

St. Tammany Parish Library
Board of Control Meeting
March 23, 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: Carmen Butler, Dr. Argiro Morgan

B. Taylor noted a typo on the agenda under Director's Report. It should state "Public Comment" instead of "Public Hearing".

1. Approval of the minutes of the meeting of the Library Board of Control that was held on February 9, 2021, and the special meeting that was held on February 23, 2021.

The Board reviewed the minutes of the February 9, 2021 meeting. There were no corrections suggested. 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 minutes of the February 9, 2021 board meeting. It was seconded by A. Shaw. Four were in favor, none were opposed, and two were absent. Motion carried.

The board reviewed the minutes of the February 23, 2021 special board meeting. B. Allin noted that he volunteered to serve on the Strategic Planning RFP Committee during the evaluation and scoring process, and that A. Shaw offered her place on the committee to make room for Mr. Allin if necessary. He asked for that to be added to the minutes. There were no other corrections suggested. 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 minutes of the February 23, 2021 special board meeting with the stated correction. 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 – February 2021

K. LaRocca reported that the library received \$8,323,204.83 in ad valorem taxes in February, approximately 79% of what is expected for the year. The library has also received \$83,866.67 in state revenue sharing. That is the first of three equal payments that will be received this year. Kelly reviewed the revenues and expenditures. The budget percentage should be 16% at this point in the year. Revenues are at 16.55% and expenditures are at 15.20%.

The Library Salaries line is at 13%, but will be closer to budget after March, which is a 3-paycheck month. The Workers Compensation line is at 26% because it is paid in chunks throughout the year. The Gas line is at 29% due to the recent cold weather. The Office Machine & Equipment Repair line is at 29% due to several CD cleaning machines needing repairs. Several lines that are over budget are due to paying those expenses at the beginning of the year. The Summer Reading T-shirts line is at 71% because we have paid for most of the t-shirts. The Juvenile Programming line is at 34% due to getting ready for the Summer Reading Program. The Lease/Purchase Books line is at 91% due to paying for the leased books for the year. Kelly stated that overall the library is on target so far this year.

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 February 2021 Financial Reports. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

B. 2021 Spring Budget Amendment

K. LaRocca reminded the board that the budget amendment would need to be adopted by resolution. Kelly explained that she budgeted very conservatively for the original 2021 Budget due to the COVID-19 pandemic. An additional \$136,608 more in ad valorem taxes is expected this year. State Revenue Sharing was adjusted to match the first payment received this year. The Fines and Fees and Interest lines have been adjusted downward to more closely match what was received in 2020. A line is being added for the Louisiana Endowment for the Humanities (LEH)

Grant, which requires a separate income and expense line. Overall, there is an increase of \$71,885 in revenue.

The Advertising line was adjusted upward to reflect our increased usage from last year. The Voice line was increased slightly. The changeover to voice over IP is complete, and there were overlapping bills in January. The Janitorial and Grounds/Lawn Maintenance lines were increased to match expenditures for 2020. The Physical Plant Maintenance line was increased to match maintenance plans for the year, particularly sanding and painting at the Lacombe Branch. The Financial line was reduced to match last year's costs. The Security line was reduced due to not having security guards since the COVID-19 pandemic. Kelly stated that they are continuing to evaluate the need for security guards and will address any changes at the summer amendment.

The Property Insurance line was adjusted upward due to the cost of insurance increasing. The Parish changed companies and the cost increased. The Landscaping Additions line was increased to reflect the costs of the last three years. The Improvement to Physical Plant was increased to address parking lot repairs. The Vehicles line was increased to purchase a vehicle this year. The Office Equipment, Furniture, and Shelving line was increased to allow for desk replacements at a few locations. The Lease/Purchase Books line was reduced to match last year's costs. The Periodicals line was reduced because a new vendor bought our digital magazine resource and they charge less for their service. The Audio Recordings and Video Recordings lines were reduced and added to Electronic/Downloadable Media. The amount reduced reflects the funds allocated for teen audio and video, as teens prefer to download material. The Times-Picayune Digital Archive through 1988 is paid. The remaining \$90,000 can be returned to the budget. The Electronic Downloadable Media line was increased significantly to reflect increased usage due to the COVID-19 pandemic.

Kelly reviewed the library's savings, explaining that unused money at the end of the year becomes Prior Years' Operating Revenue. Cash on hand as of December 31st was \$5,143,434. This figure is less than half of one year's worth of operating revenue. These savings are dedicated to very specific purposes. Operational Reserves are needed to run the library until we receive our first portion of our millage from the Parish. Disaster and Emergency Funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster. This year, nine of the 10 days of the first pay period of 2021 occurred in 2020. The auditor will move this cost to 2020. The auditor will also move charges initiated in 2020 but were paid in 2021 to the year in which they were incurred. The fourth quarter 2020 payment for retirement is paid at the beginning of January. This leaves us with an Unassigned Savings of \$771,441. This puts us in an excellent position to fund strategic planning and then furniture, fixtures, and equipment updates once we are ready. Kelly explained that they will address the costs for the strategic planning process at the summer budget amendment. Kelly concluded that the budget is

balanced and each department was allocated the funds to enable their plans at the beginning of the 2021 fiscal year. She is confident that there are adequate funds to meet the library's goals.

B. Taylor asked for questions from the Board. A. Shaw commented that the library has done a great job. B. Allin agreed.

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. B. McHugh asked what LEH stands for and what the grant covers. Kelly answered that it is the Louisiana Endowment for the Humanities. It is a book discussion series and the grant provides money for the books and presenters. A. Shaw asked if there has been much attendance. T. DiMaggio said that it is well-attended with active discussion. There was no further public comment.

B. Allin moved to adopt the Spring Budget Amendment Resolution for the Fiscal Year 2021 Budget. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

C. Surplus Property Declaration

T. DiMaggio stated that the library purchased a new maintenance truck in 2019 and now needs to dispose of the previous maintenance truck, as it is no longer viable to maintain. The library did not have the opportunity to put the truck into an auction in 2020 due to the pandemic. A resolution is required to send the vehicle to be sold.

T. DiMaggio read the resolution aloud. 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 resolution to declare certain moveable property surplus and authorize its disposition. It was seconded by A. Shaw. All were in favor, none were opposed, two were absent. Motion carried.

D. Director's Report

K. LaRocca reported that department head and branch manager meetings were held in February and March. With the return to Phase 3, large branches are open regular business hours again, from 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday and

Saturday. Small branches are open from 10:00 a.m. to 6:00 p.m. Monday through Friday for computer use appointments. All branches are offering curbside service.

The Mandeville Branch roof is close to completion. The South Slidell Roof project will be going out for bids again soon. The Parish signed the contract with Meyer Engineers Ltd. for the Slidell Branch parking lot. The auditor has completed their in-house visit. They will work with administration to finalize the audit over the next few weeks. Budget meetings were held with each department head to discuss the 2021 Spring Budget Amendment.

Advertising was purchased in the St. Tammany Farmer and Facebook. Adele Salzer spoke about the library's offerings at the Regina Coeli Head Start's Virtual Parent's Meeting. Kelly reported that she attended the weekly State Library's Virtual Directors' Meetings and the Gulf South Regional Directors' Meeting. Children's Librarians attended the State Library's Children's Summer Reading Training. Shellie Lister attended BiblioCon '21 and the Middle Grade Magic Conference. Leidy Cook attended the RootsTech Conference. Jillian Boudreaux and Jennifer Rifino attended the St. Tammany Commission on Families virtual meeting. Tanya DiMaggio attended the ALSC Managing Children's Services monthly meeting. Staff from the I.T. Department and Technical Services attended the Innovative Users Group Virtual Conference. Several Library staff attended virtual training webinars.

Jenny Mayer is the new Children's Services Coordinator. Seth Mattei is the new South Slidell Branch ERC Manager and Katie Smith is the new Mandeville Branch ERC Manager.

Children's Services offered 25 Zoom programs with 448 attendees since the last Board meeting. Teen Services offered 9 Zoom events with 69 attendees. Adult Programming offered 35 Zoom programs with 726 attendees. The Reference Department offered 8 Zoom classes with 122 attendees. More than 29,000 users visited the library's website during 53,330 sessions in February. Our outdoor wi-fi access points were used 5,500 times during February.

B. Taylor asked for a two-minute public comment period. B. McHugh asked if ERC stands for Electronic Resource Center. Kelly confirmed that it does. B. McHugh asked about the Slidell Branch parking lot contract. Kelly explained that the Parish signed the contract with Meyer Engineers Ltd. They have ordered an elevation survey and administration will meet with them to discuss the parking lot design after the survey is returned. They will address fixing the slope near the entrance by the meeting rooms to make it ADA (Americans with Disabilities Act) accessible. B. McHugh asked how much the contract was for Meyer Engineers Ltd. and how much the Mandeville and South Slidell roof projects will cost. Kelly said she did not have those figures on hand, but she will email him. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that the Strategic Planning RFP was released to the public on March 3, 2021. Proposals will be received until the deadline of April 14, 2021 at 2:00 p.m. Library administration has been answering questions for clarification submitted to RFP@stpl.us. Questions and answers have been posted on the library's website for all Proposers to see. All of the questions and answers were provided to the Board in their meeting packet. Kelly stated that most of the questions were centered around whether or not we are going to have a virtual or face-to-face process. The library does not desire to have a fully virtual process. The library would like a hybrid-approach with some activities conducted virtually and others in person. Other inquiries were general questions about St. Tammany Parish, our relationships with various groups, and how references should be put together. T. DiMaggio noted that tomorrow, March 24th is the deadline for questions to be submitted.

B. LBOC Rules and Regulations Committee

K. LaRocca reported that the committee met in February and March. They continued to work on the library's financial policies by reviewing and incorporating best practices from the Louisiana Legislative Auditor, the Parish Procurement Manual, and Parish Finance Office policies. The committee will be refining recommended changes and will present any options that can be made to the Board at upcoming meetings. The next meeting is scheduled for April 15, 2021 at 10:00 a.m. via Zoom.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation membership drive continues. The Distinguished Speaker Committee will meet to evaluate potential speakers for a September event. She said the Foundation has received some generous gifts and grant money.

D. Friends of the Library Report

There were no reports from the Friends groups.

4. Executive Session for the Annual Evaluation of the Director

B. Taylor stated that it is Kelly LaRocca's anniversary month and time for her annual evaluation. Becky explained that the Board will go into executive session, which will be a private Zoom

meeting. Kelly explained that she will end the Facebook Live stream once the Board votes to enter executive session. T. DiMaggio will take over as host. Kelly will leave the meeting and return after she and the Board come out of executive session.

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 go into executive session for the Annual Evaluation of the Library Director. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried. The Board members went into executive session.

M. Reneau moved to come out of executive session. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

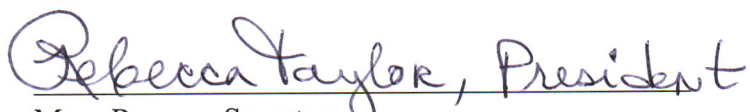
The Facebook Live stream resumed. B. Taylor stated that the Board is very pleased with Kelly LaRocca's performance as Library Director. Becky stated that Kelly has handled the position with leadership, grace, and knowledge during the pandemic and has done an excellent job. Becky commended library staff as well. The Board looks forward to the Strategic Plan and continuing to provide service to St. Tammany Parish.

5. Public Comment

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.

6. Adjournment

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


Mary Reneau, Secretary