

St. Tammany Parish Library  
Board of Control Meeting  
May 31, 2022  
Madisonville Branch  
1123 Main Street  
Madisonville, LA 70447  
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, Carmen Butler, Ann Shaw, Becky Taylor

Absent: Dr. A. Morgan, Mary Reneau

1. Approval of the minutes of the meeting of the Library Board of Control that was held on April 26, 2022.

There were no suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve the minutes of the April 26, 2022 board meeting. 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 – April 2022

K. LaRocca reported that the library received \$225,968.84 in ad valorem revenue and \$84,209.35 in state revenue sharing since the last meeting. The majority of the budgeted ad valorem revenue has been received and another payment in state revenue sharing is expected later in the year. Revenues and Expenditures should be at 33% at this point in the year. Total revenues are 32.45% and total expenditures are 30.64%.

The Library Salaries line is at 30.33%, which is on target for this point in the year. The Fuel and Lube line is at 45% due to the increasing fuel prices. The Polaris Maintenance, Physical Plant, and Web Design Consultant lines are over budget due to being expended early in the year. The Insurance and Claims lines are expended throughout the year and will be in balance by December. The Office Supplies line is over budget due to an increase in usage and extra office supplies that were purchased for summer reading and strategic planning. The PC Network line is at 99% due to computers that were purchased early in the year.

B. Allin asked why Office Equipment, Furniture and Shelving is only at 11%. Kelly explained that there are items on order that have not been received. B. Allin asked why the Juvenile Books line is under budget. Kelly explained that Children's Services works on the Summer Reading Challenge during the first half of the year and will work on purchasing during the second half of the year.

A. Shaw asked about the Flood Insurance line, as discussed in the previous board meeting. Kelly explained that 65% of the budgeted funds have been paid to the Parish. Other properties will renew later in the year and will be paid at that time. As discussed at the previous meeting, Kelly explained that rates will likely increase. She hopes to have a better idea of the cost before the July budget amendment.

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

#### B. Rules and Regulations Update – Chapter 3 Section 323, 325

K. LaRocca reported that the committee met on May 18<sup>th</sup> at the Administrative Office to discuss the next section of chapter three and to work on the Contracting Policy. The Board was provided with original and in-line marked up copies of sections 323 and 325. The sections were written based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. The committee has also incorporated the District Attorney's Office suggestions. Emily Couvillon, the Assistant District Attorney, attended the board meeting to answer questions.

Kelly reviewed the changes to Section 323: Capital Assets and Section 325: Disbursements. Changes to Section 325 include clarifying that all disbursements are made by paper check or automated clearing house (ACH). Access to paper checks is restricted to the Director, Assistant Directors, and the Bookkeeper/Office Manager. The Bookkeeper/Office Manager enters each bill into the accounting software to be paid. Checks are signed by the Director/designee and two signatures are required. The Administrative Associate detaches each check stub, attaches them to the invoices, and places the checks and receipts into envelopes. Envelopes are mailed at the post office. For an ACH payment, the invoice is stamped with a location for the two required signatures. Once signed, the Bookkeeper initiates a transfer and the Director releases it. For scheduled drafts, the Bookkeeper verifies all information prior to the draft date. Kelly explained that this ensures that there is more than one person involved in the payment process, as required by the legislative auditor.



B. Taylor asked for public comment. There was no public comment. C. Butler moved to approve the Rules and Regulations Update to Chapter 3, Sections 323 and 325. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

### C. Summer Reading Presentation

Benny Bruce played the Summer Reading Challenge (SRC) promotional video. This year's theme is "Oceans of Possibilities". Jillian Boudreaux, Adult Programming Coordinator, reported on the success of the recent Summer Reading Kick-off Party at the Madisonville Branch. Approximately 350 people attended. She presented the details of the Adult Summer Reading Challenge. Adult patrons receive a baseball hat with the library logo after registering for the challenge. After reading 12 hours, the completion prize is a waterproof pouch with the library logo. The bingo/activities badge prize is a backpack with the library logo.

Jennifer Rifino, Teen Services Coordinator, gave details about the Teen Summer Reading Challenge. The community is challenged to read a combined total of one million minutes. Last year's total was 955,000 and she is hopeful that goal can be surpassed this year. Teen patrons will receive a baseball hat with the library logo after registering. After reading 12 hours, teens are entered into three drawings for a \$50 gift card for any retailer in St. Tammany Parish. Jennifer was happy to report that we have almost reached last year's registration total, and are only two weeks into the challenge. There will be events such as cooking and craft workshops, American Sign Language, and a mock underwater dig led by the Department of Archaeology. Jennifer reported that 55 teens attended the Teen Volunteer Orientation this year. She noted how volunteering often serves as a teens' first work experience and four past teen volunteers have continued on to become librarians.

Jenny Mayer, Children's Services Coordinator, gave each board member a summer reading bag, lapel pin, and summer reading guide. Jenny reported that children will receive a beach ball with the library logo after registering for the challenge. After reading 12 hours, the completion prize is a bag with the library logo. Children are also entered into a drawing for ocean-themed Legos. Children can register and keep track of their minutes online or with a paper reading log. There are extra challenges online for children and families. There will be special guest events for all ages such as The PopRocks performances and "The Little Mermaid" musical storytime. Community partners such as the St. Tammany Parish Coroner's Office will give a Pool Safety presentation. Jenny noted that the registration numbers are fantastic so far and she is looking forward to surpassing last year's totals. Kelly suggested that the board members check out the decorations in the Madisonville Branch, noting that there is an amazing life-sized 3-D whale suspended from the ceiling.

D. Designation of Capital Funds – Slidell ADA Accessibility and Parking Lot Addition – Additional Funds

K. LaRocca reported that construction for the Slidell Parking and Entrance ADA Accessibility project is underway. There are change orders to accommodate Slidell permitting regulations on parking bay depths, a change to a catch basin to accommodate an unforeseen electric cable, and undercutting the existing site an additional 6” due to failed proof roll testing. It was necessary to go slightly deeper to obtain a solid base for approximately half of the parking lot. These change orders will use up our contingency funds. We are requesting an additional \$25,000 in contingency funds to ensure that we can finish the project if anything else is discovered. There is enough capital funding to cover the additional required money. The new proposed total project cost is \$807,500. Any contingency money not used would be released for the next project. A resolution by the Board is needed to designate the additional funds for this project. Randy Oustalet with Meyer Engineering was in attendance and answered several questions from board members. He discussed the ground conditions, water table, and the permitting regulations.

Kelly explained that she does not anticipate needing to use the full \$25,000, but there is a timing issue that needs to be considered. If the Board approves designating the funds, it will be introduced at the July Parish Council meeting. Then it will be presented for approval at the August Parish Council meeting. Since the project is due to be complete in August, the funds would be available if needed. B. Allin asked about the term change order and who requests the change order. Kelly explained that the term is used to describe the variation of costs that result from necessary modifications to the design and construction of the project. The recommendation of a change order is initiated by the engineer. Mr. Allin commented that he just wants to be sure we are prudent and taking care of the problems efficiently.

B. Taylor asked for public comment. There was no public comment. K. LaRocca read the resolution aloud. A. Shaw moved to adopt the resolution to designate additional capital funds for the Slidell parking and entrance ADA accessibility. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

E. Alcohol Request – Slidell Art League

K. LaRocca reported that the Slidell Art League will hold an opening reception on September 9, 2022 and a closing reception on October 21, 2022 for its annual art show at the Slidell Branch. It is requested that the Art League be allowed to serve wine. The wine will be served with food and with the assistance of a licensed bartender. Approval is required by the Board for any alcohol served at the library, as the Rules and Regulations do not allow for alcohol without approval. B. Taylor asked for public comment.



C. Butler asked if there will be any restrictions or limitations on how many glasses of wine are served per person. Kelly is not aware if the Art League has any restrictions. She explained that the wine is served by a licensed bartender to ensure that there is no excessive drinking, and no underage patrons are served. C. Butler stated that she wants to be sure that the library stays within the boundaries of its purpose. Kelly offered to request that the Art League would limit the wine availability to one or two drinks. C. Butler stated that the dynamics of the community have changed, and she would prefer to be on the safe side when allowing alcohol to be served. Kelly clarified that the only events that the library requests alcohol to be served are the yearly Library Foundation meeting and the Slidell Art League. The number of people at those events are limited. The events take place in the meeting rooms, and the group would be liable if anything should occur. B. Taylor asked for an update for the next board meeting.

A. Shaw moved to approve the alcohol request from the Slidell Art League. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

#### F. Director's Report

K. LaRocca reported that the two surplus vehicles were auctioned on May 26<sup>th</sup>. The Slidell Parking and ADA Accessibility Project is underway. Kelly LaRocca met with Slidell City Councilman-Elect Trey Brownfield, Parish Councilman Chris Canulette, and Parish President Cooper to discuss the Slidell Parking and ADA Accessibility Project and to inform them of the opportunity for public input on the Slidell Branch expansion. Approximately 300 people participated in giving public input on the Slidell Branch expansion project. The Council approved the people counter project and the renovation of the new technical services and maintenance building.

The library promoted the Summer Reading Challenge (SRC) on The Lake 94.7 radio station. There were ads in Slidell Magazine, Northshore Social, and Inside Northside. It was promoted in the library's podcast, three radio interviews, the Check it Out weekly newspaper article, and STPG-TV show. Postcards promoting the SRC were mailed to 21,000 households. Tanya explained how Gale Analytics uses census statistics to work along with Polaris to generate the list of households that was used to mail the postcards. We were able to reach both users and non-users by utilizing the lists. The Check it Out TV show featured Jillian Boudreaux, Jenny Mayer, Jennifer Rifino, and Amy Bouton. Benny Bruce produced a podcast from the show as well.

Outreach was offered to various organizations. Staff attended informational summer reading meetings, committee meetings, and webinars. Many staff members attended the Mental Health First Aid workshop with NAMI St. Tammany. Amy Bouton participated in Leadership Northshore activities and graduated from the program. Eleven Summer Reading Assistants have

been hired as temporary staff during the SRC. Website statistics show 42,217 sessions and 27,818 users visited the website since the last board meeting. Kelly referenced the service statistics for April 2022 and the year-to-date.

### 3. OLD BUSINESS

#### A. Strategic Planning Committee

K. LaRocca reported that various staff committees have met since the last board meeting. There were 33 focus groups conducted in total. All focus group notes are completed and were sent to the consultants for analysis. The community advisory committee met for a short organizing meeting. It was an opportunity for the committee members to get to know each other. Board members were provided with a list of the community advisory committee members. The next committee meeting with the consultants will be in July.

#### B. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation is still waiting on final numbers from the Distinguished Speaker event. The Foundation was asked to be the beneficiary of the Winn Dixie community bag program for the month of June. For every bag purchased, one dollar is donated to the Library Foundation. The participating Winn Dixie store is located at 4100 Highway 59 in Mandeville.

#### C. Friends of the Library Report

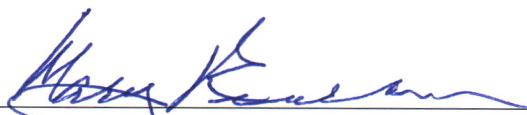
B. Geiger met with the West St. Tammany Friends and reported that they are doing well.

### 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 C. Butler. The motion carried.

  
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Mary Reneau, Secretary