

St. Tammany Parish Library
Board of Control Meeting
May 28, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
2:00 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, and Rebecca Taylor. Dr. Argiro Morgan joined the Zoom meeting after the roll was called.

Absent: Carmen Butler

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

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

2. NEW BUSINESS

- A. 2020 Audit Report – John Murray – LaPorte CPAs and Business Advisors

The 2020 Audit Report booklet was previously provided to each board member with their board packet. The report and board packet were also posted on the library's website. John Murray from LaPorte CPAs presented the highlights of the 2020 Audit Report. He stated that the library had a clean audit for fiscal year 2020. The financial statements present fairly, in all material aspects, the respective financial position of the governmental activities and the major fund of the library as of December 31, 2020. J. Murray reviewed the statement of net position, the balance sheet for the general fund, the statement of revenues, expenditures, and changes in fund balance. J. Murray stated that the library met its budgetary compliance for the year. He reported that no deficiencies in internal controls were identified during the audit. No instances of noncompliance

or other matters that are required to be reported under government auditing standards were found.

B. Taylor asked if the board had any questions and 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 2020 Audit Report. It was seconded by M. Reneau. Four were in favor, none were opposed, and two were absent.

B. Financial Reports – April 2021

K. LaRocca reported that on April 23, 2021 the library received \$342,847.01 in Ad Valorem taxes and \$83,866.67 in State Revenue Sharing. We have received \$141,000 more in Ad Valorem taxes than what was budgeted for the year. One more payment in State Revenue Sharing will be received around July. The budget percentage should be around 32% at this point in the year. Revenues and Expenditures are both at 32%.

Kelly reviewed several lines and explained why they are above or below budget. Most are over or under due to the time of the year that the funds are spent. The Health Trust line is over budget, but we expect to receive reimbursement for prescription drugs, which will bring the line where it needs to be at this point in the year. Capital Outlay-Library Resource Acquisitions is at 38% overall due to some items and subscriptions being paid early in the year. Kelly plans to have a summer budget amendment at the July 2021 board meeting. She will meet with the department heads to discuss their needs through the end of the year.

Dr. Morgan joined the Zoom meeting during the Financial Report. She asked about the LEH Grant and what the program consisted of. Kelly explained that it was a reading and literature series on The History of Voting in the United States. The total grant was \$2,700.

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 April 2021 Financial Report. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. Motion carried.

C. Summer Reading 2021 – Children’s Services / Teen Services / Adult Programming

K. LaRocca thanked coordinators Jennifer Rifino, Jillian Boudreaux, and Jenny Mayer for organizing this year’s Summer Reading Challenge (SRC). Kelly also thanked Benny Bruce for creating the promotional video highlighting this year’s theme - *Tails and Tales*. Kelly played the video for the Board to view. All three coordinators spoke about the details of the SRC. Patrons will read for 720 minutes, or 12 hours, throughout the summer. They can register online and log their minutes using a new online platform called Beanstack.

Adult programs will be virtual. Teen programs will be mostly virtual with some socially distant outdoor in-person events. Children’s programs will be virtual along with outdoor in-person storytime. Patrons will win prizes, completion certificates, and will be entered into drawings for gift cards. Small branches will host outdoor storytime outside the branches. Large branches will host outdoor storytime at nearby parks. There will be StoryWalks set up at several branches and at the Northlake Nature Center.

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. Taylor compared this year to last year when the pandemic started and commented that the staff has really made the best of it this year while working with the pandemic situation. There was public comment by Christine Kelley via Facebook Live. Christine commented: “Amazing job with money management. Thank you for all the hard work.” She also asked if adults with special needs are able to sign up for the teen program. J. Rifino confirmed that teen events are open to everyone and we do make special arrangements for those that require accommodations. J. Mayer stated that they can also register for children’s programs if they are more comfortable doing so. There was no further public comment.

D. Director’s Report

K. LaRocca reported that since the Director’s Report was sent out to the Board, the Governor has further lifted restrictions on social distancing and the number of people allowed in our spaces. We will be making necessary changes, which includes meeting rooms returning to full capacity use. Small branches will now be open for inside services at regular capacity. Kelly stated that we plan to return to in-person programming in the fall. We will continue to offer sanitizer, masks, and alcohol wipes to patrons. Masks are not required, but are recommended for those who are not vaccinated.

The Maintenance department is preparing the needed items for outdoor storytime for the Summer Reading Challenge. Library Administration met with Parish Facilities and architects for

the Slidell parking lot and Covington outside renovation projects. The South Slidell roof project will be going out to bid again soon.

K. LaRocca represented the library at the Inside Northside's Women in Business Luncheon. Jillian Boudreaux and Jenny Mayer taped a segment for STPG-TV promoting the SRC. Jennifer Rifino and Amy Bouton promoted the SRC on The Lake 94.7 radio station. Small branch managers delivered SRC flyers to local schools. Several staff members attended webinars. Morgan Sherlock and Jenny Mayer are on the Louisiana Library Association's (LLA) Social Media Committee and assist with their social media posts. Several staff members attended the LLA Public Sector meeting. Jane Johnson is the new branch manager of the Madisonville Branch. Germaine Butler will transfer to Madisonville as the reference librarian. T. DiMaggio introduced Amy Bouton as the new Public Relations and Community Coordinator.

Adult Programming held 19 programs with 363 participants. The Reference department held six programs with 82 participants. Teen Services conducted three programs with 17 participants. The Children's department held two programs with 55 participants. Kelly referenced the service statistics spreadsheets for April 2021 and the year-to-date.

B. Allin commented on the virtual circulation statistics being nearly half of the total circulation in the year-to-date spreadsheet. Kelly explained that earlier in the year there were less people coming into our branches due to the COVID-19 pandemic. Kelly expects that the circulation statistics for print items will increase as COVID-19 restrictions are lifted. B. Taylor commented that patrons are more familiar with virtual services now, which may be a silver lining of the pandemic.

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. Bill McHugh asked what Jane Johnson's position was prior to becoming branch manager. Kelly answered that Jane was previously the Madisonville reference librarian. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

K. LaRocca reported that the Strategic Planning Consultant interviews have been scheduled for June 21st and 22nd. The three consultants are Quality Metrics, ReThinking Libraries, and Carson Block Consulting. Kelly gave the Board a summary of the expected interview process. Kelly stated that she will call the consultant's references that they provided and will share that information with the Board. Kelly proposed that the committee and the Board meet later in the

week after the interviews are completed to make their decision. B. McHugh asked when the cost of the consultant will be negotiated. Kelly explained that an estimated cost was included in the consultant's proposals. Cost was a factor in choosing the final three to interview.

B. LBOC Rules and Regulations Committee

T. DiMaggio reported that the committee continues to work on the library's financial policies. The current policies under review are purchasing, credit cards, the budget process, and financial reporting. The next meeting is scheduled for June 29, 2021 at 11:00 a.m. and will be held via Zoom.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation's membership continues to grow and they have collected over \$5,000 in membership dues. Sponsorship packages for the Distinguished Speaker event have been mailed. Tickets can be purchased on the Foundation's website. Members get a discounted ticket rate. This year's Art Auction will kick off on the evening of the Distinguished Speaker event on September 23, 2021.

D. Friends of the Library Report

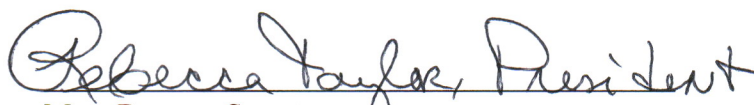
B. Taylor reported that the Slidell Friends have a silent auction running through June 8th. The theme is Popular Culture. There is a Second Saturday Special Sale from 10:00 a.m. to 1:00 p.m. on Saturday, June 12th with books for kids and teens. There is a regular book sale on Saturday, June 19th from 9:00 a.m. to 3:00 p.m. in the Slidell Branch meeting room.

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 Dr. Morgan and seconded by M. Reneau. The motion carried.


Mary Reneau, Secretary