

St. Tammany Parish Library
Board of Control Meeting
October 24, 2019
Madisonville Branch
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, 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 September 24, 2019.

B. Allin asked for a correction to the minutes on page 3, section 2B, first paragraph. He asked to add that he mentioned evaluating the budget against an overall strategic plan. It 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.

J. Danjean moved to approve the minutes with the stated corrections. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

2. NEW BUSINESS

A. Financial Reports – September 2019 – Kelly LaRocca

K. LaRocca reported that the amount of ad valorem taxes received in September was \$69,902.30. All of our state revenue sharing has been received as of June 21, 2019. The percentage that we are looking for at the end of September is 75%.

The Health Trust line is at 103%, however \$90,000 in reimbursement is expected to be received by the middle of November. The Postage line is at 82% due to paying for postage in chunks. The Vehicle Repairs line is at 97% due to two trucks needing major repairs. This line should even out

toward the end of the year. The Network Utility Software and Polaris Maintenance lines are at 99% and are completely spent at this point in the year. The Web Design Consultants line continues to be at 94%, and will be on target for the end of the year. The Insurance and Claims lines are almost spent for the year. The Programming lines are at 84% due to Summer Reading. The Adult Programming line is at 96% due to the equipment rental costs for the Fall Concert Series, but those expenses will be moved to the Equipment Rental line. Some of the Library Resource Acquisitions lines are over 90% due to purchasing those collection items earlier in the year.

B. Taylor asked for questions from the Board and public comment regarding the September 2019 Financial Reports. There being none, B. Allin moved to approve the financial reports. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried.

B. Capital Resolution Revision – Kelly LaRocca

The resolution that was adopted at the previous board meeting for requesting additional capital funds for the South Slidell roof and Mandeville roof had to be revised to reflect the correct amounts for each project. The total amount needed remains \$115,000. The additional amount needed for the South Slidell roof is \$75,000. The additional amount needed for the Mandeville roof is \$40,000.

B. Allin read the resolution aloud. B. Taylor asked for public comment. There being none, A. Shaw moved to adopt the capital resolution for additional funds for current projects. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

C. 2020 Holiday Schedule – Tanya DiMaggio

T. DiMaggio presented the 2020 Holiday Schedule. There are 14 paid holidays, which includes a floating holiday for staff birthdays. There are 4 system-wide closed days in addition to the 14 holidays. These are for the Saturdays following Good Friday, Independence Day, Thanksgiving, and Christmas. Veteran's Day is included as a holiday this year due to only using 2 of the 3 days off for Christmas as holiday dates. The 3rd day off for Christmas is a system-wide closed day.

B. Taylor asked for any questions from the Board or public comment regarding the 2020 Holiday Schedule. There was public comment from Bill McHugh. He asked if the library is closed on a federal election day. B. Geiger responded that we are not closed on election day.

J. Danjean moved to approve the 2020 Holiday Schedule. It was seconded by A. Shaw. All were in favor, none opposed. Motion carried.

D. 2020 LBOC Meeting Dates – Tanya DiMaggio

T. DiMaggio presented the 2020 LBOC Meeting Dates. The Board was previously consulted and these are the agreed upon dates. The March 24, 2020 LBOC meeting will be at the newly renovated Covington Branch. B. Taylor asked for any questions or public comment regarding the 2020 LBOC meeting dates. There being none, J. Danjean moved to approve the meeting dates. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

E. LBOC Rule Adoption – Kelly LaRocca

K. LaRocca reported that the LBOC Rules Committee completed the Ethics Policy, and it was reviewed by the Parish District Attorney's Office. She explained that the policy was constructed using parts of sample policies provided by the District Attorney's Office. The summary of governmental ethics was taken from the Louisiana Ethics website. The Rules Committee wrote the remaining portions of the policy including policy violations and training information. K. LaRocca then referenced the Acknowledgement and Receipt Form that must be signed by every board member and staff member each year. This form is acknowledgement that they have received and read a copy of the Ethics Policy.

B. Allin asked if this acknowledgement is required in addition to taking the online Ethics Training each year. K. LaRocca responded that it is required. B. Allin then asked if it was approved by the Parish. K. LaRocca clarified that it was approved by the District Attorney's Office. B. Allin then asked if the policy needs further approval by the Parish. K. LaRocca answered no, the policy now has to be adopted by the Library Board of Control.

B. Taylor asked for any further questions from the Board. A. Shaw asked about when to sign the acknowledgement form. K. LaRocca replied that, once it is adopted, the board members can sign the copy provided in their board binders. B. Taylor asked for public comment. There being none, B. Allin moved to approve the Ethics Policy. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried. The Ethics Policy was adopted.

F. Director's Report – Kelly LaRocca

The Library Hours Committee is analyzing the compiled census information. The Procurify Committee has finished their testing period and is currently working on procedures. They have begun training branches and will continue over the next 3 weeks.

Several areas of concrete were added at the Mandeville Branch to give patrons more walking room along the parking spots and to provide smoother access for handicapped spaces. The

handicapped parking spot at the Lacombe Branch was redone to eliminate trip hazards. Tree work was completed at the Slidell Branch. The Pearl River Branch joined in the Town of Pearl River's town beautification campaign by decorating their branch's sign for fall.

Kelly LaRocca, Debbie Cuevas, and Tanya DiMaggio met with J.P. Morgan Chase to look over the library's bank accounts and banking fees. Kelly LaRocca attended the meeting of the Friends of the Slidell Library. Many thanks to the Friends for sponsoring the successful Fall Concert Series.

Facebook advertising was purchased to promote the Friends of the Slidell Library's Vintage Jazz Band and Harpist Jessica Meltz concerts, Herb Fest, and the "An Evening with Author Kwame Alexander" program. Library Card Sign-Up Month was advertised in the *St. Tammany Farmer*.

Colleen Hoover delivered a book club box and helped facilitate the book club at Forest Manor. Sonnet Ireland spoke to the Slidell Rotary club about library offerings and distributed materials at the Bonne Ecole Elementary's Technology Night. Charlene Barrett and Alexis Davis helped children create bookmarks at the Old Towne Pumpkin Festival. Amy Strain provided cell phone assistance and held a "Name That Tune" program for Folsom COAST participants. Germaine Butler and Abby Mayfield hosted a craft table for children and teens outside the Madisonville Branch during the Wooden Boat Festival. Kelly LaRocca spoke about the library to the Philanthropic Education Organization.

Library staff delivered library materials to Azalea Estates Senior Living, Beau Provence Memory Care Assisted Living, Greenbriar Community Care Center, the Lacombe Nursing Centre, and the Windsor Senior Living Community. The Children's Services Department visited 33 schools and daycares in September.

Alexandra Butterworth is the new Children's Librarian at the Causeway Branch. Sally McKissack is the new Branch Manager at the Covington Branch. The All Staff Meeting was held on Monday, October 14th at the Slidell Municipal Auditorium. Staff learned about technology, cybersecurity, outreach, insurance changes, back health, and the work of the United Way. Many thanks to board members Ann Shaw and Bill Allin for attending.

Our employees of the year awards were presented at the All Staff Meeting. Benny Bruce is the Full-time Employee of the Year. Wendi Daniels from the South Slidell Branch is the Part-time Employee of the Year. Hilari Melerine, South Slidell's Branch Manager, is Librarian of the Year. Lorrie LaCroix of the Madisonville Branch is the Rookie of the Year.

Kelly LaRocca spoke to the St. Tammany Genealogical Society about the Covington Branch renovation and new electronic resources. Sonnet Ireland attended the Louisiana Support Staff Association for Libraries Conference. Debbie Cuevas and Mary Thompson attended the Parochial Employee's Retirement System of Louisiana's Administration Training Workshop. Shellie Lister and Tanya DiMaggio attended community meetings for the Covington Comprehensive Plan 2030. Jennifer Rifino attended the St. Tammany Commission on Families meeting.

Tanya DiMaggio, Brent Geiger, and Sally Gill hosted 50 attendees of the Parish President's Arts Awards Ceremony for coffee and dessert after the ceremony. Children's Services held a Story Walk of *Box Turtle at Long Pond* at the Northlake Nature Center. Nearly 120 people attended the Bon Bon Vivant concert at the Lacombe Branch. Almost 40 people attended the Vintage Jazz Band concert at the South Slidell Branch. Harpist Jessica Meltz performed for 52 attendees at the Slidell Branch.

Newbery award-winning author Kwame Alexander spoke to 200 children and teachers at Clearwood Junior High, 250 students and teachers at Carolyn Park Middle School, and 107 patrons at the Slidell Branch. Special thanks to the Friends of the Slidell Library for helping to sponsor his visit.

The Children's Services Department offered 84 programs with 1082 children and 862 adult attendees in September. The Teen Services Department offered 33 programs with 140 teen and 21 adult attendees in September. The Adult Programming Department offered 82 programs with 868 attendees in September. The Reference Department trained 159 patrons and staff during 30 computer, database, and app classes in September.

3. OLD BUSINESS

A. Covington Renovation Update – Brent Geiger

B. Geiger reported that the flooring and under carpet wiring has been installed. They are finishing painting and the trim work of electrical outlets and ceiling fixtures. The large air conditioners have been turned on. They are still on target to have the building complete at the beginning of December, and then the furniture can be delivered and assembled. Moving is expected to begin the first week of January. B. Geiger referenced photos of the renovation progress.

B. LBOC Rules Committee Update – Kelly LaRocca

K. LaRocca reported that the Rules Committee met on October 8th and made final revisions of the Ethics Policy. The Committee completed a draft of the Sexual Harassment Policy and sent it to the District Attorney’s Office for review. They also continued discussion of a disaster and recovery policy for I.T. The next meeting is scheduled for October 29th at the Causeway Branch at 10:00 a.m. B. Taylor reminded board members that all are welcome to attend.

C. St. Tammany Parish Library Foundation Update – Ann Shaw

A. Shaw reported that the Foundation started their membership kick-off at their last board meeting. Membership updates have been sent to all members and potential members. The Foundation is evaluating their Latte Love Our Libraries campaign. They are moving forward with planning the next Distinguished Speaker Event.

D. Friends of the Library Report

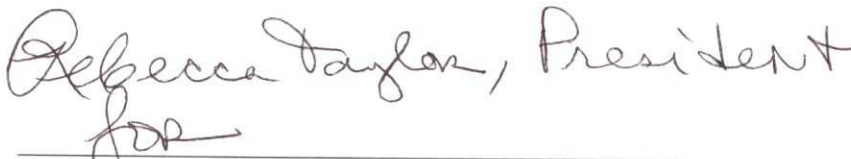
B. Geiger stated that the West St. Tammany Friends are still working on getting a new location.

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 A. Shaw. The motion carried.



Mary Reneau, Secretary