

St. Tammany Parish Library
Board of Control Meeting
July 27, 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, Carmen Butler, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on May 28, 2021, and the special meetings that were held on June 21, 2021, June 22, 2021, and June 25, 2021.

The Board reviewed the minutes from May 28, 2021. There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. M. Reneau moved to approve the minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

The Board reviewed the minutes from the three special meetings that were held on June 21, 2021 and June 22, 2021 for interviewing the strategic planning consultants. There were no suggested corrections to the minutes. B. Taylor asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the three special meeting minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

The Board reviewed the minutes from the special meeting on June 25, 2021 for the selection of the strategic planning consultant. B. Allin asked for wording corrections in the 1st and 2nd paragraphs to clarify the sequence of discussion by the Board and library staff. The 3rd and 4th sentence in the 1st paragraph was changed to: "Library administration and the strategic planning committee expressed their thoughts and opinions on each of the potential consultants. Library staff highlighted important key attributes that the consultants demonstrated and carefully considered the pros and cons of each consultant team." The 1st sentence in the 2nd paragraph was

changed to: “After public comment, Board members expressed their thoughts and opinions on each of the consultants, then voted by a show of hands.” B. Taylor asked for a two-minute public comment period. There was no public comment. M. Reneau moved to approve the minutes with the stated corrections. It was seconded by C. Butler. Dr. A. Morgan asked for a new motion to approve the minutes indicating that there were revisions. M. Reneau moved to approve the minutes with the amendments and changes suggested by Mr. Allin. It was seconded by C. Butler. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports - June 2021

K. LaRocca reported that \$234,577.82 in ad valorem taxes was received on June 4, 2021. The total ad valorem received for the year is \$11,065,675.83. The final state revenue sharing payment of \$83,866.66 was received on June 23, 2021. The budget percentage should be at 50% at this point in the year. Revenues are at 49.75% and Expenditures are at 47.91%.

Kelly referenced a new line called LA Library Grant-ARPA, which Tanya will discuss later in the meeting. The Interest Income line is below budget due to very low interest rates at this time. The Donations line is under budget, but will be in balance once donations from the Slidell Friends and West St. Tammany Friends of the Library are received.

The Library Salaries, Retirement Contributions, and Health Contributions lines are under budget due to open positions and a 3-paycheck month later in the year. The Worker’s Compensation line is under budget due to receiving dividends from last year and new pricing this year. Adjustments to this line will be made during the budget amendment. Spending for the Network Utility Software and Polaris Maintenance lines is complete for the year. The Termite Contract line is over budget due to installing a bait system at the Covington Branch. This will be adjusted in the budget amendment. The Financial line is under budget, but will be in balance by the end of the year. The Web Design Consultant line is over budget due to expending the majority of those funds on the website early in the year. The cost of the android version of the library app will use the remainder of those funds by the end of the year.

Library Property Insurance is higher this year, but the Parish will be looking for a new insurance company with lower rates. The Vehicles line is over budget due to not yet auctioning the extra library truck. The Staff Travel line is below budget due to less travel because of COVID-19. The Library In-Service Training line is used for the All Staff Meeting day, which will be happening in October. The Conventions and Seminars line will be expended as staff will attend various conferences and seminars this year. The lines that include Summer Reading expenses are closer to 100% due to spending those funds during the summer. Several lines under Capital Outlay - Non-Book Acquisitions will be expended later in the year.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. There was no public comment.

B. Allin moved to approve the June 2021 Financial Reports. It was seconded by C. Butler. All were in favor, none were opposed, and none were absent. Motion carried.

B. American Rescue Plan Act (ARPA)

Tanya DiMaggio reported on the American Rescue Plan Act (ARPA) grant. The library received \$47,064 in grant funding from the State Library of Louisiana in response to the COVID-19 pandemic. The Institute of Museum and Library Services (IMLS) was the governmental agency that provided the funding to the State Library. The State Library distributed the funds evenly amongst Louisiana library systems. The funds are meant to be spent on technology and inclusion of digital resources. The library will use \$27,000 to purchase 35 new laptops to be used for computer classes for the public. The older laptops will be used in case of another emergency that requires staff to work remotely. The remainder of the funds will be used to purchase e-books. The demand for e-books continues to grow and outpace what was budgeted for the year.

C. Times Picayune Digital Archive 1989-2018

Noelle Williams, Reference Coordinator, presented a demonstration highlighting the Times-Picayune Digital Archive. The library has the opportunity to purchase the Times-Picayune Digital Archive covering the years 1989-2018. We previously purchased the years 1837-1988 and also own 2018 through the present. N. Williams shared statistics that show a significant increase in patron usage since acquiring the archive of the years 1837-1988. B. Taylor complimented Noelle on a great presentation and was impressed by the usage statistics.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. B. McHugh asked about the \$675,000 figure. K. LaRocca explained that it is the cost of the archives for years 1989-2018. There was no further public comment.

D. Summer Budget Amendment 2021

K. LaRocca presented the details of the proposed Summer Budget Amendment. In 2021, the library will operate on \$11,446,784 in revenue. An additional \$377,144 in ad valorem taxes was received due to more properties on the tax roll. Overall, there is an increase of \$433,953 in revenue. The \$47,065 in funds received from ARPA are shown in a separate budget line. Expenditures are adjusted based on the comparison of how 2020 ended after being reviewed by the auditor, a review of the library's needs, and continued effects of the COVID-19 pandemic.

Kelly highlighted noteworthy increases and decreases in budget lines in her review. There is an increase in the Health Trust line, and a decrease in the Workers' Compensation line. The PC Network Maintenance and Repair line is reduced. The Payroll Service Fees line is increased to cover the cost of additional modules in Paylocity. The Consultants line is increased to cover the cost of strategic planning. The Office Supply line is reduced. The Programming Supplies line is increased due to some in-person programming in the fall. The Improvements to Physical Plant line is increased to address work that will be done at Lee Rd. The Office Equipment, Furniture,

and Shelving line is increased to allow for furniture at Lee Rd., Lacombe, adjustments at Covington, and a new book scanner in the genealogy room at Covington.

The PC Network line is increased to cover the replacement cost of laptops provided through ARPA and replacement of staff PCs at the Slidell Branch. The Audio/Visual Equipment line is increased to cover an upgrade of our camera and filming capabilities. The Adult Books line is increased due to an increase in demand over the last few months. The Music Recordings and Audio Recordings lines are reduced and added to Electronic/Downloadable Media, as there is more demand for downloadable versions. The Digital Microfilm line is increased to purchase the Times-Picayune Digital Archive years 1989-2018. There are adequate savings to cover this purchase, and it will significantly enhance online resources.

Kelly explained that since we are able to cover the cost of strategic planning within the operating budget, it is time to dedicate savings to upcoming furniture projects at Slidell, Causeway, and Mandeville. These projects are not budgeted for this calendar year, but the funds need to be dedicated for the future. We also need to dedicate savings toward the cost of the Times-Picayune Digital Archive that is not covered by our operational budget for this year. Savings are dedicated as follows: \$2,500,000 for operational reserves needed to run the library until we receive the first significant portion of our millage from the Parish, \$1,475,000 for disaster and emergency funds to cover insurance deductibles, repair, and clean-up after a disaster, \$508,793 for the Times-Picayune Digital Archive, \$500,000 for Slidell Branch furniture, \$168,000 for Mandeville Branch furniture, and \$24,000 for Causeway Branch furniture. This leaves an Unassigned Savings of \$821. Kelly stated that the \$508,793 cost of the Times-Picayune Digital Archive is a one-time use of savings, and the budget is otherwise balanced.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated the public comment contact information. There was no public comment.

B. Taylor read the Fiscal Year 2021 Operational Budget Summer Amendment Adoption Resolution aloud. B. Allin moved to adopt the resolution. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and none were absent. Motion carried.

E. Director's Report

K. LaRocca stated that the COVID-19 response section has changed since the Director's Report was completed last week. Kelly reviewed the latest COVID-19 response information. On Friday, July 23rd, the Governor and the Louisiana Department of Health (LDH) recommended that both vaccinated and unvaccinated people wear face masks while indoors, if 6-feet of distance cannot be maintained. All businesses should review their operations to accommodate employees in a way that reduces unnecessary contact to avoid the spread of COVID in the workplace. All people, vaccinated or unvaccinated, should take a test immediately after a known or suspected exposure to COVID. Kelly also reported that yesterday the Parish President stated that all citizens entering Parish buildings are required to wear a mask. Library buildings are owned by the Parish, therefore staff and patrons are required to wear a mask while in the library.

Kelly stated that furniture and computers will be brought back into the branches from storage, and signage will be used to enforce social distancing. Every other computer will be available for patron use. The computers that are unavailable will be turned off and will have a sign stating that they are not available. We plan to have small branches back open on Wednesday nights until 8:00 p.m. starting the week of August 9th. We had planned to have indoor in-person programming by August, but we are actively monitoring the situation and will be ready to respond with changes as needed.

Librarians and staff have promoted library services by presenting to groups, visiting summer camps and preschools, and delivering book club boxes to St. Anthony's Gardens. Amy Bouton did a live interview with WVUE Fox 8 Morning News and a live radio interview with Jenny Mayer on the Lake 94.7. There will be monthly interviews with the Lake 94.7 and the Highway 104.7 beginning August 6, 2021. Several staff attended various association meetings, virtual conferences, committee meetings, and webinars.

Germaine Butler and Colleen Hoover have retired. Three new reference librarians are Robert Barnes, Megan Jenkins, and Lynn Bardell. All three recently earned their MLIS degrees. New circulation staff were hired to fill positions at several branches.

All departments wrapped up Summer Reading programming. All coordinators opted to offer additional challenge and prize opportunities. As of July 20th, there have been 2,976 participants and patrons have read 765,277 collective minutes. The reference department taught 12 computer and app classes and held six staff training sessions. The library received a grant from the Louisiana Endowment for the Humanities (LEH) Prime Time Family Reading Program for their Spark Box program which includes training on how to distribute boxes to families in the community. The website usage statistics have increased on an average of 59% over the last few months. Kelly referenced the June 2021 and year-to-date statistics.

B. Allin asked what the Parish President had to say regarding COVID-19 vaccinations. Kelly stated that the Parish President encouraged people to get vaccinated. Mr. Allin commented that the resurgence of COVID-19 is likely to spike even further when kids go back to school. Kelly said that she spoke to Emily Couvillon with the District Attorney's office and confirmed that as long as we are under an emergency declaration we can continue to meet virtually. We are not able to have a hybrid meeting. Meetings of governmental agencies have to be either all in-person or all virtual, not a combination. B. Allin asked why we cannot have a hybrid meeting. Kelly explained that it is a state law.

B. Taylor asked for a two-minute public comment period. B. McHugh asked what Germaine Butler's position was at her time of retirement. Kelly answered that she was most recently the reference librarian at the Covington Branch. K. LaRocca stated the public comment contact information. There was no further public comment.

3. OLD BUSINESS

A. Strategic Planning RFP Committee

The committee met with Carson Block and Susan Kent to clarify and refine the scope of work. The contract was sent to the District Attorney's office for legal review. Once we receive the contract, we will send out a copy for review and schedule a special meeting for approval.

B. Rules and Regulations Committee

The committee is working on the library's financial policies. The policies under review are purchasing, credit cards, the budget process, and financial reporting. Questions have been sent to the District Attorney's office for clarification. The committee will present any changes at upcoming meetings. The next meeting is scheduled for August 5, 2021 at the Covington Branch.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation is continuing its membership drive. They are working on sponsorships for the Distinguished Speaker event on September 23, 2021. The deadline to be included in the invitations is July 30, 2021. The Foundation is excited to have author John Ed Bradley speak at the event. A. Shaw shared that the Foundation added a Community Partnership tab on their website. The page highlights organizations that have given the Foundation grants to benefit the library. The art auction will also kick off on the night of September 23, 2021.

D. Friends of the Library Report

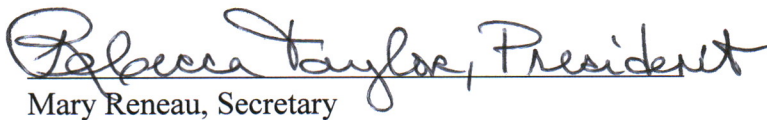
There was no Friends of the Library report.

4. Public Comment

K. LaRocca stated the public comment contact information. There was no public comment.

5. Adjournment

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


Mary Reneau, Secretary