

St. Tammany Parish Library  
Board of Control Meeting  
September 28, 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: Carmen Butler, Dr. Argiro Morgan, Ann Shaw, Becky Taylor  
Absent: Bill Allin, Mary Reneau

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 August 24, 2021.

Dr. A. Morgan asked for a correction to two sentences in the third paragraph on page two. She asked for the wording to be changed to reflect that she pointed out that the increase in taxes received from new residents may lead to a questioning of the millage renewal at the present rate. She also asked for the next sentence to reflect that she explained that the Parish might recognize that the library may be receiving more money and may question how we are using those funds to provide services to the additional taxpaying residents of the Parish.

A. Shaw asked for clarification about the Donations line that was referenced in the minutes. Kelly provided clarification and no correction was suggested.

B. Taylor asked for a two-minute public comment period. There was no public comment. A. Shaw moved to approve the minutes with the stated corrections suggested by Dr. A. Morgan. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent.

## 2. NEW BUSINESS

### A. Financial Reports – August 2021

K. LaRocca reported that we received an additional \$56,288.15 in ad valorem taxes, which is 1.4% more than what was budgeted. This will offset some of the savings funds that were used to pay for the Times-Picayune Digital Archive. All payments of state revenue sharing were received for the year. Kelly explained the Pre-paid Expenses line on the Balance Sheet. It is the September 1<sup>st</sup> payroll that cleared the bank in August. Payroll was processed early due to Hurricane Ida. The budget percentage at this point in the year is 66%. Revenues are at 63.98% and expenditures are at 64.26%, which is on target for this time of year.

Kelly gave explanations for lines that were over or under budget. Lines that are over budget have been expended earlier in the year and will be balanced by the end of the year. Lines that are under budget will be expended later in the year and will be balanced by the end of the year. Several lines that are under budget will be spent later in the year on strategic planning. The Insurance lines are close to 100% because they have been paid for the year. The Staff Travel line is under budget due to less traveling during the continuing COVID-19 pandemic. The Lease/Purchase Books line is 2% over budget due to a calculation error which will be fixed at the next budget amendment. The Microfilm line includes the Times-Picayune Digital Archive and is over by \$766.00. That will be adjusted at the next budget amendment.

A. Shaw asked for an explanation of Other Assets-Deposits on the Balance Sheet. Kelly explained that it is income from August that was deposited in the bank in September due to Hurricane Ida. A. Shaw asked about the cost of clean-up after the storm and whether or not that will put us over budget. Kelly explained that we have enough money in the budget to cover repair costs by using the Improvement to Physical Plant and Landscape Additions lines until we can amend the budget.

B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the August 2021 Financial Reports. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent.

### B. Health Insurance Update – Leon Golemi

Leon Golemi gave a presentation highlighting health insurance and prescription drug cost updates. He reviewed prescription drug claim statistics and reported a 19% reduction in prescription drug costs for 2021. There were no changes to our PBM (Pharmacy Benefit Manager), MagellanRX.



Leon reported that we now have enhanced medical benefits through Ochsner Health System. He referenced the 2021-2022 Medical Benefit Summary that shows that the plan pays 100% for physician office visits at Ochsner facilities after the deductible is met. Other benefit percentages and co-pays are shown on the summary. Leon also reported that the Teledoc Program is expanding. It will now include behavioral health and dermatology in addition to primary care.

Leon explained that health plans were mandated to cover COVID-related medical expenses at 100%. He is recommending continued coverage for an additional 6 months or possibly through the year 2022.

B. Taylor asked if staff uses the Teledoc option. He said there are usually spikes in utilization after outreach is done at the annual All Staff Meeting.

B. Taylor asked for a two-minute public comment period. There was no public comment.

### C. Hurricane Ida Clean-up Update

K. LaRocca showed a PowerPoint Presentation and reported on the status of the Hurricane Ida clean-up. Kelly stated that the library closed at 5 p.m. on Friday, August 27<sup>th</sup> in anticipation of the hurricane. Most buildings came through the storm with little to no issue, but all buildings were without power after the storm passed. The Madisonville Branch had damage to the elevator shaft, two feet of mud on the garage floor, leaks in the roof, and some ceiling tiles down. None of the library materials were damaged. The internet, email, and circulation system operate through the servers at the Administrative Building, which was without power until September 9<sup>th</sup>.

The Mandeville, Causeway, and Slidell Branches reopened on September 7<sup>th</sup>. They did not have internet service, but were able to offer air conditioning, power, charging outlets, library materials, phone service, copy machines, and fax service. The Covington Branch reopened on September 9<sup>th</sup>. With power returned to the Administrative Building, the open branches were now able to offer internet, wi-fi, and downloadable materials.

On Monday, September 13<sup>th</sup> most staff returned to work and all branches except for Madisonville opened with shortened hours to allow for continued storm recovery for staff. On Monday, September 20<sup>th</sup> all branches were open and returned to pre-Ida hours. Faxes and prints are free until October 9<sup>th</sup>. We are waiving the cost of out-of-parish library cards for those who are displaced.

Kelly stated that the library was able to open within a week of the storm and bring back full services within nine days. The I.T. and Maintenance staff worked tirelessly to make this happen. Administration is reviewing ways to make the library's electronic systems more disaster resilient.

#### D. Director's Report

K. LaRocca reported that masks are still required for everyone ages five and older due to the state-wide indoor mask mandate. In October there will be some in-person and virtual adult programs, fully in-person teen programs, and a mix of virtual and in-person children's programs. The Reference department will offer both in-person and virtual classes.

The bid opening date for the Slidell parking lot addition is October 12<sup>th</sup>. Bidding for the South Slidell roof is delayed by Hurricane Ida. Parish Facilities feels that we will not get a fair price for the roof. The plan is to put it out to bid in the new year. The leaks at South Slidell are currently patched. The annual library All Staff Meeting will be on October 11<sup>th</sup> and will be virtual again this year.

Amy Bouton and Kelly LaRocca gave Hurricane Ida updates to The Lake 94.7. Several librarians attended online meetings, book festivals, and webinars. Five library branches have welcomed new staff. Within the last month, the Reference Department has helped 556 patrons with reference questions, 15 patrons with genealogy questions, and have proctored six exams. There were four computer and app classes with 24 people in attendance. The website had 50,026 visitors during 79,878 sessions.

B. Taylor asked for a two-minute public comment period. There was no public comment.

### 3. OLD BUSINESS

#### A. Strategic Planning Committee

K. LaRocca reported that the strategic planning contract has been signed by all parties. Administration had a short meeting with Carson Block and Susan Kent to discuss the state of internet access in the Parish following Hurricane Ida. The kick-off meeting will be scheduled soon and Kelly will contact committee members.



## B. Rules and Regulations Committee

K. LaRocca reported that the committee met on September 21<sup>st</sup> and worked on the library's financial policies. Current policies under review are disbursements, fuel policy, inventory, bank reconciliation, and capital assets. The committee is awaiting clarification from the District Attorney's office on the contracting and purchasing policy. The next meeting will be October 19<sup>th</sup> via Zoom.

## C. St. Tammany Library Foundation Update

A. Shaw reported that the Distinguished Speaker event has been moved to March 24, 2022 at the Tchefuncta Country Club. Ann thanked the sponsors who are continuing to support the event, even with the date change. The Art Auction will kick off that same night. Their membership drive will begin in late October.

## D. Friends of the Library Report

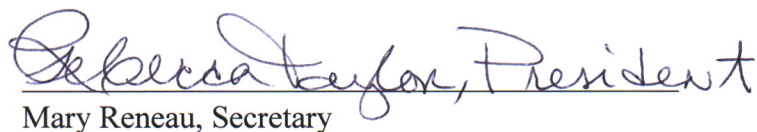
There was no report from the Friends of the Library.

## 4. Public Comment

Bill McHugh, reporter for the St. Tammany Farmer, announced his retirement from the Farmer and the AARP. Mr. McHugh thanked everyone for the opportunity to cover the library. He is impressed by the level of professionalism that library administration and staff has shown and how forward-thinking the library is about planning for the future. Library Administration and the Board thanked him, offered their congratulations, and wished him well.

## 5. Adjournment

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

  
Mary Reneau, Secretary