

St. Tammany Parish Library
Board of Control Meeting
April 26, 2022
Causeway Branch
3457 U.S. Hwy 190,
Mandeville, LA 70471
6:30 P.M.

MINUTES

The meeting was called to order by Rebecca Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Bill Allin, Carmen Butler

1. Approval of the minutes of the meeting of the Library Board of Control that was held on March 29, 2022.

There were no suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the minutes of the March 29, 2022 board meeting. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – March 2022

K. LaRocca reported that the library has received \$10,738,558.01 in ad valorem revenue, which is 92% of what is expected for the year. The total received in state revenue sharing is \$84,209.35. Two more payments are expected throughout the year. The budget percentage should be 25% at this point in the year. Revenues are at 24% and expenditures are at 23%. Kelly explained that some lines are over or under budget due to the timing of spending the funds. Some expenses are paid early in the year and some are paid later in the year.

The Workers Compensation Expense line is over budget due to adjustments after the Workers Compensation annual audit. The line will be amended in the next budget amendment. Kelly explained that the amount varies from year-to-year based on how many employees we have throughout the year. The Electricity and Gas lines are over budget due to the colder months at the

beginning of the year. The Fuel and Lube line is at 45.43% due to the rising fuel costs. Some of the insurance lines are over budget because the premiums are due early in the year. The lines will be in balance by the end of the year. Dr. A. Morgan stated that the cost of flood insurance has not been released in certain areas of St. Tammany Parish. Dr. A. Morgan asked if the costs would vary and impact the budget depending on the cost of flood insurance at certain branch locations. Kelly explained that flood insurance renews at different times of the year for all locations. Some locations have already renewed and have been paid. The remaining locations will be due later this year. The Parish owns the buildings and acquires the flood insurance. We will not know the costs until we receive those bills. Last year we did not end up spending more than budgeted for flood insurance, but we have in previous years. It is possible that the costs will be higher than budgeted. Kelly explained that if that should happen, we would make adjustments to other lines in the budget amendment.

The Office Supplies line is over budget due to purchasing extra supplies for the strategic planning and public input processes. The PC Network and Internet Database Subscription lines are over budget due to purchases that are made early in the year. The lines will be in balance at the end of the year.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the March 2022 Financial Reports. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

K. LaRocca reviewed the Capital Fund Report. Kelly noted that the beginning audited fund balance as of January 1, 2022 is included on the updated Fund Report from the Parish. Our estimation was only off by \$5,000. Kelly will update the Capital Projects spreadsheet for the next board meeting. The people counters and new Annex building renovations were introduced at the last council meeting and will be up for approval at the next council meeting. If approved, those projects will be included in the Capital Fund Report.

B. Rules and Regulations Update – Chapter 3, Sections 311-321

K. LaRocca reported that the committee met in April at the Slidell Branch to discuss how the next section of Chapter 3 should be presented for Board review and to work on the Contracting Policy. The next meeting is May 11, 2022 at 11:00 a.m. at the Causeway Branch. The committee is submitting the next section of Chapter 3 for Board review and approval. The Board was provided with the original, edited/marked-up, and clean final copies of sections 311 to 321. The District Attorney's office reviewed the draft and the committee incorporated their suggestions. Kelly introduced Emily Couvillon, Assistant District Attorney, who attended the meeting to answer any questions. Kelly reviewed the changes to the following sections: Bank

Reconciliation, Inventory, Fuel Policy, Credit Card Policy, Walmart Card Policy, and Home Depot and Lowes Card Policy. Policies were combined, rearranged, and re-worded for clarification. Kelly explained that our procurement system called Procurify has streamlined and changed the purchasing process, which led to necessary adjustments to the Walmart Card Policy. A. Shaw asked about the procurement process. Kelly summarized the way Procurify's approval and purchasing process works.

B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the changes to Chapter 3, Sections 311-321 of the Library Board of Control Rules and Regulations Manual. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

C. Board input into Slidell expansion

K. LaRocca reported that the Slidell Branch expansion is part of the Capital Projects list that was presented to the Parish Council. The current estimate of the project is \$2,850,000. The Library is in the process of getting input from the public, staff, and Library Board on what they would like to see in the addition. Consultant Denelle Wrightson visited the Slidell Branch in March to conduct staff input sessions. Her presentation was recorded for the public to view via their mobile device by scanning the QR codes included on the presentation boards. Transcripts of the presentation are also available. For the next month, patrons can visit the Slidell Branch to vote on what they would like to see in the expansion of the branch. The presentation boards have examples of 72 different concepts that are possible in the expansion. Patrons will be given 26 color-coded stickers to place on their concept choices. The same boards were on display in the Causeway Branch meeting room at the time of the board meeting. Each board member was given 26 stickers of their own to make their choices. The absent board members will make their choices on another day. The Board viewed Denelle Wrightson's video presentation highlighting the different concepts. No further action is required by the Board at this time. Administration will provide a detailed report on the information yielded by the input sessions at an upcoming board meeting.

D. Designation of Capital Funds – Technology Upgrade - RFID

K. LaRocca referenced the Capital Projects spreadsheet. The Radio Frequency Identification (RFID) Technology Upgrade is listed on the spreadsheet and the library would like the Board to consider designating the funds for the project.

T. DiMaggio stated that the RFID project was originally introduced at the July 28, 2020 board meeting and was re-introduced at the February 8, 2022 board meeting. The Board was provided

the full original report and the 2022 cost estimate. Tanya reiterated that RFID implementation does not mean fewer staff positions. It will streamline the materials flow process and free up staff time to do more person-to-person and outreach work instead of mundane tasks. Tanya reviewed some of the benefits of RFID. It will improve the accuracy, efficiency, and flow of materials, provide a better user experience, self-service checkout options, and will streamline the inventory and shelf-reading processes. It will also provide inventory security for branches with space for security gates.

Tanya referenced the cost estimate spreadsheet. The cost includes staff workstation installation, self-check installation, other equipment costs (security gates and handheld scanning wands), service contract and licensing, retroconversion project costs, and 15% contingency. The total estimate is \$945,201.80. The licensing fee is the only recurring cost and can be absorbed annually in the operational budget. A. Shaw asked if the equipment will be under warranty. Tanya stated that a warranty will be part of the proposal. Dr. A. Morgan asked who will prepare the new incoming materials. Tanya explained that the Technical Services department processes new materials and will continue to do so. B. Taylor asked what happens if a patron accidentally walks out of the library with a book that has not been checked out. Tanya said the alarm will sound and staff can proceed to check the item out.

B. Taylor asked for public comment. There was no public comment. A resolution by the Board is required to dedicate the funds for the project. T. DiMaggio read the resolution aloud. M. Reneau moved to approve the Designation of Capital Funds for the RFID Technology Upgrade. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

E. Director's Report

K. LaRocca reported that the lot has been cleared for the Slidell Branch parking lot expansion. Benny Bruce created videos of consultant Denelle Wrightson's presentation of the Slidell Branch expansion and taped podcasts to be released in May featuring NAMI St. Tammany with Adele Salzer and Amy Bouton as hosts. Amy and Benny created posters on foamboard, videos, and transcripts for display at the Slidell Branch. The Friends of the Slidell Library donated two oak trees for the Pearl River Branch.

Email blasts went to the St. Tammany Chamber and the Northshore Community Foundation inviting them to participate in our survey and focus groups for strategic planning. The library participated in National Library Week. The theme was Connect with Your Library. We offered food for fines and partnered with local food banks. We celebrated National Library Workers Day.

Staff provided outreach to local schools, Kiwanis Youth Wellness Fair, Women of Infinite Possibilities, and Boats on the Wall. Staff met with the St. Tammany Parish Public School System and Northshore Technical Community College to discuss partnerships and collaboration. Amy Bouton did radio interviews on The Lake 94.7, The Highway 104.7, and taped an episode of Check it Out with Byron Holdiman and Jenny Mayer. Several staff members have facilitated focus groups.

Several staff attended the Public Library Association Conference in Portland, Oregon in-person and virtually in March. Lynn Bardell received three Candid certificates in 2022. Children's and Teen Librarians attended the virtual Faye B. Kaigler Children's Book Festival. Tanya DiMaggio completed the requirements and is now a Certified Public Library Administrator through the Public Library Association with the ALA Allied Professional Association's program. Several staff attended the virtual Innovative Users Group Conference. The library will partner with NAMI St. Tammany for Mental Health Awareness Month. The St. Tammany Master Gardeners are creating a quarterly newsletter to provide in the branches.

Krista Reich is the new Circulation Manager at the Mandeville Branch. Erika Dawson was hired as the Children's Librarian at the Causeway Branch. Jessica Aucoin was hired as the Children's Librarian at the Mandeville Branch. Kelly referenced the March 2022 and year-to-date statistics.

B. Taylor asked for public comment. There was no public comment.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that various staff subcommittees met in April. The community survey is now closed and over 1,700 surveys were received. Visioning Sessions for Board members are complete. There have been 20 focus groups held for user and non-user groups, with more scheduled through April 30th. Our consultants continue to work on analyzing the information gathered from key stakeholder interviews and visioning sessions.

Publicity and communication efforts for Strategic Planning include: radio, newspaper, eBlasts, Twitter, Facebook, Instagram, LinkedIn. A copy of the focus group invitation was provided to the Board. A. Shaw asked if there is a tally of how many people have participated in focus groups so far. Kelly explained that we do not yet have a tally, and the size of the groups have varied. That information will be provided at the next board meeting. Kelly stated that she really appreciates all of the hard work the staff has put into facilitating the focus groups. The

Community Advisory Committee meeting is currently planned for May 11, 2022 and will be held via Zoom.

B. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation has not yet calculated the total amount raised at the Distinguished Speaker event. The Foundation is already looking forward to the next event and are looking for other locations that may be more cost-effective. The Art Auction is now closed.

C. Friends of the Library Report

B. Geiger reported that the West St. Tammany Friends participated in a focus group last week. The Friends of the Slidell Library will participate in a focus group this Saturday, April 30th. A. Shaw asked about the next West Friends book sale. Brent said that the dates are on the library's website.

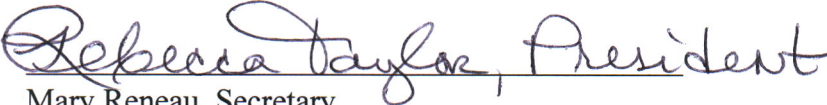
4. Public Comment

Dr. A. Morgan stated that she has many books that are just too heavy for her to bring to the Friends herself. Brent said that in the past the Friends had volunteers that would pick them up, but he is not sure if they are doing that at this time. The space at the current West Friends location is also much smaller than the previous location.

Emily Couvillon with the District Attorney's Office commented that there is a ballot initiative for a 1/7% sales tax to fund the criminal division of the District Attorney's office. She stated that there is currently no dedicated fund, and their budget was cut in half this year.

5. Adjournment

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


Mary Reneau, Secretary