

St. Tammany Parish Library
Board of Control Meeting
March 29, 2022
Covington Branch
310 W. 21st Avenue
Covington, LA 70433
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, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control that was held on February 8, 2022 and the special meeting on March 7, 2022.

There were no suggested corrections to the minutes of the February 8, 2022 meeting. B. Taylor asked for public comment. 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 one was absent. Motion carried.

There were no suggested corrections to the minutes of the March 7, 2022 special meeting. B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the minutes. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – January and February 2022

K. LaRocca reviewed the financial reports for January 2022. The library received \$8,513,594.93 in ad valorem revenue and \$84,209.35 in state revenue sharing. Expenditures are at 8.47%, which is on target for the first month of the year. The following lines are over budget because the expenses are due at the beginning of the year: Worker's Compensation Expense, Network Utility Software, Polaris Maintenance, Vehicle Insurance, General Liability Insurance, and Internet Database Subscriptions. Many lines are at zero because items have been ordered but not yet received. The Postage Line is over budget due to filling the postage meter at the beginning of the year. The Fuel and Lube line is over budget due to higher fuel costs. B. Allin asked why the PC Network line is only at 2%. Kelly explained that new computers have been ordered and will be paid for once received.

B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the January 2022 financial reports. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

K. LaRocca reviewed the February 2022 financial reports. The budget percentage in February should be at 16.6% at this point in the year. Revenues are at 16.2% and expenditures are at 13.8%. The Equipment Lease Expense line is over budget due to leasing a lift for the Madisonville Branch roof. Some lines under Maintenance of Property & Equipment are over budget due to completing projects earlier in the year. The Payroll Service Fees line is over budget due to paying for W-2s at the beginning of the year. The Vehicles line is at 29.16% because we received the vehicle that was ordered at the beginning of 2021. The Lease/Purchase Books line is at 96.65% due to paying for our leased books for the year.

B. Taylor asked for public comment. A. Shaw asked if the lease/purchase books are for all ages. Kelly explained that they are for adult books and are used to reduce wait times for popular materials. T. DiMaggio explained that we tried leasing children's titles, but it did not prove to be beneficial in the long run for the children's collection.

Dr. A. Morgan moved to approve the February 2022 financial reports. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

B. Rules and Regulations Update - Chapter 3 Sections 301 - 309

K. LaRocca reported that the committee met in February and March. They reviewed the revised financial policies based on suggestions from the Assistant District Attorney. Copies that show the changes made to Chapter 3, Sections 301-309 were provided to the Board, as well as a clean copy of the revised sections. Kelly introduced Emily Couvillon, the Assistant District Attorney, who was there to answer any questions. Kelly summarized some of the changes in each section. B. Allin commented that there is no original copy to compare to the revised/marked-up copy and clean copy. Kelly explained that the sidebar on the revised copy shows what was changed from the original. The policies covered in each section are as follows: Financial Practices, Transactions, Audit, Record Retention, Budgeting Process, and Financial Reporting.

B. Taylor asked for public comment. B. Taylor commented that the committee has been very diligent in working on the policies. Dr. A. Morgan asked when was the last revision. Kelly stated that there have been minor updates, but it has been many years since the policies have been revised. Kelly suggested that the policies should be reviewed annually once the revision is complete. B. Geiger thanked branch managers Crissie Molina and Hilari Melerine for their work on the committee.

B. Allin moved to approve the revisions to Chapter 3, Sections 301 – 309 of the Rules and Regulations of the St. Tammany Parish Library Board of Control. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

C. COVID Policy and Procedure

B. Geiger reviewed the proposed COVID Policy and Procedure. The first page of the policy will be updated based on guidance from the CDC (Centers for Disease Control and Prevention). A vote by the Board on the Time and Payroll Reconciliation section on page two is required to approve that section. Five days of COVID leave (40 hours for full-timers and 20 hours for part-timers) is available for employees with documented proof of a COVID positive result or a sworn statement acknowledging close contact with an infected individual. Documented proof of a positive result requires a time-stamped COVID test or a doctor's note. At-home COVID tests will not serve as proof. Employees are also eligible to use COVID leave to care for a family member who tests positive for COVID-19 or a variant thereof. A sworn statement acknowledging the need to care for a family member is required to take advantage of this benefit.

Full-time staff who need additional time off due to COVID after using the 5 days of COVID leave will use sick or vacation time. Part-time staff needing additional time off due to COVID after using the 5 days of COVID leave will use unpaid leave. Unused COVID leave expires after December 31, 2022 and will not roll over. The Library Board of Control will review the COVID leave policy annually. Brent referenced copies of the sworn statements in the Board packet.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the COVID Policy and Procedure. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

D. Designation of Capital Funds – Mandeville Branch Renovation

K. LaRocca reported that the estimated cost for renovating the Mandeville Branch is \$200,000. The renovation is one of the capital projects listed on the Capital Improvement Plan. Kelly referenced the Capital Projects list. The renovation includes replacing 17-year-old carpet, rewiring data lines with Cat6 wiring, updating the restrooms, and modifying the front entrance to ensure ADA (Americans with Disabilities Act of 1990) compatibility and reduce slip hazards. The Board will need to designate the capital funding for this project. Kelly read the resolution aloud.

B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve designating the capital funds for the Mandeville Branch renovation. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent. Motion carried.

E. Designation of Capital Funds – Causeway Branch Carpet

K. LaRocca reported that the estimated cost for replacing the 23-year-old carpet at the Causeway Branch is \$50,000. The carpet replacement is one of the capital projects listed on our Capital Improvement Plan. Kelly referenced the Capital Projects list. The Board will need to designate the capital funding for this project. B. Allin asked where we will purchase the carpet. Kelly stated we will use a vendor on the state contract. B. Taylor asked if shelving will need to be moved to install the carpet. Kelly explained that the movers will wrap the shelves to secure the books and use a special machine to lift the shelves as the carpet is installed. M. Reneau asked if the installation will have an impact on patron accessibility. Kelly explained that we would have to close for a couple of days to complete the process and ensured that the impact will be minimal.

B. Taylor asked for public comment. There was no public comment. Kelly read the resolution aloud. Dr. A. Morgan moved to approve designating capital funds for Causeway Branch carpet. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

F. Designation of Surplus Property

T. DiMaggio reported that we received the maintenance truck that was ordered in 2021. The previous truck is 11 years old and no longer viable to maintain. A resolution declaring the truck surplus property is required to send the truck to auction. Tanya read the resolution aloud. B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the designation of surplus property. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

G. Director's Report

K. LaRocca reported that there will be changes beginning the week of April 4th due to the expiration of Louisiana's statewide Public Health Emergency Order. In-person programming will return to full capacity. All working public computer stations will be open for use. All meeting rooms and conference rooms will be available to reserve at capacity. The six small branches will once again be open till 8:00 p.m. on Wednesday nights. Construction on the Slidell Branch parking lot will start this week.

Denelle Wrightson visited to get staff input on the potential Slidell Branch expansion. Benny Bruce recorded her presentation and it will be used for the public and the Library Board to provide their input. There will be presentation boards set up to go along with each section of the recorded presentation. There will also be a transcript available to read alongside the boards. The boards will be set up at the Slidell Branch in April for the public to view. The boards will also be set up at the next Library Board meeting for board members to view. Maintenance has shored up

the raised beds in the garden area and the Master Gardeners will continue to maintain the garden until the expansion begins.

Kelly met with Mandeville Mayor Clay Madden to discuss the upcoming Mandeville and Causeway renovations. Kelly and Tanya met with Errick Baldwin from Northshore Technical Community College to discuss collaboration with the library. Amy Bouton promoted the library on The Lake 94.7 and The Highway 104.7 radio stations, as well as filmed a Check it Out episode with Kelly for Channel 10. Staff attended committee meetings, summer reading workshops, and webinars. Several staff attended the State Library's Staff Day in Baton Rouge. Staff provided outreach to Folsom Elementary, Headstart, and COAST (Council on Aging-St. Tammany).

Website statistics show 67,107 direct users to the library website. There were 196 views of the February 8th LBOC meeting and 85 views of the March 7th special meeting. Kelly referenced the February and year-to-date statistics. A. Shaw asked if there is a way to measure the feedback from promoting on the radio. Amy Bouton said that there is not an accurate way to measure feedback from the radio at this time. B. Allin commented that the radio can be used to promote the strategic planning process. Amy explained that we are promoting strategic planning on the radio and Channel 10. Dr. A. Morgan asked if the radio has call-in programs. Amy explained that it is an interview only between herself and the host. The Chamber of Commerce sent out an email blast with information about our strategic planning survey and we will advertise with them by listing all of the focus groups coming up in April. Their email list includes users and non-users of the library. We have also advertised in the newspaper. Amy added that the Bookrunner newsletter will be sent out on Friday and it will include strategic planning information. Tanya commented that there has been a good response from local educators regarding collaboration with the schools.

H. Executive Session for the Annual Review of the Director (Vote required to open and close)

Dr. A. Morgan moved to open Executive Session for the Annual Review of the Director. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried. The board members went into executive session. Upon completion, Dr. A. Morgan moved to close executive session. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

B. Taylor reported that the Board is pleased with Kelly LaRocca's performance and accomplishments as Library Director. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to increase K. LaRocca's salary by a full step. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent. Motion carried. M. Reneau commended the staff and stated that their work helps Kelly accomplish goals that could not be completed without working together.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that Strategic Planning is underway. Staff sub-committees met in February and March. Progress on Strategic Planning includes: Completion of key stakeholder interviews, focus group training for staff, scheduling focus groups for April, publishing our community survey, survey and focus group invitations, visioning sessions for staff, and visioning sessions scheduled for the Board. The consultants are working on analyzing the information gathered so far. Dr. A. Morgan stated that she hopes the focus groups help us learn new ideas that we have not thought of, rather than focus on things that we have always done. Kelly confirmed that we will be asking those questions and also hopes to get new and different ideas as well.

B. St. Tammany Parish Library Foundation

A. Shaw reported that the Distinguished Speaker event was a success. The speaker, John Ed Bradley, received a standing ovation. This event had the best attendance, sold the most tickets, and had the most sponsors compared to previous years. The Foundation is appreciative of all the support they received. The Art Auction also kicked off that same night. The auction is online on the Foundation website. A. Shaw mentioned that Herb Hamilton from the Foundation asked about displaying art at the Madisonville Library, and Kelly said that she would contact him to follow up.

C. Friends of the Library Report

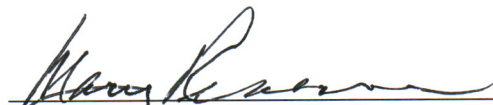
There was no Friends of the Library report.

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 M. Reneau. The motion carried.



Mary Reneau, Secretary