

St. Tammany Parish Library
Board of Control Meeting
April 27, 2021
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, Mary Reneau, Ann Shaw, Rebecca Taylor

Absent: Dr. Argiro Morgan, Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control that was held on March 23, 2021.

There were no suggested corrections to the minutes. 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 minutes from the March 23, 2021 board meeting. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – March 2021

K. LaRocca reported that the library received \$2,165,046.17 in ad valorem revenue in March. The total received so far this year is \$10,488,251.00. Two more state revenue sharing payments are expected this year. The budget percentage should be 25% at this point in the year. The revenue and expenditure percentages are both on target at 25%.

The Health Trust line is at 30% due to the utilization of our health insurance. Kelly stated that administration will speak to our benefit consultant, Leon Golemi, to discuss any necessary adjustments.

Lines such as Signage, Advertising, and Printing are below budget due to less spending during the COVID-19 pandemic. These lines will be spent as the Public Relations and Community Coordinator position is filled next month. The Voice Line is over budget due to double-billing when we converted to voice over IP, but we will receive credits towards those charges. The Gas line is over budget due to the cold weather early this year. The Network Utility Software line is over budget due to paying for software at the beginning of the year. The Office Machine and Equipment Repair line is over budget due to repairs to the postal meters.

The Plumbing, Heating, and AC lines are over budget due to paying for annual contracts on our air conditioning systems at the beginning of the year. The Financial line is below budget due to not yet paying for the annual audit. Web Design Consultant is at 92% due to paying for those services at the beginning of the year. The Juvenile Programming line is at 37% due to spending in preparation for the Summer Reading Program. The Office Equipment, Furniture, and Shelving line is at 37% due to replacing chairs and desks. Lines such as Integrated Library Automation Systems, Audio/Visual Equipment, and Landscape Additions are at zero, but will be spent before the end of the year. Some lines under Capital Outlay-Library Resource Acquisitions are over budget due to paying for collection items early in the year.

B. Taylor asked about the line “Due from Paylocity” on page 2 of the financial report. D. Cuevas explained that the total of \$1,746.33 is a refund due from Paylocity. It is associated with credits that were automatically issued by Paylocity at the beginning of the COVID-19 pandemic, but we later found out that we are not actually eligible for those credits.

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.

B. Allin moved to approve the March 2021 Financial Report. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent. Motion carried.

B. Amendment to the Amount of Capital Funds Dedicated to the South Slidell Roof

K. LaRocca explained that the Board had previously designated \$125,000 of capital funds towards the South Slidell roof replacement in the fall of 2019. The price of torch-down roofing has increased significantly with the high demand and low supply following several damaging storms in our region last year. The Parish’s roofing consultant has determined that we will need to add more funding to the project. The suggested additional amount is \$75,000 for a total of \$200,000 for the project. Kelly stated that we do have the additional funds to dedicate to this. B. Allin asked if we purchased the building from someone else and if it was foreseen that the roof

needed replacing. Kelly confirmed that we did purchase the building and that we knew it would need a new roof in the near future. The funds were originally dedicated to the project in the fall of 2019.

A. Shaw asked if the recent storms have caused leaks in the roof. Kelly explained that there were already leaks that had been patched before the storms and the roof has just reached the end of its lifetime. A. Shaw asked about torch-down roofing and whether or not that type of roof will need to be continuously patched and replaced. Kelly explained that the construction of the building requires that type of flat roof and the design is not flawed. The roof itself is just aged and needs to be replaced. M. Reneau asked what will be the expected lifespan of the new roof. Kelly stated 20 years.

M. Reneau asked if the current roof is a 20-year roof. Kelly explained that the building was built after Hurricane Katrina and may be a 15-year roof. She stated that we would ask for a 20-year roof. A. Shaw asked if the previous owners did any work on the roof. Kelly confirmed that they also maintained it and patched it when needed. Kelly explained that we could continue patching it as needed, but it will continue to deteriorate from wear and tear.

B. Taylor asked for a two-minute public comment period. There was public comment from Christine Kelley, who commented that patching doesn't fix the issue, and you save more money in the end by replacing and fixing the problem.

T. DiMaggio read the resolution aloud. M. Reneau moved to approve the resolution to amend the amount of capital funds dedicated to the South Slidell roof. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

B. Taylor asked if Kelly anticipates a closure of the library branch during the roof replacement process. Kelly explained that the Parish did not think we would have to close. If they have to block off an area of the library or entrance, the time will be minimal. Kelly said that they will be meeting with Parish facilities tomorrow and will discuss more with them. M. Reneau asked how long it will take to replace the roof. Kelly said that the bid process along with the actual work should take approximately 3 months.

C. Director's Report

K. LaRocca reported that the Rules and Regulations Committee met to discuss financial policies. The Strategic Planning RFP Committee met and further details of this meeting will be discussed later on the agenda. The library ceased quarantining materials on April 19, 2021 based on guidance from the Centers for Disease Control (CDC). The Governor's order and Fire Marshal's

instructions still require six feet of social distancing of anyone in the library. We have been continuing to operate the greeting stations and offer sanitizer, masks, and alcohol wipes to patrons.

Kelly explained that the mask mandate has been in place, but today the Governor and the St. Tammany Parish President has lifted the mask mandate and will not require masks in public buildings. We will follow the Parish President's guidance and beginning tomorrow masks will not be required. We encourage staff and patrons to wear masks if they feel safer doing so. We will no longer have a staff member stationed at the greeting table at all times, since there is no mask mandate. We will continue to offer masks, sanitizer, and alcohol wipes to patrons. Kelly stated that we will wait for further guidance from the Fire Marshal to see if any other adjustments need to be made. Kelly will provide an updated FAQ Guide to staff after the new guidance is received and evaluated. Small branches will open for inside service with limited capacity on Monday, May 3rd. Administration, Maintenance, and I.T. visited small branches to evaluate, move, and rearrange furniture to comply with guidelines to open safely. Large branches are being visited this week to evaluate how to adjust meeting rooms to give patrons increased access.

The Mandeville Branch roof has been completed. The South Slidell Branch roof will be going out for bids again soon. Our auditor has let us know that we have a clean audit for the fiscal year 2020. A representative from Laporte, our CPA, will present the audit at a future board meeting. Kelly thanked the administrative staff and departments for working hard to keep our financial records accurate, organized, and ready for the auditor.

Kelly reported that marketing and outreach for the past month included the following: National Library Week, Food For Fines, book club boxes were delivered to St. Anthony's gardens, a library card drive was held at Covington Elementary, and promotional videos about library resources were made for school librarians. Kelly will appear in the Women in Business edition of *Inside Northside* magazine this May.

Librarians and Department Heads attended various conferences, webinars, and meetings as professional development and involvement opportunities. 17 library staff attended the Louisiana Library Association's Virtual Conference (LLA). As library school students, Emily Stephan, Kellie Nelson, and Seth Mattei received scholarships from the LLA Public and Academic Sections to attend LLA. Tanya DiMaggio presented a session on "Team Building in the Virtual World".

Sally Gill is the new Mandeville Branch Manager. Amy Bouton has been hired as the Public Relations and Community Coordinator. Her first day will be May 10th. We have had four part-

time staff members become full-time – Diana Crowe, Megan Ybos, Jennifer Branton, and Mason Varnado.

Children’s Services offered 22 Zoom programs with 416 attendees since the last board meeting. Teen Services offered 4 Zoom events with 27 attendees. Adult Programming offered 30 Zoom programs with 641 attendees. The Reference Department offered 10 Zoom classes with 120 attendees. Patrons at Lee Road Branch have let us know that they appreciate the adult craft bags, teen craft totes, and teen book totes. 35,234 users visited the library’s website during sessions in March. Outdoor Wi-Fi access points were used more than 6,161 times in March.

Kelly referenced the service statistics from March 2021 and the January through March 2021 year-to-date statistics. Kelly noted that the outside wireless usage is higher than inside usage at some locations. B. McHugh asked her to explain why those statistics are higher. Kelly explained that some branches have smaller areas to sit inside, so patrons may prefer to sit outside. Branches with very pleasant outside areas to sit have higher outside wireless usage. Branches with lots of space to sit inside have lower outside usage. Kelly said that she confirmed with the I.T. department that the stats do not include people driving by whose cell phones are simply pinging the Wi-Fi. B. Taylor asked if the outside wireless is available 7 days per week. Kelly and Tanya confirmed that it is available 7 days per week from 6 a.m. to 9 p.m.

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. Christine Kelley asked if students needing a practicum site and hours can utilize the library now that the mask mandate is lifted. Kelly explained that it is not just the mask mandate that would prevent or allow a student to utilize the library to complete their hours. It depends on the needs of the library branch or department at that time. B. Geiger suggested that the patron contact her local branch to inquire about practicum hours and the branch manager can get in touch with Brent to further coordinate with the patron.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that six proposals were received and opened on April 14, 2021. The proposers were Carson Block Consulting, Ivy Group, Library IQ, Northern Kaleidoscope, ReThinking Libraries, and Quality Metrics. The committee met on April 19, 2021 to receive instructions on scoring. They met on April 26, 2021 to review and discuss the proposals. The committee met today to tabulate scores. The committee is recommending three out of the six consultants to interview. The three recommended consultants are Carson Block Consulting,

ReThinking Libraries, and Quality Metrics. A vote by the Board is needed to accept this recommendation.

Kelly would like to schedule the interviews for early June to give the consultants time to prepare their presentations and to give the committee time to formulate interview questions. Each Board member will be provided with copies of the consultant's proposals prior to the interviews. Becky commented that the committee worked very hard to narrow down the proposals to the three recommended consultants. They spent multiple days reading, comparing, and taking notes. She said it was a decision that the committee took very seriously. This is the library's first strategic plan and the committee wants to choose the right consultant. A. Shaw asked where the three consultants are located. Kelly and Tanya answered that Carson Block Consulting is in Colorado, Rethinking Libraries is based out of Indiana and Wisconsin, and Quality Metrics is in Maryland.

B. Taylor asked for a two-minute public comment period. Board members and Kelly discussed potential dates and times for the interviews. Kelly will check with the consultants to see what dates and times work for them and will coordinate with Board members to finalize interview dates. B. McHugh asked if the interviews will be virtual. Kelly confirmed they will be virtual and open to the public via Facebook Live. There was no further public comment.

B. Allin moved to accept the recommendation of Carson Block Consulting, ReThinking Libraries, and Quality Metrics as the three consultants chosen to interview by the committee. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

B. LBOC Rules and Regulations Committee

K. LaRocca reported that the committee met on April 15, 2021. They continued to work on the library's financial policies. The committee will be refining recommended changes and will present any options or choices to the Board at upcoming meetings. The next meeting is scheduled for May 20, 2021 via Zoom.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the membership drive continues. There are now 56 members and over \$4,800 has been raised. The Distinguished Speaker event is scheduled for Thursday, September 23, 2021 at the Tchefuncta Country Club. John Ed Bradley, author of *It Never Rains in Tiger Stadium*, will be the speaker. Ann suggested that the library purchase additional copies of the book for the collection. The event will be in-person this year. The Foundation was awarded a \$4,000 Community Assistant grant from the Junior League of Greater Covington. Ann thanked

Kelly for helping to put together the proposal to receive the grant. The Foundation is participating in Give Nola Day on May 4th. It is a way for non-profits to raise funds for their organizations. The website is www.givenola.org. All funds raised will benefit the library.

D. Friends of the Library Report

B. Taylor gave a report for the Slidell Friends of the Library. She spoke about the current World War II themed silent auction. There will be a Second Saturday Special Sale on May 8th and the theme is Popular Culture. There will be a used book sale on Saturday, May 15th. The sales take place at the Slidell Branch located at 555 Robert Blvd. in Slidell. A. Shaw asked if the silent auction is online. Becky stated that bidding is done in-person at the Slidell Branch. She said they could provide a list of titles in the auction if interested persons send an email request to FSL70458@yahoo.com.

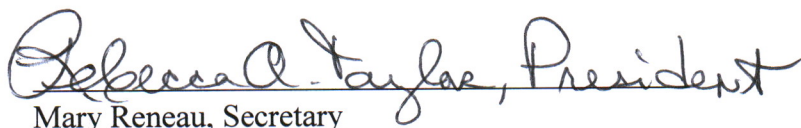
B. McHugh commented that he went to the West St. Tammany Friends sale recently. He said it was a great sale and they have a lot of inventory.

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