

St. Tammany Parish Library
Board of Control Meeting
September 2, 2020
Library Administrative Office
1112 W. 21st Ave.
Covington, LA 70433
Zoom meeting streaming on Facebook Live
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, Carmen Butler, Mary Reneau, Ann Shaw, Rebecca Taylor

Absent: John Danjean, Dr. Argiro Morgan

1. Approval of the minutes of the meeting of the Library Board of Control that was held on July 28, 2020.

There were no corrections or questions from the board. B. Taylor asked for a two-minute public comment period. K. LaRocca stated that the phone number for public comment is 985-871-1219 extension 2007. There was public comment via Facebook Live. A patron asked why the book drops were closed during the recent tropical storm closure. K. LaRocca explained that we did not know how long we would be closed and did not want overflowing book drops during inclement weather. B. Geiger commented that no fines were charged during the closure.

M. Reneau moved to approve the minutes. It was seconded by A. Shaw. Five were in favor, two were absent, and none opposed. Motion carried.

2. NEW BUSINESS

A. 2019 Audit Report – John Murray – LaPorte CPAs and Business Advisors

Each board member was provided a copy of the 2019 Audit Report in their board packet. John Murray referenced the report and discussed the highlights. He reviewed the Statement of Net Position. The Net Position at the end of the year was \$16,327,936. He reviewed the balance sheet for the Governmental Fund. The total fund balance was \$14,979,098. He reviewed the Governmental Income Statement. There was a positive change in fund balance of \$524,945. He reported positive variances in the comparison of budget to actual figures for both revenues and expenditures.

J. Murray reported that no deficiencies in internal control or noncompliance were found. The report showed an update to the prior audit finding in 2018 related to the public bid law. That finding has been resolved. J. Murray discussed the Agreed Upon Procedures for 2019. The procedures that were tested were fines and fees, ethics, written policies and procedures, bank reconciliations, credit cards, information technology disaster recovery, and sexual harassment. There were no exceptions found in the performance of those procedures.

J. Murray asked for questions from the board. There were no questions. B. Taylor asked for a two-minute public comment period. There was no public comment.

A. Shaw moved to accept the 2019 Audit Report. It was seconded by B. Allin. Five were in favor, two were absent, and none opposed. Motion carried.

B. Financial Reports – July 2020 – Kelly LaRocca

K. LaRocca reported that she received clarification from the Parish that the last payment of State Revenue Sharing was included in the funds that the library received in July. The library has received all expected State Revenue Sharing funds for the year. The total ad valorem received for the year is \$10,293,895.69. That is 99.4% of what was budgeted. We expect to receive one more payment before the end of the year.

Kelly referenced the statement of revenues and expenditures. The budget percentage should be 58.3% at this point in the year. The total revenue is at 58.4%, which is on target. Kelly referenced the schedule of expenditures. She reported that the expenditures are at 55%, which is 3% under budget. Some lines are under budget due to not spending as much during the COVID-19 pandemic. Kelly stated that the budget can be amended in October to adjust for these changes. Some lines are close to 100% due to purchasing extra advertising and signage during the pandemic. Other lines are close to 100% due to one-time yearly payments that are due at the beginning of each year.

Kelly asked if the board had any questions about the financial report. B. Taylor asked about the line Due to IRS – COVID 19 under Liabilities and Fund Balance. Kelly explained that Paylocity is set for staff to use COVID leave hours for COVID-19 sickness or quarantine. Paylocity coded the COVID leave hours as if we were a business instead of a government agency. The library was not initially charged tax for those hours. That line is the tax amount that we owe to the IRS. It will be paid within this month and will not be on the September balance sheet.

B. Allin asked why some of the Capital Outlay – Library Resource Acquisitions lines are below budget. Kelly explained that we have placed orders for materials, but the vendors have not sent us the materials yet. We do not pay for items until we receive them. T. DiMaggio added that not

many juvenile and teen materials are ordered over the summer. Also, the Collection Development Manager position was vacant for 3 months, therefore not many adult materials were ordered during that time.

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

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

C. Summer Reading Wrap Up

Jennifer Rifino, Teen Services Coordinator, presented the Summer Reading Wrap Up. “Imagine Your Story” was this year’s theme. Jennifer reported that the Summer Reading Challenge was a great success despite the challenges of the COVID-19 pandemic. She said that the programming coordinators were able to organize and present a robust Summer Reading Challenge that was completely virtual. They were able to seamlessly transition into a fully virtual experience. The Summer Reading Challenge began May 15th and ended August 8th. Virtual events included storytime, crafts, and special guest presenters. There was a high level of engagement and activities for school-age children. Children’s Librarian Carly Nguyen’s rapping storytime was very popular on Facebook and received thousands of views. Attendance for adult fitness classes was very high. Patrons were able to participate in yoga and tai chi from the comfort of their own home. Teens enjoyed Teen Time and all of the program presenters were able to offer their workshops and programs virtually. Teen events will continue virtually in the fall. Jennifer noted that the Teen circulation statistics were only slightly below last year’s numbers, which is remarkable considering the COVID-19 situation. Jennifer is pleased to see that teens are still reading up a storm.

The board watched a video created by Benny Bruce, Media Production Specialist, showcasing the highlights of the virtual events during this year’s Summer Reading Challenge.

B. Allin asked about the difference in the Summer Reading registration and completion statistics. J. Rifino explained that national statistics show that usually only 10% of children, teens, and adults that register actually complete the full challenge. She said it was an unusual year due to COVID-19 and many people forgot to enter their reading minutes online.

B. Taylor asked for any questions from the board and asked for a two-minute public comment period.

T. DiMaggio commented that she is proud of the entire programming team and what they were able to accomplish this year. The board members complimented the staff on such a wonderful job under such adverse and strange circumstances.

D. Strategic Planning RFP Committee

K. LaRocca stated that it is time to move forward with strategic planning. Kelly spoke with Meg Placke at the State Library and it was recommended that the library hire a consultant to help with the strategic plan. This is due to the size and budget of the library system. Kelly explained that in order to hire a consultant we must put together a Request For Proposal (RFP). The RFP should define what we want from the strategic plan, outline what we want the consultant to do for us, and give a general idea of what we want the final project to look like and how it will function. Kelly stated that a committee will be formed consisting of library board members, library administration, and library staff. A resolution of the board is needed to form this committee.

The committee will study other library's RFPs and strategic plans, write the RFP, advertise the RFP, grade the submissions, and will make a recommendation to the board on the selection of a consultant. Kelly explained that this is not the Strategic Planning Committee. This is just the committee for creating the Request for Proposal for a consultant. There will be many opportunities for the board and staff to contribute and participate throughout the process. Kelly proposed that the first meeting of the committee should be September 8th. B. Taylor reiterated that any board members are welcome to serve on the committee. Kelly stated that the meetings will be held via Zoom. M. Reneau asked how many people will be part of the committee. Kelly stated five library staff and any board members that want to participate.

B. Allin commented on the importance of the Director interacting with the stakeholders in the community. He expressed that he would like to find a consultant that has experience in creatively involving community stakeholders in the strategic planning process and has assisted in millage renewals. Kelly explained that the consultant would have expertise with large library systems and would bring perspective from someone outside of our system. The consultant would make sure that we have covered everything and have not forgotten any aspect of what we want in the strategic plan. The Director and Assistant Directors will be the ones involved in the communications and meetings with the community and stakeholders. The consultant is there to make sure we do not miss anything. Kelly reiterated that due to our library size and the scope of our project, the State Library advised us that it is in our best interest to hire a consultant. B. Allin commented on the formulaic nature of doing surveys and stated that we need some out-of-the-box thinking in terms of the strategic plan. T. DiMaggio explained that is why the plan is so important. Tanya said that she attended a pre-conference seminar at the Public Library Association conference in February. She recalled that there were out-of-the-box examples that

will be helpful to refer to. She said one public library reported that they did their own strategic plan and it took an overwhelming amount of staff time. The consultant is our best option since we are starting from scratch.

B. Taylor read the resolution aloud. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to adopt the resolution to form the RFP committee. It was seconded by M. Reneau. Five were in favor, two were absent, and none opposed. Motion carried.

E. Director's Report – Kelly LaRocca

K. LaRocca presented the Director's Report. The roof projects at Mandeville and South Slidell are going out for bid soon. The Slidell parking lot project will be on the agenda at the next Parish Council meeting to be included in the capital budget. Crissie Molina is the new Covington Branch Manager. Sonnet Ireland did a virtual presentation for the NOLA Information Literacy Forum. Iriana Lonon and Jennifer Rifino spoke about library resources at the virtual St. Tammany Parish School Board's Librarian Conference. Tanya DiMaggio attended a Managing Children's Services Committee meeting of the Association for Library Services to Children. Several staff members attended virtual training webinars.

Governor Edwards extended Phase 2 through September 11th. We will maintain current hours and staff schedules. Due to the uncertainty of the current situation, we are planning virtual programming through the end of the year. We have made applying for a library card online a permanent option for patrons.

The Children's and Teen Departments have been creating video content for patrons on Facebook since the library closed for COVID-19. South Slidell's Children's Librarian Carly Nguyen has recorded videos of her rapping children's books. Her recent video has received over 9,000 views. The Adult Programming Department has developed a partnership with In My Hometown: Discussions on Racial Equality and will provide them with book club boxes. Adult Programming offered 13 Zoom programs with 178 attendees since the last board meeting. The Reference Department offered 5 Zoom classes with 70 attendees. More than 29,000 users visited the library's website during 56,646 sessions. Library staff tested the new STPL mobile app. We hope to launch the app in September.

B. Taylor asked for a two-minute public comment period. Bill McHugh asked if the app is new or if it replaces an old app. Kelly confirmed that it is new. B. McHugh asked what can be done using the app. Shellie Lister explained that users can view the library catalog, place items on hold, access their account, receive notification of items on hold, view events, check out electronic materials, and many more convenient options. B. Taylor asked when it will go live.

Shellie said in a few weeks after staff training and video tutorials for patrons are ready. There was no further public comment.

3. OLD BUSINESS

A. LBOC Rules Committee Update

B. Taylor reported that the committee met on August 4th. They worked on the bylaws by reviewing other parish library's bylaws, looking over applicable laws and comments by the Assistant District Attorney, and putting together drafts of each section. The committee will be refining recommended changes and will present any options or choices that can be made to the board at upcoming meetings.

B. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Distinguished Speaker Event on September 17th will now be a virtual event. Kelly LaRocca will moderate the event which will be held via Zoom. The Tchefuncta Country Club will provide meals for pick-up before the program for those who have purchased tickets or sponsorships. In October the Foundation will start up their membership event for 2021.

C. Friends of the Library Report

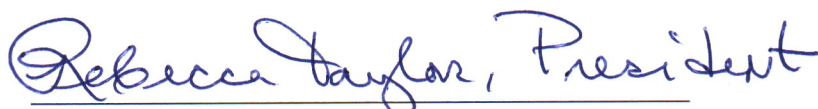
B. Geiger reported that he spoke with Debbie Reed from the West St. Tammany Friends. They have moved into their building and shelving is installed. There is no opening date yet, but it will be soon. They are not accepting book donations at this time.

4. Public Comment

There was no public comment.

5. Adjournment

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



Mary Reneau, Secretary