

St. Tammany Parish Library
Board of Control Meeting
December 1, 2020
1112 W. 21st Avenue
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, Ann Shaw, Becky Taylor
Absent: John Danjean, Dr. Argiro Morgan, Mary Reneau

B. Taylor noted a clerical correction to the agenda. Under New Business, parts C, D, E, F, and G should read “Public Comment” rather than “Public Hearing.”

1. Approval of the minutes of the meeting of the Library Board of Control that was held on October 27, 2020.

B. Allin referenced page 2 and asked for clarification of the explanation of how lease/purchase books affect the patron waiting list. K. LaRocca explained that popular new titles often have a long waiting list of patrons on hold for the item. The library purchases a few copies to keep in the collection and temporarily leases several more copies to fulfill the holds on the waiting list. Patrons do not have to wait as long for popular new titles. The leased books are returned back to the vendor.

B. Taylor asked for a correction on page 7 under Public Comment, 5th sentence. She asked for the word “ad” to be changed to “press release”.

B. Taylor asked for a 2-minute public comment period. There was no public comment.

A. Shaw moved to accept the minutes with the stated correction. It was seconded by B. Allin. Four were in favor, three were absent, and none were opposed. Motion carried.

1. NEW BUSINESS

A. Financial Reports – October 2020

K. LaRocca gave a brief explanation of how to read the financial reports. Kelly reported that the library received \$10,538,530.93 in ad valorem taxes and \$251,523 in state revenue sharing, which is 100% of what was budgeted for the year. Kelly explained that the assets on page 2 include the money currently in the bank plus all of the funds due to us this year. Kelly explained that property taxes are not due until December 31st so those funds are not yet received. The assets on page 4 include all of our current inventory.

K. LaRocca explained that ad valorem tax revenue is credited to us in twelfths, one month at a time. The budget percentage for this time of the year is 83%. The expenditures are at 77% and the statement reflects payments made as of October 31st. We have underspent in certain lines due to COVID-19. The budget was amended at the October 27th board meeting, but those funds were spent in November and are not reflected on this financial statement. Kelly explained that the total shown in the variance column represents the difference between the 2 months that we will be receiving money and all of the expenditures that will be spent before the end of the year. We will be well within budget at the end of the year.

The Library Salaries line is at 79% due to the remaining payroll from November and December, and the last pay period of the year partially falling in 2021. The auditor will charge that payroll to 2020. Lines such as Advertising, Promotional Production, Landscape Additions, and Leasehold Improvements are under budget because those funds will be spent in November and December. Some lines are close to 100% due to spending that money at the beginning of the year. The Library Property Insurance line is over budget due to the cost of insurance being higher than anticipated this year. The lines under Capital Outlay-Library Resource Acquisitions are under budget on the October statement because the collection items are not paid for until they are received. The items will be received and paid for by the end of the year. The Microfilm line includes the Times-Picayune Digital Archive and is at 20% because it was paid for in November and is not reflected on the October financial statement.

B. Taylor asked for questions from the board and called for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

B. Allin moved to approve the October 2020 Financial Statement. It was seconded by A Shaw. Four were in favor, three were absent, and none were opposed. Motion carried.

B. Health Insurance Update – Leon Golemi

Leon Golemi, the library's healthcare plan administrator, presented the yearly overview of the library's group health insurance plan. There are no recommended plan changes for the upcoming calendar year of 2021. Leon reviewed the variable portion of the plan which is the claims cost for medical, dental, and prescription drug claims. He referenced the claim comparison report that was provided to the board. The report compares the first 8 months of 2019 and 2020. There was a 24% decrease in medical claims in 2020 due to lesser medical claims during the COVID-19 stay-at-home order time period. B. Allin asked for clarification on the allowed and paid totals. Leon explained that the allowed charge is the total after the discount is applied. The paid total is the net cost to the plan after the employee pays their portion of the claims. The difference between the allowed and paid totals is the amount that the employees have paid in claims. Leon explained that the employee portion is higher in the beginning of the year, then out-of-pocket costs decrease as deductibles are met throughout the year. Leon reviewed the dental claims comparison. He explained that not everyone who participates in the medical plan chooses to participate in the dental plan. It is a contributory plan paid by the employees. There was a slight increase in the per month cost to the dental program.

L. Golemi reviewed the prescription drugs claims comparison. He explained that prescription drug costs have been reduced, but we are paying as much in prescription drug costs as medical costs. Leon credits the reduction in prescription drug costs to the changeover to MagellanRx, our new PBN (Prescription Benefit Manager). The discounts and rebates available have lowered our prescription drug costs by 6.62%. In previous years, prescription drug costs have been on a double-digit steady increase. The overall PMPM (Per Member Per Month) cost has been reduced by 12%. That trend will continue through the remainder of 2020. Leon stated that we are working on initiatives with Ochsner Health System to improve cost and accessibility. Another cost-control initiative that has been introduced is PaydHealth Management, a third party working with MagellanRx to better access high-cost specialty medications.

B. Allin asked if the decreased claims are due to COVID-19. Leon confirmed that the decrease in medical claims are due to medical care taking place virtually and many medical procedures were postponed during the stay-at-home order.

L. Golemi referenced a spreadsheet that summarizes the health plan member cost. The PMPM cost is reduced in 2020 in comparison to 2019 and 2018. The PMPM average total of \$831 is well below national standards and costs in comparison. The library has not had an increase in the cost of employee contributions towards the medical plan in approximately 10 years. We have been able to reduce costs to the plan without increasing the employee's contribution.

B. Allin asked for clarification on the difference between per employee and per member. Leon explained that the members are family members included on the plan who are not employees.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

C. Holiday Schedule - 2021

T. DiMaggio presented the 2021 holiday schedule for review. Full-time employees are allowed 14 paid holidays, which includes their birthday holiday. Tanya explained that staff usually has the day after Christmas off as a holiday, but next year the day after Christmas is a Sunday. Since Sunday is a regular closed day, staff will get Veteran's Day off as a holiday to make up the 14 paid holidays. Tanya explained the meaning of system-wide closed days that fall on 3 Saturdays next year. System-wide closed days are used when a holiday falls on a Friday. The staff at large branches work Fridays and Saturdays in 2 separate alternating teams. The system-wide closed Saturdays allow both teams to receive their holiday off.

B. Taylor asked for a two-minute public comment period. Becky thanked Tanya for the explanation of the holidays and system-wide closed days and said that it helps those who do not work for the library to understand the closures. There was no public comment.

A. Shaw moved to approve the 2021 Holiday Schedule. It was seconded by B. Allin. Four were in favor, three were absent, and none were opposed. Motion carried.

D. LBOC Meeting Schedule – 2021

T. DiMaggio presented the 2021 LBOC meeting schedule for review. Tanya explained that there is not usually a board meeting in January due to preparing the year-end financial statements from the previous year. The first meeting will be in early February and the board will have to choose between the dates of February 2nd and February 9th. The dates and locations of the meetings are listed for approval in anticipation of possibly meeting in-person again at some point during the year. While we are still under the Governor's emergency proclamation orders to meet remotely we will continue meeting via Zoom and Facebook Live. The board members chose February 9th as the first meeting date of 2021.

B. Taylor asked for a two-minute public comment period. Becky mentioned that any special meetings that may need to be scheduled would be in addition to the meetings on the list.

K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

B. Allin moved to approve the 2021 LBOC Meeting Schedule with February 9, 2021 chosen as the first meeting date. It was seconded by A. Shaw. Four were in favor, three were absent, and none were opposed. Motion carried.

E. Employment Handbook Update – Telecommuting Policy

B. Geiger explained that telecommuting is essentially defined as working from home. Library staff have worked from home throughout the COVID-19 pandemic and it was recommended for us to have a formal policy in place. Brent explained that administration reviewed the telecommuting policies of the Society for Human Resources Management, the American Library Association, and the Phoenix Public Library. Their policies were used as a guide in writing the library's telecommuting policy. Our Human Resources consultant, Sandy Hughes, reviewed our policy draft and made a few slight changes to fit our library system. Each board member was provided with a copy of the policy. Brent reviewed and summarized the highlights of the policy, procedures, and eligibility. Telecommuting is described as a viable, flexible work option when both the employee and job responsibilities are suited to such an arrangement. An employee or a supervisor could request telecommuting as a short-term arrangement. There would be a 3-month trial period and it can be rescinded depending on the situation. To be eligible for telecommuting, staff must be employed with the library for 12 months with a satisfactory performance record. The employee would have to sign a telecommuting agreement as part of the arrangement. There will be an evaluation of the telecommuter's performance during the trial period. The types of telecommuting options are regular, occasional, and emergency. Appropriate equipment needed for telecommuting will be determined by the I.T. department. Information security and privacy protection is expected while telecommuting. The employee would have to keep accurate records of the time they work and report to their supervisor.

B. Taylor asked if this is the first type of telecommuting procedure that the library has had. Brent confirmed that administration has discussed it in the past, but there was not a formal policy in place. The time during the COVID-19 pandemic stay-at-home order confirmed the viability and need for a formal policy.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

A. Shaw moved to approve the Telecommuting Policy. It was seconded by C. Butler. Four were in favor, three were absent, and none were opposed. Motion carried.

F. Election of Officers

B. Taylor reported that Mary Reneau polled the current library board members to determine if anyone has an interest in serving as an officer of the board in 2021. The poll determined that the current officers are interested in continuing to serve in 2021. Becky stated that there needs to be a motion to elect the current officers.

B. Allin moved to elect the current officers to continue serving in 2021. It was seconded by C. Butler. Four were in favor, three were absent, and none were opposed. Motion carried.

G. Director's Report

K. LaRocca reminded the board that the Ethics Training and Sexual Harassment Training certificates and acknowledgment forms are due by the end of the year. She noted that there were some technical issues with the online training and said that she would help with navigating the training for anyone that needs help.

Kelly reported that the Governor moved the State of Louisiana back into a modified Phase 2. The staff at the large branches will be split into two alternating teams again and the library's hours will be modified to comply with Phase 2 requirements. Large branches will be open 9:00 a.m. to 6:00 p.m. Monday through Saturday. Small branches will be open 10:00 a.m. to 6:00 p.m. on Monday, Wednesday, and Friday. All services will remain the same.

The Program Statistics Committee met to discuss how virtual program attendance statistics will be kept and organized. The Technology Upgrade Committee met to discuss next steps and branch floor plan reviews. The bids were opened for the Mandeville and South Slidell Branch's roof projects. Roofing Solutions was the lowest bid for the Mandeville Branch roof at \$83,560. The bids for the South Slidell Branch's roof came in over budget at \$227,950. We will review the probable reason for this with the Parish and will likely put it out for bid again. Kelly LaRocca spoke before the Parish Council's Finance Committee on November 12th. Advertising was purchased to promote the library's new mobile app, the Julie Berry author visit, and Phase 3 opening hours.

Benny Bruce attended the 2020 Adobe Max Conference. Iriana Lonon attended the LaSTEM Annual Summit. Jenny Mayer, Hilari Melerine, and Crissie Molina attended the LLA Public Library Awards Committee meeting. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger

attended the State Library's Administrator's Conference. Charlene Barrett, Abby Mayfield, and Jennifer Rifino attended the virtual Young Adult Services Symposium. Tanya DiMaggio attended meetings of the Chamber of Commerce, the ALSC Managing Children's Services, the Covington Comprehensive Plan for 2030, and the St. Tammany Parish New Directions 2040 virtual information session. Tanya also spoke to the "Friends of the Folsom Library," a group that is working to preserve the old Folsom Library. Iriana Lonon, Shellie Lister, and Carly Nguyen virtually attended the Fay B. Kaigler Children's Book Festival. JoAnna Reeves attended the State Library's monthly statewide children's services meeting. Stephanie DeLisi, Sonnet Ireland, and Crissie Molina completed the State Library's Supervision and Management class. Jenny Mayer has been appointed to chair the Social Media Committee for the Louisiana Library Association. Several staff members attended virtual training webinars.

Evan Kramer is the new Reference Librarian at the Mandeville Branch. Taylor LeBlanc is the new Reference Librarian at the Slidell Branch.

Award-winning author Julie Berry spoke to patrons and staff during the annual author visit. Children's Services offered 13 Zoom programs with 272 attendees in the last month. Teen Services offered 9 Zoom events with 95 attendees. Adult Programming offered 17 Zoom programs with 362 attendees. The Reference Department offered 3 Zoom classes with 65 attendees.

More than 32,000 users visited the library's website during 56,743 sessions in October. The STPL Mobile app has been downloaded over 700 times since its release.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. There was no public comment.

2. OLD BUSINESS

A. LBOC Rules and Regulations Committee Update

K. LaRocca reported that the committee met on November 17th and November 23rd. They completed the draft of the by-laws section of the Rules and Regulations. A copy was sent to Emily Couvillon, our assigned Assistant District Attorney. They will discuss the by-laws at the next committee meeting in February.

B. Strategic Planning RFP Committee Update

T. DiMaggio reported that the committee met on November 5th. They reviewed and discussed timelines for work to be completed, timelines for RFP submission, deliverables for the RFP, and deliverables for the scope of work. Tanya, Kelly, and Brent are working on a rough draft to present to the committee. The board should have a completed RFP to review for approval by the February board meeting. K. LaRocca noted that there may be a need to have a special board meeting for the RFP approval due to the length of discussion anticipated regarding the RFP.

C. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Foundation's membership drive is ongoing. The silent art auction has concluded. They are working on contacting the purchasers and calculating the net profit.

D. Friends of the Library Report

B. Geiger reported that the West St. Tammany Friends of the Library had their first book sale last weekend. They are accepting books for donations.

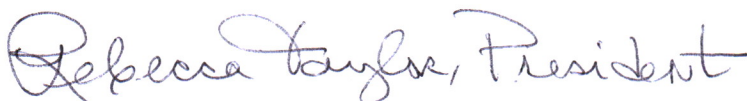
B. Taylor reported that the Friends of the Slidell Library are having 3 book sales in December. The dates are December 5th and 19th from 9:00 a.m. to 3 p.m. The Second Saturday Special Sale will be on December 9th from 10 a.m. to 1:00 p.m. and will have books for children and teens. All sales are at the Slidell Branch. Face coverings are required and occupancy limits are enforced.

3. Public Comment

There was no public comment.

4. Adjournment

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



Mary Reneau, Secretary