

St. Tammany Parish Library  
Board of Control Meeting  
October 26, 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: Bill Allin, Dr. Argiro Morgan, Ann Shaw, Becky Taylor

Absent: Carmen Butler, 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 September 28, 2021.

B. Allin asked who is replacing Bill McHugh as the reporter for the St. Tammany Farmer. Kelly explained that Amy Bouton, Public Relations Coordinator, will be submitting a report to the paper after each board meeting. Mr. Allin asked about the roof and elevator damage at the Madisonville Branch during Hurricane Ida. Kelly explained that the elevator shaft took in water from the rising river and storm surge, but it has since been pumped out and repaired. The roof has damage and will be discussed in the Director's Report portion of the meeting.

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

## 2. NEW BUSINESS

### A. Financial Reports – September 2021

K. LaRocca reported that the library has received all expected funds for the year. Kelly addressed a question asked by A. Shaw in the previous meeting regarding the Other Assets-Deposits line on page two. Kelly originally thought that the \$1,981.00 was August deposits that were deposited in September due to Hurricane Ida. They are actually funds that are held for building rental deposits and by the Louisiana Workforce Commission for unemployment benefits. Some deposits have been held since the 1990s and we are working to close those out.

Kelly reported that the budget percentage should be 75% at this point in the year. The report shows revenues are at 71.85% because ad valorem and state revenue sharing funds are credited in twelfths and will be in balance at the end of the year. Expenditures are at 71.57%, but will be in balance by the end of the year. There was less spending in September due to the Hurricane Ida closure.

The Library Salaries line is still under budget due to open positions. The Employee Miscellaneous line is at 153% due to the amount owed to Paylocity from the ineligible tax reimbursement credit given for COVID leave in 2020. It was originally on the first page of the balance sheet, but was moved to expenditures.

Kelly explained that lines near 100% have been expended early in the year and will be in balance by the end of the year. Lines that are under budget will be in balance at the end of the year after paying for items and services later in the year. The Travel and Continuing Education lines are under budget due to less travel during the pandemic. The Vehicles line is at zero because we have not received the vehicle we ordered, but it is expected to arrive at the end of November. The lines under Capital Outlay-Library Resource Acquisitions will be in balance at the end of the year as spending in those lines occur in October and November. Kelly noted that there will be a budget amendment at the December 2021 board meeting.

B. Taylor asked for a two-minute public comment period. A. Shaw asked about the difference in price of the Times-Picayune Digital Archive in the Microfilm line. Kelly explained that she originally stated the cost as \$675,000, but the invoice was actually for \$675,766. There was no further public comment.

B. Allin moved to approve the September 2021 Financial Reports. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

Kelly reported on the Capital Funds and Projects Plan. The open capital projects shown on the report are the South Slidell Library Roof, Covington Library Exterior Renovations, and Slidell Library Parking Lot.

Kelly referenced a Capital Project Plan spreadsheet for the Board to view on screen. It lists the projects that the Board has already approved, as well as future projects. A list of these future projects has been provided to the Parish. The timing of some projects will be determined through the strategic planning process. Other projects will not depend on strategic planning and can begin sooner, such as new furniture, new carpet, restroom upgrades, expansion of the Slidell Branch, and purchasing a building to house Technical Services, Maintenance, and the I.T. department. Kelly explained that she wanted to provide the Board with this information, as they would be discussing two of the projects later in the meeting.

B. Taylor commented that it is nice to see the projects displayed on the spreadsheet and would like to have a copy once per year. B. Taylor asked for a two-minute public comment period. There was no public comment.

A. Shaw moved to approve the Capital Fund Report. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

#### B. Additional Funding for Slidell Parking Lot Project

K. LaRocca reported that bids for the Slidell parking lot were opened on October 12, 2021. The lowest bidder was Kort's Construction Services, LLC for \$649,714. The original project budget was \$726,000. Parish Facilities is recommending an additional \$24,000 for construction costs and \$32,500 for contingency. Construction costs have increased since the pandemic and following Hurricane Ida. The new proposed project cost is \$782,500. Any contingency money that is not used would be released for use on the next project. Kelly also explained that without the additional funds we would have to choose between having to downsize the planned number of parking spaces, lose ADA accessibility (Americans with Disabilities Act), or lose the planned landscaping that would provide a buffer for the neighbors.

B. Taylor asked for a two-minute public comment period. Becky commented that even though construction costs have increased, we need to move forward with completing the parking lot. She also stated that it is a large project that is overdue and much-needed to support the Slidell Branch Library.

A resolution by the Board is needed to dedicate the additional funds. B. Taylor read the resolution aloud. The resolution was moved for adoption by B. Allin. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

#### C. Introduction of the Slidell Library Addition Project

K. LaRocca gave a summary of the plan to build an addition to the Slidell Branch. Kelly explained that it is our largest and most heavily used library branch. It was built in 1989 and was designed to be added on to in the future. Once the additional parking lot is completed, we can move forward with the addition to the building. The current cost estimate of the project is \$1,984,000, but may vary with updated construction costs. Kelly stated that we will get input on what additional spaces the public, staff, and Board would like to see in the addition. Denelle Wrightsen will assist us with input and gathering cost estimates. Kelly referenced photos of the Slidell Branch that include the original plan for the building that depicts the area suitable for an addition. No action is required by the Board at this time.

B. Taylor asked for a two-minute public comment period. Dr. A. Morgan commented that she would like to remember Parish Councilman and past library board member Steve Stefancik in some way when moving forward with the addition. Dr. Morgan explained that Mr. Stefancik was one of the library's greatest supporters and has recently passed away. Dr. Morgan stated that we would not have capital funds for such projects without the hard work and support of Mr. Stefancik. B. Taylor agreed wholeheartedly. Kelly commented that she is hopeful that something will stand out during the planning process as a great way to honor his name.

#### D. Upcoming Lease Expirations

K. LaRocca discussed the library's leased buildings and when they are set to expire. The Annex/Maintenance facility lease expires April 30, 2022. The Administration Building lease expires March 31, 2023, with an option for renewal for two more years. The Causeway Branch lease expires September 30, 2023. We are in a stable position with the Administration Building and the Causeway Branch at this time and will likely renew the leases when they expire. The Annex/Maintenance facility houses the Technical Services and Maintenance departments. The current Annex facility does not have a handicap-accessible restroom. There have been staff who have needed that accessibility recently and we have had to move them to other locations to accommodate that need. The library has leased the current building since 2002, but it is no longer adequate for our needs. Kelly explained that administration is actively looking for a replacement building that is big enough to house Technical Services, Maintenance, and the I.T. department. Kelly explained that if we own the facility we can install a generator that will be beneficial in keeping our email and Polaris up and running during another major power outage. She hopes to

have a proposal for the Board soon. B. Taylor commented that this has been discussed for a number of years and she agrees that it is the right move.

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

#### E. 2022 Holiday Schedule

T. DiMaggio presented the 2022 Holiday Schedule. Full-time staff receive 14 paid holidays per year, which includes their birthday. System-wide closed days are chosen to ensure the correct number of days off for both alternating weekend teams when holidays fall on a Friday or Saturday. Christmas Day falls on a Sunday, which is a regular closed day for all staff members. As in previous years, we will have Veteran's Day off in exchange for Christmas Day.

B. Taylor asked for a two-minute public comment period. There was no public comment. Dr. A. Morgan moved to approve the 2022 Holiday Schedule. It was seconded by B. Allin. All were in favor, none were opposed, two were absent. Motion carried.

#### F. 2022 Library Board of Control Meeting Schedule

T. DiMaggio presented the 2022 Library Board Meeting Schedule. Most of the dates are the 3<sup>rd</sup> Tuesday of the month except for February and December. The Board meets in early February, as the end of the year financial reports are not ready until the end of January. The Board meets in early December to avoid meeting during Thanksgiving week. Tanya explained that each meeting is scheduled to begin at 6:30 p.m. and she noted that there are branch locations listed for each meeting. She clarified that we will continue to meet via Zoom until the Governor's emergency proclamation changes and allows for in-person meetings. B. Allin asked if we are mandated to have in-person meetings when the Governor lifts the emergency proclamation. Kelly answered that we can meet either in person or via Zoom. Mr. Allin asked if the meetings could take place during the day on the occasion that other board members do not have obligations that restrict them from meeting before 6:30 p.m. Kelly confirmed yes, that is a possibility.

B. Taylor asked for a two-minute public comment period. B. Allin stated that he has a conflict for December 6, 2022, but can meet on December 13, 2022. Board members agreed to change the meeting date to December 13, 2022. Dr. A. Morgan and B. Allin expressed an interest to continue meeting via Zoom.

B. Allin moved to accept the 2022 Library Board of Control Meeting Schedule with the updated December meeting date. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

## G. Director's Report

K. LaRocca reported that masks are still required for patrons aged five and older. The state-wide mask mandate expires tomorrow. Kelly is awaiting a statement from the Parish President on the status of the mandate for St. Tammany Parish. In-person programming has returned to some branches with limits on attendees. Contractors are still evaluating the Madisonville roof and we will review solutions and pricing over the next few weeks. The architect for the Outside Covington Renovation Project is preparing estimates for priority items.

The library now uses Patron Point to create and manage online library cards. It will also be used for sending out notifications and newsletters by email. Librarians participated in the *Check it Out* podcast and also represented the library at the COAST Drive-Through Resource Festival and the St. Tammany Chamber Expo. Librarians and staff offered outreach services by visiting schools, having a StoryWalk at the Northlake Nature Center, and working a booth at the Bluesberry Festival. Staff attended State Library meetings, committee meetings, virtual conferences, and webinars. The annual All Staff meeting took place on October 11<sup>th</sup>. Full-time Employee of the Year was awarded to Adrienne Ivy of the Causeway Branch. Part-time Employee of the Year was awarded to Michelle Buuck of the Madisonville Branch. Librarian of the Year was awarded to Alexis Davis of the Slidell Branch. Rookie of the Year was awarded to Evan Kramer of the Mandeville Branch. Mary Silbernagel retired from the Madisonville Branch.

All small branches are having Storytime indoors, and some large branches will begin indoor Storytime in November. Teen programming is now in-person at the Slidell, Covington, Madisonville, and South Slidell branches. Virtual programming is offered as well. Adult programming has begun to offer some in-person craft classes. Some book clubs have begun meeting in-person. Kelly referenced the year-to-date and September service statistics.

## 3. OLD BUSINESS

### A. Strategic Planning Committee

T. DiMaggio reported that the committee met on October 14<sup>th</sup> to kick off the planning process. A copy of the meeting agenda is included in the Board packet for review. By November 8<sup>th</sup> the committee should have recommendations for a community advisory committee consisting of 12 people. The committee will also select 4-6 categories for focus group topics. The next meeting will be the week of November 8<sup>th</sup>. K. LaRocca asked the Board to email her their recommendations for community advisory committee members.

## B. Rules and Regulations Committee Update

T. DiMaggio reported that the committee met on October 19<sup>th</sup>. They continued working on the library's financial policies, contracting, fuel policy, and inventory policy. They discussed strategies for taking on the remainder of the Rules and Regulations Manual. The next meeting is scheduled for November 17<sup>th</sup> and will take place via Zoom.

## C. St. Tammany Library Foundation Update

A. Shaw reported that the Foundation kicked off its membership drive. She said the Foundation appreciates all of its members, as the membership dues help with operational expenses and projects that benefit the library.

## D. Friends of the Library Report

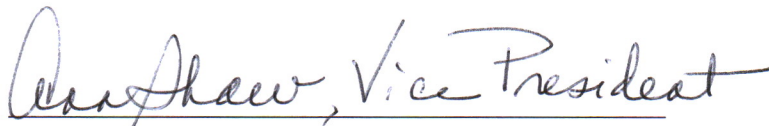
There was no report from the Friends of the Library.

### 4. Public Comment

There was no public comment.

### 5. Adjournment

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

A handwritten signature in cursive script that reads "Mary Reneau, Vice President". The signature is written in dark ink and is positioned above the printed name of the signatory.

Mary Reneau, Secretary