

St. Tammany Parish Library  
Board of Control Meeting  
December 7, 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 Ann Shaw, Vice-President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Carmen Butler, Dr. Argiro Morgan, Ann Shaw  
Absent: Mary Reneau, Becky Taylor

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 regular meeting of the Library Board of Control that was held on October 26, 2021, and the special meeting held on November 4, 2021.

There were no suggested corrections to the October 26, 2021 minutes. A. Shaw asked for a two-minute public comment period. B. Allin asked for an explanation of Patron Point. K. LaRocca and T. DiMaggio explained that it is a program that works with our circulation system to create online library cards, notifications, and newsletters. 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.

There were no suggested corrections to the November 4, 2021 special meeting minutes. A. Shaw asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the minutes. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

## 2. NEW BUSINESS

### A. Financial Reports – October 2021

K. LaRocca reported that an additional \$7,927.33 in ad valorem taxes was received on October 27, 2021, bringing the total to \$11,300,475.73 for the year. Kelly stated that the budget percentage should be at 80% at this point in the year. Revenues are at 80% and Expenditures are at 79%. Kelly explained any lines that are over or under budget. Health Trust is at 100% due to medical procedures occurring after COVID restrictions eased throughout the year. The Employee Miscellaneous line is over budget due to the COVID leave credit that was paid back to the IRS. The Equipment Lease Expense line is over budget due to the lift rental for the Madisonville Branch roof. The Custodial & Janitorial line is over budget due to purchasing more COVID cleaning supplies this year. The Fuel & Lube line is over budget due to the increased cost of fuel. Kelly explained that other lines are spent for the year and will even out at the end of the year. The Staff Travel line is under budget due to less staff travel this year. The Conventions & Seminars line will be in balance as pre-registration for next year's conferences will occur this year. The Lease/Purchase Books and Microfilm lines will be adjusted in the budget amendment.

B. Allin asked about the cost of the lift for the Madisonville Branch. Kelly explained that it was approximately \$4,000 to lease it for one month.

A. Shaw asked for a two-minute public comment period. Dr. A. Morgan asked if we needed to go out for bid or get quotes for the lift rental. Kelly confirmed that we got quotes. Dr. A. Morgan asked how many companies rent lifts in St. Tammany. Kelly answered that there are two major companies that rent lifts locally. A. Shaw asked if insurance will reimburse the library for that expense. Kelly explained that we would have to meet the deductible which is 5% of the cost of the building. The Madisonville Branch is a \$5,000,000 building, so the expenses would have to be much more than that to be reimbursed.

C. Butler moved to approve the October 2021 financial reports. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent.

### B. 2021 End of Year Budget Amendment

K. LaRocca reported that the budget was last amended in June. Since then, factors such as Hurricane Ida and a resurgence of COVID have necessitated adjustments to the budget. Overall, there is an increase in revenue of \$238,201 due to more properties on the tax roll and additional fines and fees collected. Kelly reviewed and explained line adjustments. The Library Salaries line is reduced due to open positions that have not been filled this year. The Retirement Benefits

and Health Insurance Costs lines are reduced to reflect open positions. The Health Trust line is increased based on cost estimates from our health insurance consultant. The Equipment Lease line is increased to cover the cost of the lift for the Madisonville Branch roof. The Custodial & Janitorial line is increased to cover a full year of gloves, masks, and COVID cleaning supplies. The Fuel line is increased to match the cost of increased fuel prices.

The Network Utility Software line is increased to cover the cost of improved security and disaster continuity for email access. A line was created to reflect Hurricane Ida repair and clean-up costs and to differentiate charges from regular maintenance and grounds clean-up. The Consultants line is decreased as strategic planning began later than expected. The Office Supply line is reduced due to lower demand and a streamlined way of ordering and managing inventory. The Mileage line is reduced to reflect reduced travel due to the pandemic. The Library In-Service Training line is reduced, as we did not have an in-person All Staff Meeting this year. The Improvement to Physical Plant line is increased to address concrete work at various branches and the deposit for the new Annex building. The Adult Books line is increased as demand has increased this year. The Digital Microfilm line is increased to correct a previous error in the cost of the Times-Picayune Digital Archive.

K. LaRocca reviewed the Savings figures. After adjustments and dedications, the savings are dedicated to specific purposes as follows: Operational reserves, disaster and emergency funds, Times-Picayune Digital Archive, and furniture at Slidell, Mandeville, and Causeway branches. This leaves a current Unassigned Savings of \$291,988. Each department was allocated funds to enable their plans for the 2021 fiscal year. Kelly is confident that there are adequate funds to meet the library's goals and the budget is balanced.

B. Allin asked about the ARPA (American Rescue Plan Act) expense line. Kelly explained that the grant was for \$47,065 and is reflected under revenues. The expense line was created under Non-Book Acquisitions as a place to reflect the expenses purchased under the grant. This makes it clear that we received the grant and that all of the money for that grant was expended.

A. Shaw asked about the Membership Dues to the Northshore Community Foundation and what the advantages are to joining that organization. Kelly explained that they are a non-profit organization that helps other non-profits with getting grants and advertising their services. By joining, we are able to make connections with their members. We currently offer training for non-profits and have databases and resources that are beneficial to their members. We are going to be an official training center for organizations who are wanting to get grants. The Northshore Community Foundation will get our message out there to its members and will also offer us training and other opportunities. B. Allin asked about the \$5,000 in membership dues. Kelly explained the membership dues for large public partners are \$5,000. Examples of other large public partners are the St. Tammany Parish Government, St. Tammany Parish Tourist and Convention Commission, and the St. Tammany Parish Public School System. B. Allin

commented that this membership could be beneficial in eliciting support for the millage. Kelly agreed.

B. Allin asked what type of training the library will be providing. T. DiMaggio explained that the library purchased two databases: iWave and Candid. iWave is a database containing information on donors who are on public record for giving large amounts of money to non-profits. Our reference librarians are trained to help patrons access the information in iWave. Tanya explained that we have recently become a Financial Information Network access point. This gives us access to Candid, a major grant and foundation database. Non-profits can use these resources to find sources of funding. We will be able to provide free workshops to the public on how to use and access the information. Other Financial Information Network locations are at East Baton Rouge Public Library, New Orleans Public Library, and The University of Southern Mississippi, however we are the only institution providing training to the public. Kelly explained that we have provided many of these resources in print, but they stopped being published.

Dr. A. Morgan commented that this will be a great resource and recalled her experience in researching grants for the Library Foundation. She said that it was difficult to research using the large books in print with no assistance. She agreed that there is a need for training for non-profits in the area. Kelly reiterated that this will help make grant funding for organizations more accessible and will make the library much more visible and helpful to non-profits. Tanya stated that Amy Bouton, Public Relations Coordinator, will launch a large marketing campaign once the reference department is fully-trained and ready to offer workshops.

B. Allin stated that this is relevant to the strategic plan, the millage renewal, and is a huge opportunity for partnering with organizations. He said this will highlight how the library offers services in ways that one would not ordinarily think of in terms of serving the public. Dr. A. Morgan stated that the Library Foundation can use these training resources to help find large donors to help fund big projects similar to the Louisiana Book Festival held by the State Library each year.

A. Shaw read the 2021 end-of-year budget amendment resolution aloud. A. Shaw asked for a two-minute public comment period. There was no public comment. B. Allin moved to approve the 2021 end-of-year budget amendment. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

### C. Ethics and Sexual Harassment Training and Policy Signatures

B. Geiger reviewed the yearly Ethics and Sexual Harassment Training policies. All board members must complete the online training sessions by the end of the year. He asked for the board members to send their training certificates and acknowledgment forms to Administration to keep on file for the auditor. Brent referenced the written policies that were provided to the

board and the website links to each online training session. Brent also reminded the board to complete their annual Tier 2.1 Personal Financial Disclosure Statements for the Board of Ethics, which was due on May 17, 2021. Brent provided the Board with his contact information if any Board members have questions or need assistance.

A. Shaw asked for a two-minute public comment period. There was no public comment.

#### D. Election of Officers

A. Shaw reported that the Secretary of the Board, Mary Reneau, polled all members before the final meeting of the year to determine willingness to continue to serve or members wishing to serve in a new capacity. All current executive officers wish to continue to serve. A. Shaw asked for a two-minute public comment period. B. Allin stated that the officers are doing a great job.

B. Allin moved to approve the continued service of the current executive officers into the new year. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

#### E. Library Foundation Alcohol Request

K. LaRocca reported that the Library Foundation is holding its annual membership meeting on Tuesday, January 18, 2021 at the Madisonville Branch. It is requested that the Foundation be allowed to serve wine. The wine will be served along with food and only available in the meeting room. Per the rules and regulations, approval by the Board is required to serve alcohol. A. Shaw asked for a two-minute public comment period. There was no public comment.

C. Butler moved to approve the request to serve alcohol. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and two were absent. Motion carried.

#### F. Director's Report

K. LaRocca reported that the mask mandate was lifted in October. Library branches continue to post signs that say, "Thank you for wearing a mask." The library is continuing to offer a mix of in-person inside, in-person outside, and virtual programming. We recently had our Holiday Bazaar program and Santa will be visiting several branches soon.

Kelly LaRocca, Brent Geiger, and Tanya DiMaggio appeared before the Parish Council Finance Committee to present the budget and answer any questions. Becky Taylor also attended the meeting. The committee was pleased and thanked them for a well-done budget presentation.

The carpet in the downstairs lobby of the Madisonville Branch was replaced and some roof repairs were completed. The new Annex building's appraisal is complete and it appraised high enough to cover the purchase price of the building. The purchase of the building was introduced for consideration at the Parish Council meeting on December 2<sup>nd</sup>. It will be up for approval at the next council meeting. The Parish Council approved the additional funds for the Slidell Parking Lot at the December 2<sup>nd</sup> meeting.

Staff offered outreach services to Covington High, Kehoe France School, Woodlake Elementary, had a StoryWalk at the Northlake Nature Center, a booth at the Three Rivers Art Festival, and interviewed with the Lake 94.7. Morgan Sherlock interviewed children's author Eric Litwin for episode 121 of the Check it Out podcast. Staff attended committee meetings for the Louisiana Library Association, Managing Children's Services, and the Public Library Association. Staff attended several online classes, webinars, virtual symposiums, and conferences. Kelly thanked the Friends of the Slidell Library for agreeing to purchase a new circulation desk for the Lacombe Branch. Audra Kackley was promoted to Cataloging Librarian. Kelly referenced the service statistics. Outside wireless internet continues to be well-utilized. T. DiMaggio gave a brief summary of the Eric Litwin virtual event that was held in November.

A. Shaw 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 committee has been working on data collecting, and the consultants have been working on data analysis. The next working meeting will be on December 9<sup>th</sup> at 11:00 a.m. The meeting will be recorded for those unable to attend. The committee will work on recommendations for the community advisory committee, key stakeholders, and selecting categories for focus group topics.

#### B. Rules and Regulations Committee

K. LaRocca reported that the committee met in November and worked on the library's financial policies, particularly contracting and inventory policies. The next meeting is scheduled for December 18, 2021 at 11:00 a.m. Due to the pandemic, the meeting will be held via Zoom.

### C. St. Tammany Parish Library Foundation

Dr. A. Morgan reported that the Foundation Board was represented at the tree dedication in honor of Samuel Goodine at the Mandeville Library on December 4<sup>th</sup>. Samuel Goodine was a beloved frequent patron of the Mandeville Library who recently passed away. In addition to the trees, Samuel's family gifted a donation to the Foundation for the future growth of the Foundation and the library. The Foundation is working on their membership drive and is also looking forward to the Distinguished Speaker event in March.

### D. Friends of the Library Report

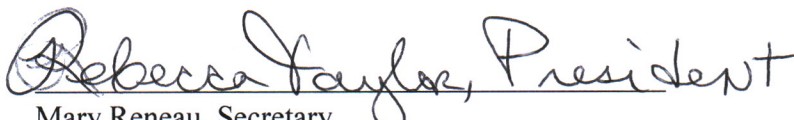
B. Geiger reported that the West St. Tammany Friends are doing well at their new location near the Covington fairgrounds. Dr. Morgan asked if the Friends will pick up books from homes. Brent said he would speak to them and get back to Dr. Morgan. B. Allin asked if there are limited times for dropping off books. Amy Bouton stated that the latest information is that they are asking for donations to be placed on the front porch by the door, and they are no longer open on Thursdays. Brent will email Mr. Allin the Friends' contact information.

### 4. Public Comment

A. Shaw asked for a two-minute public comment period. There was no public comment.

### 5. Adjournment

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

  
Mary Reneau, Secretary