

St. Tammany Parish Library
Board of Control Meeting
December 3, 2019
Causeway Branch Library
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, Dr. Argiro Morgan, Ann Shaw, Becky Taylor
Absent: Antoinette McClain, Mary Reneau

1. Approval of the minutes of the meeting of the Library Board of Control which was held on October 24, 2019.

B. Allin moved to approve the minutes. It was seconded by A. Shaw. All were in favor. None opposed. Motion carried.

2. NEW BUSINESS

A. Financial Reports – October 2019

Kelly LaRocca reported that a total of \$10,300,277.42 was received in Ad Valorem taxes this year. There were no changes in State Revenue Sharing totals. The percentage we are looking for at this point in the year is 83.33%. K. LaRocca stated that most of the lines are on target for the year. She pointed out that the Health Trust line is significantly higher due to not yet receiving reimbursements. Approximately \$300,000 in reimbursements were received in November, however those are not reflected on the October financial statement. More reimbursements are expected to be received between January through March 2020. She explained that other lines are above 83.33% due to paying for those items early in the year.

K. LaRocca asked if there were any questions from the board. A. Shaw asked if there is a reason why the reimbursement payments are late. K. LaRocca clarified that the payments are not actually late, it is just due to the timing of the utilization of the insurance. She explained that if someone sees a doctor late in the year and the doctor gets paid in December, then the

reimbursement will happen later. That is why some reimbursements will be received during the first few months of 2020. K. LaRocca explained that it has been an unusual year as the cost of prescription drugs have gone up. Having a new prescription drug benefit provider will help those costs decrease, but we will not see the benefit of that until 2020.

B. Allin asked why the Periodicals line is at 50%. K. LaRocca explained that we have not yet paid for a large chunk of periodicals. The periodicals were put out to bid in August 2019 and the first chunk of that cost was paid. Also, the renewal dates for the periodicals are at different times of the year and are paid accordingly. The remaining cost will be paid by the end of the year. B. Allin asked about the Genealogy line. K. LaRocca explained that there was no Genealogy Librarian for a few months due to the Genealogy Librarian transferring to Children's Services. Noelle, the Reference Coordinator, will spend that money by the end of the year. B. Taylor asked about the Deferred Compensation Loan Payable line. K. LaRocca explained that the staff has the option of paying money into a Deferred Compensation Plan. The library does not contribute money into the plan. The money comes from staff paychecks if they elect to participate in the plan. The money in that line is the total amount withheld from staff paychecks in October. That amount will be sent to the Deferred Compensation Plan.

B. Taylor asked for any questions or public comment. There being none, J. Danjean moved to approve the October 2019 financial reports. It was seconded by B. Allin. All were in favor, none opposed. Motion carried.

B. End of Year Budget Amendment

K. LaRocca explained the budget amendment process and noted that over the past two years the library has done a Spring amendment and Fall amendment. She recommended having 3 budget amendments starting next year. There will be an amendment at the first meeting of the year in February to adjust the new 2020 budget. There will be another amendment before creating the 2021 budget. There will be a final amendment at the end of the year. She explained that it will keep everything much more predictable. She explained the reasons for most of the adjustments on the End of year Budget Amendment. Those reasons are the health insurance situation, the Covington Branch opening delay, and open positions during several portions of the year.

K. LaRocca reported that we received an additional \$55,777 in Ad Valorem revenue than what was previously budgeted. State Revenue Sharing has been adjusted to be exact. The Library Salaries line is reduced to reflect what will actually be paid through the end of the year. Under Employee Benefits, the FICA/Medicare Tax line is increased based on the higher usage of part-time workers to cover for open full-time positions. The Health Insurance and Retirement Contributions line is reduced to account for unfilled positions. We received a reimbursement of

\$11,000 for Workers Compensation due to having no claims last year. The most significant change is the Health Trust line, which is increased by \$510,000. K. LaRocca clarified that this is a one time increase due to the unusual circumstances of this year. We will be reimbursed, but it will not be until the first few months of 2020.

There was no bookbinding done this year, so the Binding line is zeroed out. Under Utilities, the Electricity line is reduced due to having good weather and replacing light fixtures with LED bulbs. Under Communications, the Data line is decreased to reflect a reduction in data costs for the year. Under Lease Expense, the Vehicle line is reduced to zero. The Custodial, Janitorial, Grounds, Lawn, and Maintenance lines are reduced due to the renovated Covington Branch not opening this year. The Legal line is reduced to zero due to not using the line this year. The Financial line is reduced based on expected billing in November and December. The Web Consultant line is reduced since the library app will not be ready until next year.

The Vehicle Insurance line is increased due to paying insurance for an extra vehicle until the surplus one went to auction. The LBOC Liability Insurance line is decreased due to a slightly lower premium. The General Liability line is increased due to covering liability on the Covington Branch, the Covington Temporary Branch, and the Administration building. The Payroll Direct Deposit line, which is overall bank service charges, is increased due to higher charges for cash deposits and security measures for our bank accounts. The Computer/Printer Supplies line is increased due to switching to printers that enable wireless printing. The Mileage Reimbursement line was not increased enough at the last amendment to account for all of the travel incurred due to not having meeting space at Covington.

Under Non-Book Acquisitions, the Vehicle line is reduced by \$6,000 since the cost of the lift we purchased was less than expected. Under Library Resource Acquisitions, there is a decrease to Adult Books, Adult Reference, and Video Recordings due to the publication dates of certain materials being delayed until the new year.

Under Long-Term Capital Expenditures, \$500,000 of savings was originally budgeted to cover the cost of furniture, fixtures, and equipment for the Covington Branch. The amended budget continues to reflect that due to being able to receive and pay for that furniture in December. There are other items that will come out of that line in January, such as the audio/visual equipment and installation.

An additional \$175,694 of savings will need to be budgeted to cover the unusually high cost of health insurance this year. K. LaRocca referenced a spreadsheet that shows the breakdown of dedicated savings and reported that there will still be an unassigned savings totaling \$310,485. She stated that it was previously discussed that the unassigned savings would be used to replace

furniture at the Slidell Branch. They are working on getting an estimate of how much that will cost before asking the board to dedicate those funds.

B. Taylor asked if there were any questions or public comment. There being none, J. Danjean moved to approve the End of Year Budget Amendment. It was seconded by Dr. A. Morgan. All were in favor, none opposed. Motion carried.

C. Election of Officers

Becky Taylor stated that Mary Reneau, Secretary, polled the Library Board of Control members to see who has an interest in serving or continuing to serve as an officer on the board for 2020. B. Taylor reported that the current board officers are willing to continue to serve as officers. It was moved by B. Allin and seconded by J. Danjean to approve the election of officers. B. Taylor stated that the officers for 2020 are Ann Shaw as Vice-President, Mary Reneau as Secretary, and Becky Taylor as President. All were in favor, none opposed. Motion carried.

D. Alcohol Request – St. Tammany Library Foundation

K. LaRocca stated that the Library Foundation requests permission from the Library Board of Control to serve wine at their general membership meeting being held at the Madisonville Branch on January 21, 2020. Additionally, they plan to have a member social around March 10, 2020 at the Covington Branch in order to showcase the improvements they have funded. They plan to serve wine at that event as well. K. LaRocca stated that we have previously approved wine at these types of events. She clarified that the wine is served in the meeting room and not the main library. There is a member of the Library Foundation that is distributing the wine.

B. Taylor asked if there were any questions or public comment. There being none, A. Shaw moved to approve the alcohol request for the St. Tammany Library Foundation for the two upcoming events. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried.

E. LBOC Rule Adoption – Section 502 Harassment; Section 503 Disaster Recovery/Business Continuity

K. LaRocca expressed her thanks to the District Attorney's Office for providing the samples of the rules and policies that were used as a guide for the Rules Committee. The District Attorney has reviewed the policies that the committee has written and has approved them for use.

K. LaRocca stated that the library already had a Harassment Policy in the Employee Handbook, however there was not one in the Library Board of Control Rules and Regulations. Brent Geiger

explained that the committee updated the basic Harassment Policy that was in the Employee Handbook. They added the reporting section, including how to report harassment and who to report it to. They also added the Whistleblower section and the training policy. The training policy includes the yearly state-mandated Sexual Harassment Training and the signed acknowledgement form. B. Taylor asked if there were any questions or public comment. There being none, A. Shaw moved to approve the Section 502 Harassment Policy as submitted. It was seconded by J. Danjean. All were in favor, none opposed. Motion carried.

Tanya DiMaggio explained the Section 503 Disaster Recovery/Business Continuity Policy. She explained that disaster recovery covers any breach of electronic data. We had not had a formal written policy, but the I.T. Department has been following the steps that were mandated by the Legislative Auditor. The written policy now includes identifying critical data and the frequency of data backups, storage of the backups at an off-site location away from the network, and periodic testing and verification that the backups could be restored. The policy identifies the personnel and processes needed to recover after a critical event.

T. DiMaggio explained that she consulted with the library's Systems Administrator, Brad Westmoreland, and together they were not able to find other examples of this policy. However, they were able to identify best practices via the Justice Department. B. Westmoreland felt it necessary to include some of those practices in the library's policy. There was internet safety training for staff during the All Staff Meeting. T. DiMaggio stated that the library has a cyber liability insurance policy and access to a "breach coach" in the event of a data breach. B. Allin asked how much the liability insurance policy is worth. K. LaRocca replied that it is between \$50,000 and \$150,000. It is meant to help repair hardware and help repair publicity-wise as well.

B. Allin commented on how there have been cities and hospitals whose software systems have shut down due to being held for ransom by cyber-attacks. He asked how the library would handle situations like that. T. DiMaggio explained that our policy states that we will make no attempt at removal of the ransomware and will not pay ransom. The I.T. team will erase each machine and will take the most recent backup tape and rebuild the system. A lot of details have been left out on purpose so that no specifics are noted publicly. The I.T. department has a long list of procedures that they will follow. B. Allin asked if the library's computers are connected to St. Tammany Parish's computers. K. LaRocca stated that they are not. Dr. A. Morgan asked if any of the libraries in the state were affected by the last malware attack. B. Geiger stated that just state agencies were affected, not libraries.

B. Taylor asked if there were any questions or public comment. There being none, B. Allin moved to approve the Section 503 Disaster Recovery/Business Continuity Policy. It was seconded by Dr. A. Morgan. All were in favor, none opposed. Motion carried.

Dr. A. Morgan commended the I.T. staff at the library on their proactive-approach to this subject. She stated that the policy makes the board feel confident in what they are doing in the case of a malware or ransomware threat.

F. Director's Report

Kelly LaRocca reported that the Library Hours Committee has completed their work and will be meeting with her to discuss their findings. She thanked the staff on the committee for their hard work they put into researching statistics, hours, and comparing libraries across the state. The Procurify Committee has continued to train staff on how to use the new system.

The Maintenance Department has completed A/C system repairs and improvements at Technical Services and the Mandeville Branch. A tree at the Covington Branch that was broken during Tropical Storm Olga was removed. They have been busy handling regular maintenance tickets, as well as taking care of the Covington Branch at the end of the renovation process to ensure everything has been completed correctly.

Kelly LaRocca spoke to the Parish Council's Finance Committee about the library's 2018, 2019, and 2020 budgets on November 19. Tanya DiMaggio and Brent Geiger attended the meeting. Kelly provided the board with copies of the packets that were given out at the meeting. A. Shaw asked how the presentation was received by the council. K. LaRocca stated that it went really well. She said they were very welcoming, and she was able to answer every question that they asked. T. DiMaggio commended Kelly and her presentation. She stated that there were sincere compliments made by the council on the way that the library is run.

Sue Ryan attended the meeting of the Friends of the Slidell Library. The West St. Tammany Friends of the Library still do not have a new location. B. Geiger stated that there is a building near the fairgrounds in Covington that they are hoping to use, but they are still working on the details. Dr. A. Morgan asked for more details on the delay. B. Geiger explained that the Friends are working with the IRS to renew their non-profit status. Dr. A. Morgan suggested contacting our U.S. Senators to get the process moved forward.

Facebook advertising was purchased to promote StoryWalk, book bazaars, binge boxes, and Santa visits. Nichola Kleyle gave a library tour to special needs students from Salmen High School. Alexis Davis did a library card drive at Whispering Forest Elementary and distributed library information to the Slidell Elks Auxiliary's Community Baby Shower. Children's Librarians distributed library information at the Three Rivers Arts Festival. Kay Redd spoke to the Abita Springs Garden Club about library offerings, and read stories with JoAnna Reeves at the Water Festival in the Abita Springs Park. Colleen Hoover spoke at Fontainebleau High

School's Career Day. Library staff delivered library materials to Azalea Estates Senior Living, Beau Provence Memory Care Assisted Living Facility, Forest Manor Nursing and Rehabilitation Center, Greenbriar Community Care Center, and the Windsor Senior Living Community. Book Club boxes were distributed to COAST, Forest Manor, and St. Anthony's Gardens. The Children's Services Department made 20 school and daycare visits in October.

Sonnet Ireland is the new Branch Manager at the Causeway Branch. Cathy Badon is the new full-time Children's Services Assistant. Carly Nguyen and Morgan Sherlock have been hired as the Children's Librarians for the South Slidell and Mandeville Branches, respectively. Candidates for Genealogy Librarian are being interviewed this week. Charlene Barrett and Abby Mayfield attended the Young Adult Services Symposium in Memphis. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the State Library of Louisiana's Administrator's Conference. Jennifer Rifino attended the St. Tammany Parish Commission on Families meeting. Shellie Lister attended the Library Marketing and Communications Conference in St. Louis. Tanya DiMaggio continues to serve as Manual Chair of the children's section of the CSLP 2021 Manual. She is in the last year of her term. Jenny Mayer is the new Louisiana Library Association Public Section Chair.

In October the Children's Department offered 127 programs with 1,408 children and 1,110 adult attendees. The Teen Services Department offered 57 programs with 230 teen and 28 adult attendees. The Adult Programming Department offered 82 programs with 499 attendees. The Reference Department trained 85 patrons and staff during 21 computer, database, and app classes.

G. Staff Presentation

Noelle Williams, Reference Coordinator, gave a PowerPoint presentation featuring the Reference Department and the services they have to offer. She introduced all of the Reference Librarians and discussed why reference resources are a valuable part of the community. She highlighted the various ways that the Reference Department helps patrons.

3. OLD BUSINESS

A. Covington Renovation Update

Brent Geiger reported that construction is complete and the library will be given access to the building on December 4th. Steel shelving will be delivered and installed this week. Furniture will be delivered and assembled beginning next week through December 23rd. On January 6th the movers will start moving the collection in storage from the Covington temporary location back

into the Covington Branch. On January 15th the Covington temporary location will close and the movers will move the remaining collection back to the Covington Branch. There will be a soft opening on January 27th. The ribbon cutting will be February 5th and the Grand Reopening Celebration will be on February 8th. B. Geiger referenced photos of the renovation progress.

B. LBOC Rules Committee Update

K. LaRocca reported that the Rules Committee met on October 29th and November 12th. They made final revisions of the Sexual Harassment Policy. The IT Disaster/Recovery Policy was also reviewed and is ready for adoption. In the new year, the committee will start at the beginning of the LBOC Rules and Regulations and work their way through to the end of the manual. This means that the by-laws will be reviewed next. The plan is to meet the Tuesday after the board meeting, however, Kelly will poll the board members before the end of the year to gauge if another meeting date would be more appropriate.

C. St. Tammany Parish Library Foundation Update

Ann Shaw reported that the Foundation recently met and did a strategic planning session for several hours. It was very beneficial. It was suggested that there be collaborative meetings with the library, the Foundation, and other non-profit groups that support the library. This way everyone could learn about each organization and collaborate for the good of the library.

D. Friends of the Library Report


There was no Friends of the Library Report.

4. Public Comment

There was no public comment.

5. Adjournment

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


Mary Reneau, Secretary