

St. Tammany Parish Library
Board of Control Meeting
June 30, 2020
Library Administrative Office
1112 West 21st Avenue
Covington, Louisiana 70433
Zoom meeting streaming on Facebook Live
2:00 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, Carmen Butler, Mary Reneau, Ann Shaw, Becky Taylor
Absent: John Danjean, Dr. Argiro Morgan

Becky Taylor introduced Carmen Butler, the new board member. Carmen Butler resides in District 14 in the Slidell area. The library board members are happy to have her serve on the board.

1. Approval of the minutes of the meeting of the Library Board of Control which was held on May 26, 2020.

Mary Reneau asked for a correction on page one in the second paragraph under New Business. She asked for the words “the budgeted amount” to be added into the sentence explaining the Interest Income line.

B. Taylor asked for a two-minute public comment period. K. LaRocca reminded the public that the phone number to call in with a question is 985-871-1219 extension 2007. The public can also comment via Facebook Live or email a question.

There was public comment via Facebook Live asking where the minutes are located. K. LaRocca stated that they are located on the Library Board of Control page of our website along with the board meeting dates and agendas. She said that they are posted on the website after they are approved.

M. Reneau moved to approve the minutes with the stated correction. It was seconded by B. Allin. Five were in favor, two were absent, and none opposed. Motion carried.

2. NEW BUSINESS

A. Financial Report – May 2020

Kelly LaRocca reported that the library received \$308,627.65 in ad valorem revenue in June. The total received to-date is \$10,162,861.37. This is 90% of what is budgeted. The second payment of state revenue sharing was received in June. One more payment is expected before the end of the year. The budget percentage should be 41.6% at this point in the year. The library is in good standing with revenues at 41.24% and expenditures at 40.86%.

K. LaRocca stated that the Fines and Fees line is at 19% due to not collecting fines and fees through the end of the year. The Interest Income line is still below budget due to lower interest rates. K LaRocca explained that many of the expenditure lines are below budget due to being closed for two months because of the COVID-19 emergency.

The Workers Compensation line is below budget due to receiving a reimbursement for not having any claims in 2019. B. Allin asked if that is common or if it was an exceptional year. Kelly explained that this was the second year with no claims.

The Vehicle Repairs line is at 70% due to maintenance on delivery van. The Network Utility Software line is at 98% due to purchases that took place at the beginning of the year. There was also extra software needed during the COVID-19 emergency due to staff working from home. Some of the Insurance and Claims lines are over budget due to paying those bills in chunks early in the year. Some are at zero due to paying those bills later in the year.

K. LaRocca explained why some of the lines under Library Resource Acquisitions are under budget. The publishers and warehouses are at reduced capacity due to COVID-19, so there is a delay in shipping and receiving items. Items are on order and will be paid for once they are received. The Covington Furniture, Fixtures and Equipment line is at 85%. The last payment will be made towards that line this month, which will bring the line to 100%.

A. Shaw asked if the publishers have any idea how long this delay will be in place. K. LaRocca explained that it will probably be for the duration of the COVID-19 emergency due to the publishing and warehouse staff operating at reduced capacity.

M. Reneau asked if the public has the ability to view the information in the board meeting packet. B. Taylor stated that they do not have that ability. K. LaRocca explained that the library usually does not post the board meeting packet online, but that is something that can be done in the future. B. Allin commented that the public does not have access to the packet during in-

person board meetings either. B. Taylor suggested that maybe the board packet should be posted online in the future.

B. Taylor asked for a two-minute public comment period. There was no public comment.

M. Reneau moved to accept the Financial Report for May 2020. It was seconded by A. Shaw. Five were in favor, two were absent, and none opposed. Motion carried.

K. LaRocca reported on the Capital Fund Report as of May 31, 2020. Kelly referenced a spreadsheet provided by the Parish government detailing the Capital Fund expenditures and balance. The spreadsheet shows the breakdown of budgeted revenues, budgeted expenditures, and available funds from completed projects. The available funds to be budgeted as of May 31, 2020 is \$2,327,905.43. The project completed in 2019 was security cameras. Projects completed in 2020 are Covington Library renovations and the land for the Slidell parking addition. Current open projects on the list are the Mandeville Library roof, South Slidell Library roof, Slidell Library backflow preventer, and the Covington Library exterior renovations. Kelly explained that she wanted to present the report so that the board could see that there are enough funds to designate for the Slidell parking lot. Kelly noted that this is the first time there is this much money to be budgeted for capital projects. Last year all of the funds went to the Covington renovation. This year we are able to start the other projects on our capital list. Kelly will present those other projects for the board's consideration within the coming months.

A. Shaw asked for clarification on what open projects are completed. K. LaRocca clarified that the Slidell Library backflow preventer has been completed.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the phone number for public comment as 985-871-1219 extension 2007.

A. Shaw asked about the Mandeville and South Slidell roof completion dates. K. LaRocca explained that the Parish has to put it out for quotes and we are on the list for that to happen. The Parish's procurement office is backed up at this time due to delays related to the COVID-19 emergency.

There was no further public comment.

B. Allin moved to accept the Capital Fund Report as presented. It was seconded by A. Shaw. Five were in favor, two were absent, and none opposed. Motion carried.

B. Summer Budget Amendment 2020

K. LaRocca presented the 2020 Summer Budget Amendment. She reported that the library will operate on revenue totaling \$10,666,334. The State Revenue Sharing line is adjusted downwards to match the actual income. The Fines and Fees line is reduced to reflect that fines and fees will not be collected through the end of this year. The Grants line is adjusted to reflect a grant from the CARES Act to improve outdoor WiFi. The Interest Income line is adjusted downwards due to falling interest rates. The Donations line is reduced as we are not expecting as many donations in 2020 due to COVID-19. There is an overall decrease of \$127,905 in revenue. Most of the increases and decreases in the budget lines are due to the COVID-19 pandemic.

The Accrued Payroll line is no longer needed, per the library's CPA. B. Allin asked why that is no longer necessary. K. LaRocca explained that at the end of the year we usually have a payroll period that falls partially into two years. The first week of payroll falls in the last week of December, and the second week falls in the first week of January. The CPA previously credited part of the payroll to 2019 and part of it to 2020. The funds were expended out of the Accrued Payroll line. The CPA now charges it directly to the Salary line. The FICA/Medicare tax line is increased due to having more part-timers than last year. The Health Trust line is reduced due to reimbursements from our prescription drug management company.

The Advertising and Signs lines are increased to promote COVID-19 hours and procedures. There was extra money in the Promotional Production line that was not needed for the Covington Branch. The Printing, Duplicating, and Binding lines are reduced due to needing fewer bookmarks and flyers this year. The Utilities lines are reduced due to the COVID-19 closure time period. The Postage line is reduced due to not sending out overdue notices or inter-library loans during the COVID-19 closure. The Janitorial, Maintenance Supplies, and Fuel and Lube lines are reduced because of decreased usage during the closure. The Vehicle Repairs line is increased due to needed repairs on the older maintenance trucks. The PC Maintenance and Repair line is reduced due to fewer repairs to computers during the first half of 2020.

The Plumbing, Heating, and Air Conditioning lines are increased due to a significant plumbing repair at the Covington Branch. The Consultants line is increased as we will need technical advice on self-checkout options due to COVID-19. The Security line was reduced to account for the closure. The Operating Supplies lines were reduced to reflect the decreased usage during the closure. The Programming Supplies line was increased due to the departments charging all food programming supplies to this line at the beginning of the year. The Mileage Reimbursement and Conventions/Seminars lines are reduced due to travel restrictions during COVID-19. The Summer Reading, Adult Programming, and Juvenile Programming lines are reduced due to

fewer programs needed during the closure and virtual presenters being less expensive than in-person presenters.

The Improvements to Physical Plant line is reduced since most of our capital improvements this year will come from capital funds held by the Parish. The Library Furniture line is increased to allow the purchase of staff replacement chairs. The Integrated Library Automation System line is increased to cover the cost of WiFi hardware purchases for better internet access via the parking lots during any future closure of the library system.

The Adult Books, Leased Books, and Audio Recordings lines are all contributing money to the Electronic/Downloadable Media line. This was more heavily used during the closure and is forecast to continue to be used through the end of the year. The Adult Reference line is increased to cover biennial reference publications.

K. LaRocca referenced the Savings Dedications spreadsheet. She noted that the board had previously dedicated \$175,694 to a one-time health insurance increase in 2019. The insurance company and accountant have reflected the reimbursements, and those funds can now be undedicated. This leaves the current Unassigned Savings at \$510,241. This puts the library in a good position to fund strategic planning and fund Slidell furniture, fixtures, and equipment updates later this year.

K. LaRocca concluded that the budget was prepared after speaking to each department and working together as an Administrative team. Each department was allocated the funds needed to enable their plans.

B. Taylor asked if there were any questions from the board regarding the budget amendment. She asked for a two-minute public comment period. There was no public comment.

B. Allin moved to approve the 2020 Summer Budget Amendment. It was seconded by A. Shaw. Five were in favor, two were absent, and none opposed. Motion carried.

C. Designation of Capital Funds for Slidell Parking and Entrance ADA Accessibility

K. LaRocca reported that the Parish is ready to acquire an architect for the parking lot construction at the Slidell Branch. The funds need to be officially designated by resolution of the Library Board. This will be for construction of the parking lot on the land next to the Slidell Branch. This will also address the slope of the land leading up to the entrance closest to the new parking lot, as it is too steep for ADA accessibility. There will be handicap accessible parking spaces in the new parking lot. The amount being designated is a preliminary figure given by consultant Denelle Wrightson. The architect will be able to give us a more accurate number and

the budget will be revised as needed. In order for the project to move forward, the board must officially designate the funds in the amount of \$726,000.

B. Taylor read the resolution aloud. She asked for discussion from the board. A. Shaw asked if the price of the architect is included in the amount being designated. K. LaRocca confirmed that it does include architectural and consultant fees. B. Taylor asked if the \$726,000 also includes the ADA accessibility project. K. LaRocca confirmed that it does include approximately \$11,000 to fix the slope for ADA accessibility.

B. Taylor asked for a two-minute public comment period. A. Shaw asked if the door to the meeting room is already an automatic ADA compliant door. K. LaRocca confirmed that it is, and that no changes are needed to the building itself. There was no public comment.

M. Reneau moved to adopt the resolution to designate capital funds for Slidell parking and entrance ADA accessibility. It was seconded by A. Shaw. Five were in favor, two were absent, and none opposed. Resolution is approved.

D. Director's Report

K. LaRocca reported that signage was purchased and installed at all branches for Phase 1 and 2 openings. The I.T. Department will install six outside wireless access points to boost the outdoor WiFi signal at the Bush, Covington, Folsom, Lacombe, Mandeville, and Slidell branches. The equipment is paid for by an Institute for Museum and Library Services grant and is part of the CARES Act. The grant is for \$6,500.

Advertising was purchased through Facebook and the St. Tammany Farmer to promote virtual offerings and to outline Phase 1 and 2 openings. Children's Services offered a virtual program for Archbishop Hannan's Summer Camp. Administration has had bi-weekly virtual meetings with managers and department heads. Several staff members attended the virtual American Library Association Conference in June.

The library moved into Phase 2 of reopening the week of June 8th. Large branches are open to the public Monday through Saturday from 9 a.m. to 6 p.m. Small branches are open for curbside service Monday, Wednesday, and Friday from 10 a.m. to 6 p.m. The governor extended Phase 2 through the end of July. The library's schedule will remain the same until then.

Children's Services offered 41 Zoom programs with 457 attendees since the last board meeting. Teen Services offered 21 Zoom events with 216 attendees. Adult Programming offered 24 Zoom programs with 290 attendees. The Reference Department offered 5 Zoom classes with 113 attendees.

M. Reneau asked about the Summer Reading t-shirts. T. DiMaggio showed the board what the tote bag looks like and offered to email the board the t-shirt order form for those who are interested in a t-shirt. M. Reneau asked what is the maximum number of children who can register for a virtual program. T. DiMaggio stated that the storytimes and special guest programs have a limit of 300 registrants. The limit for hands-on virtual programs for 8-11 year olds is 25 people. Those are the programs that offer the grab-n-go craft bags. She also said that the teen and adult programs are well attended. Some of the adult programs even have a waiting list.

There was public comment from Bill McHugh. He asked if the \$6,500 grant covers the entire cost of the wireless access points. T. DiMaggio said that it covered the bulk of the actual hardware, but not every piece of equipment needed. B. McHugh asked what the total cost was for the project. Tanya stated that the six outdoor access points were \$6,080. The library had to purchase licenses and antennas which brings the total to \$8,800.

B. Taylor asked how the state calculated the \$6,500 grant. T. DiMaggio said that it was based on per capita statistics. A. Shaw asked how many Louisiana libraries received funds from the CARES Act. Tanya explained that every public library who applied received funds. The funds are specifically for helping patrons access electronic and digital content.

B. Taylor asked for any questions from the board. She asked for a two-minute public comment period. There was no public comment.

3. OLD BUSINESS

A. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Foundation's membership drive is still going on at this time. The Distinguished Speaker event is still planned for Thursday, September 17th at the Tchefuncta Country Club. They will still be able to hold the event in the ballroom even if the state is in Phase 2. The speakers for the event are the authors of the book *Building on the Past: Saving Historic New Orleans*. The Foundation is still accepting sponsors for the event. The Foundation will have their monthly meeting next week via Zoom.

B. Friends of the Library Report

B. Geiger reported that the West St. Tammany Friends are still in the process of getting their building ready for opening. They are not accepting donations yet.

B. Taylor reported that the Friends of the Slidell Library have resumed their monthly book sales on the 2nd Saturday of each month. The June sale was outside. She said that it was a 3-hour sale and that it went well. They sold children's and teen books as that month's theme. The July 11th sale will be from 10 a.m. to 1 p.m. inside the Slidell Branch while utilizing social distancing practices. The theme is newer fiction for adults and popular culture. They are looking forward to resuming their large sales in the meeting room. M. Reneau asked if the Slidell Friends are accepting donations. B. Taylor confirmed that they are accepting donations at the Slidell Branch on Robert Blvd. during open hours.

B. McHugh asked for the location of the building for the West St. Tammany Friends. B. Geiger stated that he does not yet have the address, but it is near the Covington Fairgrounds.

4. Public Comment

A. Shaw asked if the curbside checkouts are reflected in the statistics report. K. LaRocca explained that this particular report only includes curbside checkouts since it is from May and the library was only open for curbside service during that time. She said that curbside checkouts are not separated out from the circulation statistics. Since we opened up to the public in June, the next report will show the overall circulation totals. A. Shaw asked how the curbside service is going now that the library is open to the public. K. LaRocca said that the large branches are reporting less curbside service. A. Shaw asked if the furniture pieces have come in for the Covington Branch. Kelly confirmed that they have come in and she is pleased with the results.

There was no further public comment.

5. Adjournment

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


Mary Reneau, Secretary