of 2018.

J. Murray referred to the Statement of Activities. Library expenses were at \$10,714,880 for the year. Taking out the Charges for Services and Operating Grants and Contributions expenses leaves a net expense of \$10,585,996. Added to that are the General Revenues (ad valorem taxes

and revenue sharing). That brings the total to \$10,676,394, which is a positive change in net position of \$90,395. J. Murray refers to the Change in Accounting Principle totaling \$593,651. This was due to a new accounting standard for OPEB, the retiree insurance plan.

J. Murray discussed the fund based financial statement. Total assets were at \$15,287,741 at the end of 2018. Liabilities were at \$589,067. Deferred Inflows were Unavailable Ad Valorem Taxes totaling \$244,521, which are taxes collected after the 60 day period. The results were a positive fund balance of \$14,454,153. He discussed the Income Statement. Total revenues were at \$10,744,107. Total expenditures were at \$10,371,874. The results were a positive change in fund balance of \$372,233 for the year. J. Murray referred to the budgetary comparison schedule. Revenues were budgeted at \$10,407,692, and actual revenue received was \$10,744,107. That is a favorable variance of \$336,415. Expenditures were budgeted at \$10,612,200, and actual expenditures were \$10,371,874. That is a favorable variance of \$240,326. Total favorable variance for the year was \$576,741.

J. Murray explained that another part of the audit is testing internal control and compliance with state laws. He reported that they did not identify any deficiencies in internal control. Under compliance, one matter related to the purchase of a vehicle was identified. The cost exceeded \$30,000, which required a public bid. The library solicited multiple quotes, but did not advertise a public bid. The recommendation on this finding was to be sure to publicly advertise and comply with public bid law for items exceeding \$30,000 going forward. Management will comply with public bid law in all future purchases exceeding the contract limit.

J. Murray asked if there were any questions. B. Taylor asked how long it takes to complete the audit. J. Murray replied that there is a planning phase where they plan the audit. After that, it takes about a week to complete the audit. J. Murray thanked management for their help during the audit, and stated that it went smoothly.

A. Shaw asked if there is a table that is used for depreciation of artwork, books, etc. J. Murray replied that they use straight line depreciation. A. Shaw inquired about the depreciation of the artwork, and stated that the hope is that art doesn't depreciate in value. J. Murray agreed, but replied that for purposes of the audit they look at the standards and make their determination based on that. He then explained the depreciation process of the books.

B. Taylor asked if there was any public comment. There was public comment from Bill McHugh who asked what was the point of emphasis on the agreed upon procedures this year. J. Murray replied that it covered library fines, fees, and ethics.

M. Reneau motioned to accept the Audit Report as presented. It was seconded by Dr. A. Morgan. All were in favor, none opposed. Motion carried.

#### B. Financial Reports – June 2019 – Kelly LaRocca

Kelly LaRocca reported that the total amount of Ad Valorem taxes received is \$10,071,642.05. She explained that when choosing figures for the original budget, she chose the more conservative figure for Ad Valorem income. We have received more in Ad Valorem than what we originally budgeted. K. LaRocca stated that it will be accounted for in the fall budget amendment, and will be used for special projects later in the year. We have received over 100% of what we expected in Ad Valorem Revenue. We've received our last of 3 State Revenue Sharing payments. We expect to receive 2 more small payments from the Parish before the end of the year.

K. LaRocca referred to the re-cap of the Revenue and Expenditures. June 30<sup>th</sup> is 50% of the year, so that is the percentage that we are looking for. Interest Income is higher than expected at 121%. Donations are at 3% at this time due to not receiving the large donation from the Foundation until the end of this year. Fines and Fees are at 43% due to not as many overdue items since patrons are using more of our electronic resources.

Library Salaries is at 46% due to open positions. This will even out when all positions are filled. We also have another month where we will receive 3 paychecks. K. LaRocca explained that there always needs to be room in the salary line, and that we need to be under, not over. Under Employee Benefits, FICA is at 54% due to more part-time Summer Reading Assistants during the summer. Health Trust is at 59% due to the cost of prescription drugs. We will be meeting with Leon Golemi, our health insurance consultant. He will come to speak to the board before the All Staff Meeting if there are any recommended changes to our health insurance.

Workers Compensation is at 34% due to not receiving the next bill yet. Signage is at 3% due to the signage needed at the end of the year when we move back into the Covington Branch. The cost of postage went up in January, which was not in the original budget. The Postage line will be amended in the fall budget. Vehicle Leases are at 0% due to not leasing any vehicles.

Under Custodial, Janitorial, Grounds, Lawn and Maintenance, the vendor was late getting the bill to us, which is why that line is under. PC Network Maintenance and Repair is at 66% due to purchasing equipment such as keyboards and various parts for the computers.

Physical Plant Maintenance is at 70% due to HVAC maintenance services paid at the beginning of the year. Electrical is at 106% due to testing all of the emergency lights at each branch and

replacing the ones that are not working. Pest Control is at 58% due to adding the Administration Building.

Financial is at 115% due to purchasing Procurify, which is a purchase order software, and also because of the cost of the audit. LaPorte spent more hours on the audit this year, and there is an hourly cost. This year, as part of the agreed-upon procedures, they tested us on our Inventory procedures. That required extra time to drive to different branches in order to match the actual inventory items to the inventory barcodes on record.

Insurance and Claims are over 50%, but those bills come in big chunks and our next bill is in October. This line will even out by the end of the year. Office Supplies and Computer Printer Supplies are up due to changing out printers and replacing toners. Also, since Administration and Covington Branch are now in separate buildings, we are no longer pooling our office supplies. We've had to purchase separate supplies for the Administration Building.

Traveling and Continuing Education is at 78%, and we're almost done for the year. A couple of people are going to attend small conferences towards the end of the year. Summer Reading T-shirts is at 103%, but we are done for the year. We went over about \$148 when purchasing shirts this year. Vehicles is at 91% due to purchasing our vehicle for the year. PC Network is where we expect it to be at this time of year. Those are the computers that we replace on a 5-year cycle. We buy those at the beginning of the year and disburse them to the branches that need them. Under Capital Outlay-Library Resource Acquisitions, some lines are over and some are under. This depends on many factors, such as the timing of who is ordering books and other materials at different times of the year. These lines will even out towards the end of the year.

Cameras are at 0% because that line will be used to purchase the cameras at the Covington Branch at the end of the year.

Kelly LaRocca asked the board if they had any questions. B. Taylor asked for public comment. There being none, M. Reneau motioned to accept the Financial Reports as given. It was seconded by A. Shaw. All were in favor, none opposed. Motion carried.

#### C. Director's Report – Kelly LaRocca

K. LaRocca reported that the Library Hours Committee has completed their second census, and the next census is scheduled for the second week in September. The Paylocity Committee has completed instructions for staff to enter their time into payroll. The Madisonville Branch has successfully added their time in Paylocity. Brent Geiger stated that we will train and add one branch at a time until all branches are exclusively using Paylocity. South Slidell was the second

branch to add their time. All of the Summer Reading Assistants were able to submit their pre-employment paperwork using Paylocity's on-boarding process. We were able to advertise two jobs via Paylocity. It is more than just a payroll system. We are able to use it for many Human Resource functions.

The Maintenance Department has completed inspections of emergency lights at all facilities to ensure that they are in good working order. The Parish is working on specifications for the roof replacements at South Slidell and Mandeville. They have also solicited quotes for the backflow preventer at the Slidell Branch. The summer maintenance of air conditioners continues. The Maintenance Department has been actively involved in helping with large summer reading programs.

The library interviewed four purchase software companies and selected Procurify to help keep track of spending approvals. We have formed an implementation committee and Tanya DiMaggio is chair.

Brent Geiger attended the meeting of the Friends of the Slidell Library. Special thanks to the Friends for agreeing to pay for the fall concert series on the east side of the parish. A 1/3 page ad promoting the library was purchased in the 2019 *Welcome to the Northshore* newcomers guide. Lynn Bardell read from *I Took a Lickin' and Kept on Tickin'* by Lewis Grizzard to residents at the Beau Provence Memory Care Center on June 17<sup>th</sup>. Ellen John spoke to participants at the COAST Centers in Covington and Lacombe and made library cards for adults on July 2<sup>nd</sup> and 18<sup>th</sup>. Crissie Molina and Stephanie DeLisi taught a Smartphone Basics class to residents of Brookdale Manor on July 18<sup>th</sup>. Tanya DiMaggio, Iriana Lonon, Jen Martin and JoAnna Reeves attended meetings of the Northshore STEM Coalition. Library staff delivered library materials to Azalea Estates Senior Living, Lacombe Nursing Centre, Forest Manor Nursing and Rehabilitation Center, and The Windsor Senior Living Community. The Library has partnered with COAST, Forest Manor, St. Anthony's Gardens and The Windsor to offer book club books to the senior centers. The Children's Services Department did 39 storytimes at summer camps and daycares in June.

The new Assistant Director of Support Services is Tanya DiMaggio. Jennifer Martin, the Slidell Branch's children's librarian, will be leaving us at the end of the month for a position with the school system. Lillie Butler, the Madisonville Branch's children's librarian, will be retiring on August 24<sup>th</sup>. Prior to her retirement, we will host a retirement event. The American Library Association's Allied Professional Association completed the review of Kelly LaRocca's coursework and projects for the Certified Public Library Administrator certification. Kelly has earned the CPLA certification. Sarah Aucoin was certified as a Consumer Health Information Specialist Level 1 by the National Library of Medicine. Sonnet Ireland began her term as the president of the Louisiana Library Association on July 1<sup>st</sup>.

Jenny Mayer was appointed to the Louisiana Library Association's Membership Committee. Kelly LaRocca was appointed to the Louisiana Library Association's Scholarship Committee and History Committee. Crissie Molina was appointed to the Louisiana Library Association's Louisiana Literary Award Committee. JoAnna Reeves was appointed chair of the working group to develop the mission and values for the Northshore Stem Coalition. Andy Glasgow and Amanda Soileau attended the Cisco Live conference in San Diego from June 9<sup>th</sup> to the 13<sup>th</sup>. Several staff members attended the American Library Association Conference in Washington D.C. June 20<sup>th</sup> to the 25<sup>th</sup>.

Our 50<sup>th</sup> Anniversary Moon Landing Celebration was a huge success! We had 125 patrons view the presentation inside the Starlab, a portable planetarium presented by Northshore Technical College. Over 90 people watched a 42 minute segment of the original CBS live broadcast of the landing with Walter Cronkite. The Children's Services Department offered 220 programs with 3108 children and 1709 adult attendees in June. The Teen Services Department offered 81 programs with 674 teens and 104 adult attendees in June. The Adult Programming Department offered 57 programs with 529 attendees in June. The Reference Department trained 94 patrons during 8 computer, database and app classes in June.

There was public comment from Bill McHugh. He asked Kelly LaRocca how long it took her to earn her CPLA certification. K. LaRocca replied two years. He also asked for background information on Tanya DiMaggio. K. LaRocca replied that Tanya started as the Children's Librarian at the Slidell Branch, then became the Children's Services Coordinator. B. McHugh then asked what her responsibilities will be as Assistant Director of Support Services. K. LaRocca replied that she will coordinate the workings of the department heads, which includes overseeing facilities and I.T. The position involves a lot of strategizing and detailed planning. K. LaRocca explained that she was looking for someone who understood how the departments work, how they work together, and has previous budgetary experience. She will be managing the department heads, each of which have budgetary responsibilities of their own. K. LaRocca stated that Tanya had all of the qualities that she was looking for, such as, a good understanding of how the finances of the library works, planning skills, and attention to detail.

### 3. OLD BUSINESS

#### A. Covington Renovation Update – Brent Geiger

Brent Geiger reported that the Covington renovations are going well. Most of the windows have been removed and covered in plywood in anticipation of the new windows being installed. The light fixtures and automatic doors are currently being installed. The drywall work has begun. We are on target for a soft opening in December and a grand opening after the holidays in January. We are currently reviewing shop drawings with Dewberry to ensure that the furniture and fixtures are the way the library envisions. B. Geiger referenced photos of the progress.

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

K. LaRocca reported that the purchase was finalized on June 26, 2019 for the asking price of \$452,000. We will begin cleaning up some of the underbrush to provide more visibility and safety for the area. We will also begin talking with the Parish to determine the next steps necessary for construction of a parking lot.

C. St. Tammany Parish Library Foundation Update – Dr. Argiro Morgan

Dr. A. Morgan reported that the Foundation is on a recess from their regular Foundation meetings, but those meetings will resume in August. There will be a committee meeting soon because they are still awaiting funding from two coffeehouses from the Latte Love Your Libraries promotion.

D. Friends of the Library – Sandy Crosby

Sandy Crosby, Vice-President of the Friends of the Slidell Library gave an update. She reported that there are 200 current members. In April, the Friends funded an iPad classroom set for the reference librarians. This included 12 iPads, transport cases, and Otterbox cases. The total cost was \$4,970.88. The Master Gardeners held an Herb Fest in the garden at the Slidell Branch. This year there were two food trucks at the event, which was successful. In June the Friends allocated \$2,500 for children's author Kwame Alexander, who will be visiting the Slidell Branch and local schools. The Friends concert series is set, and the cost for that was \$4,250. There will be concerts at the following branches: Pearl River, Lacombe, South Slidell, and Slidell. There will also be the regular monthly book sale at the Slidell Library. She was thankful for the many volunteers who help make the Friends a success.

4. Executive Session for the Introductory Evaluation of the Director

B. Taylor asked for any questions or public comment before going into executive session. There being none, Dr. A. Morgan motioned to go into executive session for the introductory evaluation of the Director. It was seconded by M. Reneau. All were in favor, none opposed. Motion carried. The board members and Kelly LaRocca moved into the conference room for executive session. They returned to the meeting room after the conclusion of the evaluation.

M. Reneau motioned that the library board come out of executive session. It was seconded by A. Shaw. All were in favor, none opposed. Motion carried.

5. Public Comment

Becky Taylor asked for public comment. There was none.

6. Adjournment

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

*Rebecca Taylor, President*

*In Place of*

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Mary Reneau, Secretary