

St. Tammany Parish Library  
Board of Control Meeting  
September 24, 2019  
Causeway Branch  
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: Bill Allin, John Danjean, Ann Shaw, Becky Taylor

Absent: Antoinette McClain, Dr. Argiro Morgan, Mary Reneau

1. Approval of the minutes of the meeting of the Library Board of Control which was held on August 27, 2019.

B. Taylor asked if anyone had any corrections to the minutes. B. Taylor had a correction on page 2, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence. She asked for “they’ve” to be changed to “they have.” She asked for another correction on page 5, 4<sup>th</sup> paragraph, 5<sup>th</sup> sentence. She asked for that sentence to be reworded so that The Dedicated for Emergency Disaster/Emergency Funds data reads correctly so that it does not appear to be missing a word. B. Allin asked for a correction on page 3, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence. He asked for a rewording of the sentence that explains the Library Salaries line and a rewording of the term “3 paycheck month” to “another month with 3 paychecks.” He asked for clarification on page 2, 1<sup>st</sup> paragraph, 9<sup>th</sup> sentence to remove “which is the health plan” and explain that “rebates are offered to the payers of prescription drugs.” He asked for a correction on page 5, 1<sup>st</sup> paragraph, 4<sup>th</sup> sentence to change the word “pans” to “pan.” A. Shaw asked for clarification on page 6 in the 6<sup>th</sup> paragraph regarding the Children’s Summer Reading registrations and completions. Registrations were lower this year, but the percentage of completions was higher. Tanya DiMaggio explained the difference between the registration totals vs. the percentages. B. Allin asked for clarification on page 8 in the last paragraph regarding the Ethics Policy needing the Parish’s approval before being adopted by the library board. He asked for the sentence to be reworded to add that the Parish district attorney approves the policies before they are adopted by the Board. B. Allin moved to approve the minutes with the stated corrections. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried.

## 2. NEW BUSINESS

### A. Financial Reports – August 2019 - Kelly LaRocca

K. LaRocca reported that no payments of Ad Valorem taxes were received since the last meeting. She explained that based on the trends over the last several years, she expects to receive one more payment of Ad Valorem taxes before the end of the year. In the financial report, the number we are looking for at the end of August is 66.67%. The Health Trust line is at 84% due to the cost of prescription drugs. The Courier Shipping line is at 109% due to unexpected shipping costs from using UPS, but most of our mail uses regular postage.

The Network Utility Software line is at 107% due to adding mobile device management software for use with mobile devices, laptops, and tablets. The Electrical line is at 113% due to money being moved from that line in the Spring Budget Amendment. The Financial line is at 127% due to the audit costing more this year, and the cost of Procurify, the new purchase order system. The Property Insurance and Flood Insurance lines are high due to covering the Covington Branch, the Covington temporary location, and the Administration Building. Flood Insurance was purchased for the Covington Branch as a precaution due to the flooding issues the area has had over the last few years.

The Conventions and Seminars line is at 101% due to extra training for the I.T. staff. The PC Network line is at 135% due to replacing the children's computers. The Capital Outlay-Library Resources lines fluctuate depending on the time of year and when the bills for those items are due.

K. LaRocca asked if there were any questions from the board regarding the financial report. B. Taylor commented on how wonderful it is to have so much interest income and asked how it is possible. K. LaRocca explained that it is because of the higher interest rates that have increased this year due to the current economy.

B. Taylor asked for further discussion and public comment. There being none, J. Danjean moved to approve the August Financial Report. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

K. LaRocca referred to the report on the Capital Fund, which is the money that the Parish holds for the library. She explained the report in detail to the board and noted the "available funds not yet budgeted to a project as of 9/6/2019" is \$707,085.47. These are the available funds that we have to work with when dedicating capital money to projects. B. Allin asked for clarification on the Cost Allocation Plan Charges total of \$51,787.42. K. LaRocca explained that those charges

are for the Facilities Management Department who manages the project on behalf of the Parish, the procurement office who puts projects out to bid, and the legal department who reviews all of the documents. All of those Parish departments charge us for their services.

B. Taylor asked if the board had any further discussion or public comment. There being none, A. Shaw moved to accept the Capital Fund Report as presented. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

#### B. Budget Amendment – Kelly LaRocca

K. LaRocca explained that due to a delay in window glass delivery, certain expenditures for the Covington renovation project will come out of both 2019 and 2020's budgets. Funds will need to be moved to accommodate those expenses. B. Allin asked about the process of Spring and Fall budget amendments and each department's budgetary process. K. LaRocca explained those processes. B. Allin asked if each department gets the funds that they ask for every time they make a request. K. LaRocca replied that while she does look at each request and will try to accommodate them, sometimes there is just not enough money. Expenses such as air conditioner replacements have priority over other requests, and those types of expenses will be approved over others. B. Allin mentioned evaluating the budget against an overall strategic plan. This demonstrates that the library is spending money wisely and in response to community needs. This will be helpful when asking for millage renewals and funds for projects.

K. LaRocca explained that certain budget funds will have to be moved to this year in order to have the flexibility in 2020 to move those costs around. One of the expenses that will need to be moved from 2019 to 2020 is the \$45,000 in the Moving line, since the move back into the Covington Branch will not be until January. In the Consultants line, Slidell furniture consulting was planned for 2020, but those consulting funds can be moved to this year. The strategic planning consulting costs can be moved to this year as well. The vehicle that was planned for purchase next year can be moved to this year. The purchase of a lift will come out of that line so that we no longer have to rent a lift to change out light bulbs. J. Danjean asked if the extension given to the contractor increased the overhead and profit to the contractor. K. LaRocca replied that it did not change the bottom line cost of the project.

B. Allin asked about Library Resource Acquisitions and whether the movement of funds is in response to demand for the materials. K. LaRocca explained that there has been an increase in requests for Audiobooks, Video Recordings, Internet Databases, and Electronic Downloadable Media. B. Allin asked about the variety of items included in electronic downloadable media. K. LaRocca explained that the library offers e-books and e-audiobooks through Cloud Library, Overdrive, and Hoopla. She stated that even with the increase in demand for downloadable

media, it is only 20% of the library's circulation statistics. Print books are still the majority of what patrons are checking out. B. Allin asked about the library vehicles and their replacement schedule. K. LaRocca replied that the library has 8 vehicles and most were purchased in 2008. Three years ago, the library began replacing one vehicle per year to make sure they would not need replacing at the same time.

J. Danjean moved to open the public hearing for the Fall Budget Amendment. It was seconded by A. Shaw. There was no public comment. J. Danjean moved to close the public hearing. It was seconded by A. Shaw. All were in favor, none opposed. Motion carried.

J. Danjean moved to approve the Fall Budget Amendment. It was seconded by B. Allin. All were in favor, none opposed. Motion carried. The Fall Budget Amendment was approved.

### C. Capital Requests – Kelly LaRocca

K. LaRocca referenced a spreadsheet that recaps the amount that is available for capital projects that is not currently budgeted. That amount is \$707,085.47. The two roofing projects that the Board had previously approved in April have been found to be more extensive than the original estimates. The professional estimators have estimated that the cost of the Mandeville roof will be \$125,000 and the South Slidell roof will be \$100,000. The library is requesting an additional \$50,000 for South Slidell and an additional \$65,000 for Mandeville. The total additional funds for the two projects is \$115,000. The request requires a resolution and vote by the Board. The resolution was read aloud by B. Allin.

B. Taylor asked for discussion from the Board and public comment. There being none, B. Allin moved to approve the resolution. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried.

The library is asking for capital funds for exterior work at the Covington Branch. Although there are sufficient funds in the capital money that the Board has previously approved for the Covington project, this work is considered outside the scope of the interior construction and could not be included in the current on-going construction. The exterior work includes replacing 3 backflow preventers, installing cleanouts on the main sewer line at the front of the building, new landscaping around the building, removal and addition of sidewalks, bridge, subsurface drainage in the back area, removing old fence posts, engineering fees, lifting and leveling the parking lot that is holding water, installing fencing around HVAC areas, and 10% contingency. K. LaRocca referenced a spreadsheet estimating the cost of the exterior work. The estimate from the Parish Facilities Department is \$140,800. The request requires a resolution and vote by the

Board. K. LaRocca noted an error in the amount on the resolution, which will be changed from \$140,000 to \$140,800. The resolution was read aloud by B. Allin.

B. Taylor asked for discussion from the Board and public comment. Bill McHugh asked if the library will still be under budget for the entire project. K. LaRocca replied yes. A. Shaw asked if the project will need to go out for bid and K. LaRocca replied that we will only need 3 quotes from contractors.

J. Danjean moved to approve the Request for Capital Funds for Covington Exterior Work. It was seconded by B. Allin. All were in favor, none opposed. Three board members were absent, none abstained. Motion carried.

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

K. LaRocca reported that the library hours committee has completed a recent census and is compiling the data. The library website committee has begun to update the website to the newest version. The Paylocity committee has added all of the large branches and technical services to the system. The Procurify committee has completed the testing phase and will go “live” on October 1<sup>st</sup>. A few branches and departments will be trained to use it and others will be added gradually.

Maintenance prepared the Pearl River and Lacombe Branches for the Friends of the Slidell Library concert series. The Causeway Branch's conference rooms were painted. Maintenance added additional a/c dehumidification at the Mandeville Branch. A sewer cleanout was installed at the South Slidell Branch. The Parish is currently obtaining quotes for the Slidell Branch's backflow preventer.

Kelly LaRocca met with all of the department heads to discuss budgetary needs through the end of 2019 so she could complete the draft of the budget amendment.

Kelly LaRocca attended the meeting of the Friends of the Slidell Library. Bon Bon Vivant will perform at the second Friends of the Slidell Library concert at the Lacombe Branch. Vintage Jazz Band will perform on October 9<sup>th</sup> at the South Slidell Branch. Harpist Jessica Meltz will perform on October 23<sup>rd</sup> at the Slidell Branch. Amy Strain attended the Library Foundation meeting.

Facebook advertising was purchased to promote Food for Fines and the first two Friends of the Slidell Library concerts. Sonnet Ireland was interviewed by Susan Larson for *Thinking Outside the Book* on WWNO where she discussed the changing role of libraries and the work we do to bridge the digital divide. Librarians and library staff provided outreach services to the following

places: St. Scholastica's Library Club, Slidell Memorial Hospital Maternity Fair, Azalea Estates Senior Living, Beau Provence Memory Care Assisted Living Facility, and Parc Provence Memory Care. Book club boxes were delivered to COAST of Covington, Forest Manor, and St. Anthony's Gardens. The Children's Services Department did 5 storytimes at schools and daycares in August.

JoAnna Reeves is the new Children's Services Coordinator. Alexis Davis is the new Children's Librarian at the Slidell Branch.

Tanya DiMaggio did a presentation on school outreach at the Youth Services Forum at the State Library. Shellie Lister was a panelist for the Parish's Decentralized Arts Funding Community Review Panel. Children's and Teen Librarians attended the Children's Summer Reading Recap Webinar and presented PowerPoint presentations. Jenny Mayer attended the Louisiana Library Association's Public Section meeting. Iriana Lonon and JoAnna Reeves attended the Northshore STEM Coalition's mission, vision, and goals group meeting. Tanya DiMaggio attended the Collaborative Summer Learning Program Annual Meeting.

The Folsom Police and Fire Departments attended the Folsom Branch's Community Helpers Storytime. 65 people attended the Cuisine Concert at the Pearl River Branch. Children's Services offered 9 programs with 154 children and 166 adult attendees in August. Teen Services offered 11 programs with 35 teen attendees in August. The Adult Programming Department offered 66 programs with 598 attendees in August. The Reference Department trained 144 patrons and staff during 27 computer, database, and app classes in August.

### 3. OLD BUSINESS

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

B. Geiger reported that the air conditioner has been turned on and is providing cooling and humidity control to the building. They'll do moisture tests on the slab, then the flooring and under carpet wiring will start next week. The project is delayed by 34 days due to glass delivery issues. The new completion date is scheduled for December 4<sup>th</sup>. This puts us on schedule for a soft opening towards the end of January and a grand opening in February. B. Geiger referenced the newest photos of the renovation progress.

#### B. LBOC Rules Committee Update

B. Taylor reported that the committee met on September 4<sup>th</sup>. They are continuing to work on the ethics policy. Next, they will work on the disaster/recovery policy for I.T. and a sexual

harassment policy. The next meeting is scheduled for October 1<sup>st</sup>. B. Taylor stated that they should have the ethics policy done by the December meeting. She reminded the Board that all members are invited to attend the committee meetings.

C. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Foundation will kick off their membership drive in October. They have received the last 2 payments from vendors from the Latte Love Your Libraries promotion. They made \$100 more this year than last year. They are deciding on whether or not they are going to do the promotion next year. A few members will attend the state book fair to look for an author for the next Distinguished Speaker Event.

D. Friends of the Library

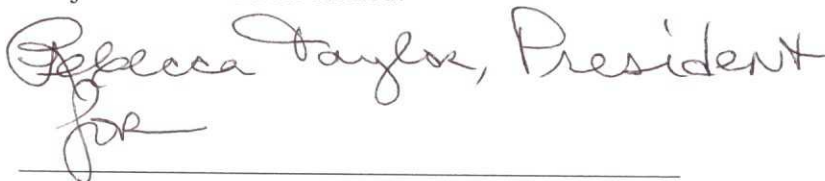
B. Geiger stated that the West St. Tammany Friends of the Library are still working with the Parish on getting a new location.

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 J. Danjean. The motion carried.



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Mary Reneau, Secretary