

St. Tammany Parish Library  
Board of Control Meeting  
June 30, 2020  
Library Administrative Office  
1112 West 21<sup>st</sup> 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