

St. Tammany Parish Library  
Board of Control Meeting  
February 9, 2021  
1112 W. 21<sup>st</sup> 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, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor  
Absent: Carmen Butler

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

There were no corrections suggested by the Board. B. Taylor 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.

M. Reneau moved to approve the minutes from the December 1, 2020 meeting. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – Year End 2020

K. LaRocca reported that we received all of the expected Ad Valorem Taxes and State Revenue Sharing for the year. Kelly noted that the Statement of Revenues and Expenditures does not reflect the Ad Valorem amount as 100% due to the way that it is credited to us. The Donations Received line was higher than expected due to a large donation from the Library Foundation. The second reimbursement of CARES Act (Coronavirus Aid, Relief, and Economic Security) funds was received. The expenditures were at 95.94% for the year. That number will be closer to what was budgeted once the auditor moves most of the 1<sup>st</sup> payroll of 2021 back into 2020. That pay period ended in 2021, but most of the dates in that pay period were from 2020. The Library Salaries and Employee Benefits lines will be closer to their budgeted amounts once that happens.

The Printing, Promotional Production, and Utilities lines were below budget due to less usage during the COVID-19 pandemic. The Voice line is 2% over budget due to taking longer than expected to switch all locations over to voice over IP. The changeover was complete in January 2021. The Library Property Insurance line is over budget and the Flood Insurance line is under budget due to receiving the bills after the fall budget amendment. Both bills fluctuate each year.

K. LaRocca stated that overall, we accomplished our goal of staying on target and within budget for the year. Kelly stated that the audit is in March and the auditor will make any necessary adjustments.

M. Reneau asked what happens to budgeted money that is not spent. Kelly explained that those funds become Prior Years Operating Revenue, which is considered Savings.

B. Taylor asked for questions or comments from the Board and 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.

Dr. A. Morgan moved to approve the Year End 2020 Financial Reports. It was seconded by M. Reneau. Five were in favor, none were opposed, one was absent. Motion carried.

#### B. LBOC Rules and Regulations Bylaws Update

K. LaRocca introduced Ron Hagan from the District Attorney's office who was on hand to answer any legal questions from the Board and Crissie Molina, Covington Branch Manager, who is on the LBOC Rules and Regulations Committee. Kelly acknowledged that the other committee members were Becky Taylor, Brent Geiger, Tanya DiMaggio, and Hilari Melerine. Kelly stated that the committee worked hard to update the bylaws, which had not been revised for several years. Kelly explained that the committee completed their revisions based on the Parish's Boards and Commissions Guide and the bylaws of the following library boards: East Baton Rouge Parish Library, New Orleans Public Library, Rapides Parish Library, and Shreve Memorial Library. The District Attorney's office reviewed the draft and the committee incorporated their suggestions. The committee also incorporated the suggested changes to Section 104 made by the library board members. Kelly explained that the committee expanded and clarified details but did not remove or change very much of the existing bylaws.

Kelly stated that the Board can discuss the bylaws and potentially adopt them today, or they can take more time to discuss and make changes, if necessary. B. Allin stated that the bylaws look good, but pointed out a grammatical error on page 3, Section 104. Kelly confirmed that there is a missing semi-colon and it will be corrected. B. Allin asked about the statement on page 4 that

states that “each board member will be required to review and sign the Manual for St. Tammany Parish Boards and Commissions”. Kelly confirmed that the statement is a new addition and board members will have to do so going forward. A. Shaw confirmed that she had to read and sign when she joined the Board. B. Allin commented that it is helpful to see the applicable parts of the St. Tammany Parish Code included in the sections of the document. A. Shaw thanked the committee for their hard work and diligence while working on the bylaws.

There were no further questions or comments from the Board. B. Taylor 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 adopt the Bylaws of the Board, Chapter 1, Sections 101-123 of the Rules and Regulations of the St. Tammany Parish Library Board of Control. It was seconded by M. Reneau. Five were in favor, none were opposed, and one was absent. Motion carried.

#### C. 2021 Holiday Schedule – Brent Geiger

B. Geiger stated that a system-wide closed day was inadvertently left off of the original Holiday Schedule that was approved by the Board at the previous meeting. Christmas Day falls on a Saturday this year and the small branches and Technical Services are already closed on Saturdays. Thursday, December 23, 2021 was added as a system-wide closed day to ensure that all employees receive the same number of paid holidays. M. Reneau asked if the library was going to be closed for 4 days in a row. Brent confirmed that it would be. He explained that if there was no system-wide closed day we would still have to give the staff another day off during the week to account for the holiday. B. Taylor noted the same closures for Thanksgiving. Becky commented that doing it this way makes scheduling staff easier. She also said that traditionally there is lower library usage around the holidays.

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.

M. Reneau moved to approve the change to the 2021 Holiday Schedule. It was seconded by A. Shaw. Five were in favor, none were opposed, one was absent. Motion carried.

#### D. Fines

K. LaRocca recommended that the library board extend the suspension of fines until June 30, 2021 due to the continued COVID-19 pandemic conditions. Patrons will still be charged replacement costs for items beyond 90 days overdue. Kelly also recommends continuing to waive fax costs. Fees for prints and copies would continue to be collected via coin machines by staff wearing gloves. A. Shaw asked if patrons have been adhering to the due dates. Kelly said that not everything is returned exactly on time, but for the most part patrons are returning items closer to their due dates. B. Taylor asked at what point can a patron not check out due to the status of items they have overdue. Kelly explained that once a patron has \$5 in fines on their account they can no longer check out. The library tries to be as accommodating as possible and encourages patrons to return their items to avoid replacement costs. A. Shaw asked what is the cost per day for overdue fines. Kelly stated \$.10 per day for books and \$.25 per day for DVDs. Overdue fines for each item max out at \$5.

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.

Dr. A. Morgan and A. Shaw moved to approve the request to continue waiving fines through June 30, 2021. It was seconded by B. Allin. Five were in favor, none were opposed, and one was absent. Motion carried.

#### E. Director's Report

K. LaRocca reported that RB Digital Magazines was bought out by Overdrive. We previously had subscriptions to 109 digital magazines with RB Digital. We now offer access to 3,274 digital magazines through Overdrive. It works using the Libby app on a digital device. B. Allin asked how to find the magazines on the website. Shellie Lister explained how to access the magazines via the Libby app using a desktop or mobile device.

Kelly reported that we have received gifts from the Friends of the Library and Foundation groups. The Friends of the Slidell Library donated a bench to the South Slidell Branch. They have also funded a book drop for the Pearl River Branch. The Library Foundation donated the funds to purchase the remaining 6 wi-fi hotspots. A. Shaw stated that the Foundation received a grant from Home Bank to fund that purchase. The Foundation also donated a TAPit to the library. T. DiMaggio explained that the TAPit is an interactive monitor for a laptop that is easily accessible to individuals with a variety of challenges, special needs, or disabilities. The monitor can be moved, raised, lowered, and tilted to accommodate patrons sitting or standing. It has

multi-touch technology that allows simultaneous touch points on the screen. The screen can also be tilted into a flat position, which can provide many programming opportunities. It will serve a wide variety of patrons and their needs. Our I.T. department has configured and installed a laptop to the TAPit and will be testing it out soon. Tanya said that she will invite some community leaders in the disability community and the Foundation to try it out and to help spread the word that we have the TAPit available for use. A. Shaw asked Tanya if she could have pictures or video of the TAPit taken so that the Foundation can share it on their website. Tanya agreed to do so.

Kelly reported that the governor extended Phase 2 for 21 days. We will be continuing with our hours and cleaning procedures that we have had in place during the modified Phase 2. The Program Statistics Committee met to discuss changes to the State Library statistical report. The Parish assigned Meyers Engineers Ltd. to complete the Slidell Branch parking lot design. Roofing Solutions began working on the Mandeville Branch roof. Additional parking spaces were added at the Pearl River Branch. Touch-up painting was completed at the Slidell and South Slidell Branches.

The library is preparing for the upcoming audit in March. The audit is set to begin on March 15<sup>th</sup>. Administration is working on the budget amendment which will be presented at the March 2021 board meeting. Advertising was purchased to announce Phase 2 hours. We have resumed loaning monthly book club boxes to St. Anthony's Gardens.

Tanya DiMaggio presented a "Staff and Program Scheduling" webinar for the Association for Library Service to Children's (ALSC) Managing Children's Services Committee. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the Library Foundation's Membership Meeting. Jillian Boudreaux attended the 2021 Adult Summer Reading Workshop. Several library staff attended the American Library Association's virtual Midwinter Meeting. Tanya DiMaggio attended the State Library of Louisiana's "State Annual Report Data Entry Training and Update" and ALSC Managing Children's Services Committee meetings. Several library staff attended virtual training webinars.

JoAnna Reeves has resigned her position as Children's Services Coordinator. Interviews will be held at the end of February. Shellie Lister has decided to return to Children's Services. The Public Relations and Community Coordinator position has been advertised. Applications are due by March 1<sup>st</sup>.

The library received a grant from the Louisiana Endowment for the Humanities for an adult book discussion program. Children's Services offered 22 Zoom programs with 427 attendees since the last board meeting. Teen Services offered 10 Zoom events with 62 attendees. Adult

Programming offered 35 Zoom programs with 658 attendees. The Reference Department offered 4 Zoom classes with 127 attendees. More than 29,000 users visited the library's website during 54,000 sessions in January. Our outdoor wi-fi access points were used more than 6,000 times in January. Kelly referenced and discussed the statistics spreadsheets for December 2020, January 2021, January to December 2020, and the 2020 Service Statistics. Circulation was down approximately 25% due to the COVID-19 pandemic. The computer usage and door count statistics were also much lower due to the pandemic. 60% of our circulation is still physical materials. Kelly reviewed the January 2021 statistics spreadsheet and noted that columns were added for the inside and outside wireless statistics.

B. Allin commented on Madisonville Branch's low statistics. Kelly explained that the Madisonville Branch gets heavily used for its meeting space and we were not able to offer that for most of 2020 due to the COVID-19 pandemic. Patrons who are there to use the meeting rooms often browse the shelves, check out materials, and use other library services while there. Kelly feels that the meeting rooms being closed had an effect on the number of people visiting the branch.

A. Shaw asked where curbside pickup was represented on the statistics. Kelly explained that curbside is included in the general circulation and the door count. We did not keep separate statistics for curbside pickup. B. Taylor asked if curbside pickup has decreased. Kelly explained that it has decreased, but it is not a difficult service to continue offering. Some patrons still prefer to use curbside pickup.

B. Taylor 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.

### 3. OLD BUSINESS

#### A. Strategic Planning RFP Committee

K. LaRocca reported that the committee has been working diligently over the last few months. The committee reviewed strategic plans and RFPs for strategic plans from 7 library systems both in and out-of-state. The committee modeled the RFP after previous RFPs the library has posted. They sent the RFP to the District Attorney's office for review and incorporated their suggestions. The Board will not vote and approve the RFP today. The committee was concerned that the discussion would take up a large part of a regular board meeting, so Kelly is proposing that the Board holds a special meeting for the discussion and approval. The Board agreed to meet February 23<sup>rd</sup> at 6:30 p.m. Kelly asked if the Board had any questions for Mr. Hagan from the

District Attorney's office. She asked the Board to review the RFP and contact her with questions or concerns by Friday, February 19<sup>th</sup>.

#### B. St. Tammany Parish Library Foundation Update

A. Shaw reported that the Foundation received a grant from Home Bank for \$1,000, which paid for the wi-fi in 6 library branch parking lots. Over \$4,100 was received so far during the membership drive. She thanked Kelly and Tanya for their help with the membership meeting in January that took place via Zoom. The Foundation is working on the consideration of authors for the 2021 Distinguished Speaker Event, which will likely be in the fall.

#### C. Friends of the Library Report

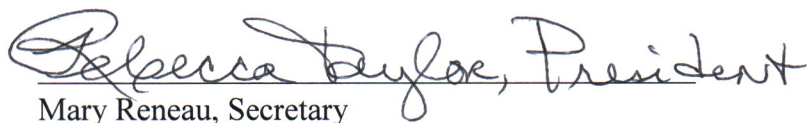
There were no reports from the Friends of the Library groups.

#### 4. Public Comment

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.

#### 5. Adjournment

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

  
Mary Reneau, Secretary