

St. Tammany Parish Library
Board of Control Meeting
July 26, 2022
Madisonville Branch Library
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, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

B. Taylor referenced the meeting agenda and explained that there would be a three-minute time limit for each member of the public wishing to speak on an item on the agenda. Becky explained that the board wants to hear from the public and in order to comment they must complete a comment card located on a table in the meeting room. The cards will be collected by a library staff member.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on May 31, 2022.

B. Taylor asked for a spelling correction on page 5. Gayle should be corrected to Gale. There were no other suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve the corrected minutes. It was seconded by M. Reneau. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – June 2022

K. LaRocca reported that \$208,390.28 was received in ad valorem revenue. The 3rd payment of \$84,209.35 in state revenue sharing was received. We expect to receive more ad valorem revenue before the end of the year. The budget percentage should be 50% at this point in the year. Revenues are at 48.9% and expenditures are at 46%. The Postage line is over budget due to higher postage rates and filling the postage machines. The Web Design Consultant line is over budget due to having the library apps all year and will be adjusted in the amendment.

The insurance lines have been expended for the year. The Office Supplies line is over budget due to the increasing cost of supplies and the use of lamination film during the summer. The West St. Tammany Friends of the Library sponsored tablets for librarians to use for teaching patrons how to use apps on their devices. That donation will go into the PC Network line to reimburse the cost of the tablets. The CD Software line is over budget because the licenses are renewed early in the year.

B. Taylor asked for questions from the Board. The Board had no questions. B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the June 2022 financial reports. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and none were absent. Motion carried.

B. Summer Budget Amendment - 2022

K. LaRocca reported that she expects \$224,000 less in ad valorem taxes than what we amended earlier this year. This budget amendment is adjusted based on how the library ended the 2021 fiscal year, the performance of the budget during the first half of 2022, the COVID-19 pandemic, and upcoming projects such as the Annex building renovation. Most of the increases and decreases in the budget lines will be due to these activities. Kelly reviewed some of the changes. Adjustments were made to the employee benefits lines. The Advertising line is increased to cover advertising for strategic planning. The Electricity line is adjusted to account for the cost of electricity on both the old and new Annex buildings at the same time.

Since I.T. will not move until after the new year, the cost of Movers has been reduced. The Liability Insurance line is reduced due to better rates with package pricing. Flood insurance has increased this year and is adjusted to match. The Office Supplies line is increased due to higher costs of paper and other supplies at this time. The Mileage Reimbursement line is increased as there is more staff travel between branches.

The Improvement to Physical Plant line is decreased as the Slidell roof repair is deferred to the renovation of the branch, with a more extensive roof repair/replacement planned. B. Allin asked if the roof was replaced when the HVAC system was replaced. Kelly stated that the roof was not replaced but was recoated at that time. Dr. A. Morgan stated that the library has been discussing the Slidell roof as long as she has been on the library board. She hopes that it is repaired fully, as it has been leaking on and off for 20 years. Kelly explained that the coating has kept the roof in good shape for about 10 years, but it is now at the end of its lifetime. Dr. A. Morgan stated that the plans for the roof should be presented to the Library Board since there have been such issues with the roof in the past. The Board should be able to ask questions and make independent appointments with the persons or businesses involved in the roof replacement. Kelly explained

that the Parish will get an architect and engineer who will create the plans and present them to the Library Board. Once those plans are approved, then the project would go out to bid. The Office Equipment, Furniture, and Shelving line is decreased as the cost of modifying the Annex's furniture is less than expected and I.T furniture will not be needed until 2023. The PC Network line is increased to account for the tablets donated by the West St. Tammany Friends of the Library. The Periodicals line is decreased as it has been expended for the year. The Music, Audio, and Video Recordings lines are reduced as more people are downloading materials. That funding is redirected to Electronic & Downloadable media.

Kelly referenced the Savings spreadsheet. The cash on hand, or savings, as of December 31, 2021 was \$5,399,947. There were no changes to the dedicated savings lines. The savings are dedicated to operational reserves, disaster and emergency funds, payroll adjustments made by the auditor, and furniture projects at the Causeway, Mandeville, and Slidell branches. The current unassigned savings is \$135,139.

Overall, Kelly forecasts a decrease in revenue of \$195,922 due to a more conservative estimate of ad valorem growth for 2022. The 2022 Summer Budget Amendment shows a decrease in expenditures of \$195,908 due to the Annex move being spread over two years, ongoing effects of COVID-19, and the inability to purchase vehicles and complete construction projects due to the economy. The budget is balanced, leaving \$60 of revenue unbudgeted. Kelly met with each department head to discuss their plans for 2022. She is confident that there are adequate funds to meet the library's goals.

B. Taylor asked for public comment. There was no public comment. A resolution of the board is needed to approve the amendment. Kelly read the resolution aloud. B. Allin moved to approve the resolution for the 2022 Summer Budget Amendment. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

C. Rules and Regulations Update – Chapter 3. Section 327 & 329

T. DiMaggio reported that the committee met in July to discuss sections 327 and 329. This completes the remainder of Chapter 3. The next meeting is August 4, 2022 at 11:00 a.m. in the Causeway Branch meeting room. The committee will work on Chapter 4 - Collection Management. The committee is submitting sections 327 and 329 of Chapter 3 for Board review and approval. The Board was provided original, edited, and final copies of the sections to review. The sections were reviewed and rewritten based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. The District Attorney's Office reviewed the draft and their suggestions were incorporated. Cary Menard, Chief of the Civil Division for the District Attorney's Office, was in attendance during the meeting to answer

any questions. B. Allin asked a question about real property in Part D under bid thresholds. Kelly explained that real property is land/real estate.

Kelly clarified that contracts for the following require the Board's approval before they can happen: Leased library facilities, purchases of real property, materials, supplies, and equipment of \$30,000 or more, professional and non-professional services of \$100,000 or more, and public works projects of \$250,000 or more. Contracts that are less than the thresholds do not require Board approval but would be listed in the Director's Report. B. Allin asked if the roof at the Slidell Branch could be replaced without Board approval. Kelly explained that the roof at Slidell would be considered a public works project of under \$250,000, but the Board would know about it prior to happening because it would be discussed in the Director's Report.

A. Shaw referenced Part E, the Monitoring Process, and asked if the contract manager would be in-house or provided by the vendor. Kelly and Tanya explained that it would be whichever library staff member has been designated to monitor those services. Kelly used the janitorial supply contract as an example. A staff member manages that by monitoring the vendor's prices for toilet paper, paper towels, and other janitorial supplies that are on the state contract to ensure that we are paying contract pricing. Larger projects such as the Slidell parking lot are public works projects handled by the Parish. Someone assigned by the Parish is the manager of that project.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the updates to Chapter 3, Section 327 and 329 of the Rules and Regulations Manual. All were in favor, none were opposed, and none were absent. Motion carried.

D. Director's Report

K. LaRocca reported that the Friends of the Slidell Library sponsored benches at the Pearl River Branch and a new slab at the Slidell Branch for the garden area picnic table and shade sail. The Lacombe Branch roof was recoated, rust was sanded, and metal on the building was repainted. Trees were trimmed and new lighting was added to the back of the Pearl River Branch.

There were Pride displays during the month of June at three branches. In mid-June, the library began to receive feedback regarding the displays at the Mandeville Branch. People expressed their concerns and support by phone, in person, by email, on Facebook, and on our website. Some patrons also contacted Parish Government. Every person who contacted the library to express their concern or support was responded to. Those wishing to receive a Statement of Concern were sent a copy and all written comments were forwarded to the Library Board of Control. The New Orleans Advocate wrote a story about the displays and the article was

published on June 22nd. We received two phone calls, 32 emails, and 11 website comments in support of the displays. We received five phone calls, seven emails, and three website comments against the displays. Three Statements of Concern were submitted. All three statements were addressed, and board members were sent copies of all statements and responses.

The summer reading statistics are as follows: Over 4,000 people registered and total collective minutes as of July 20th was 1,353,683. Programming ended July 9th and the challenge continues until July 30th.

The Back to School Bash is Saturday, August 6th from 1:00 p.m. to 4:00 p.m. at the Slidell Branch. Special guests include: St. Tammany Fire District #1, The PopRocks, Hey Now Productions, Culinary Kids, and Touch a Bus with two school buses. The event is free for the whole family and open to the public.

The Check it Out TV show was filmed in June and July. Staff offered outreach services to pre-schools, day cares, elementary schools, and middle schools. Noelle Williams and Byron Holdiman held a Juneteenth Celebration program. Amy Bouton spoke on The Lake 94.7 and Hwy 104.7 radio stations. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the Parish Council meeting in July. Staff attended training, webinars, and meetings. Several staff attended the Louisiana Library Association Conference. Kelly LaRocca was named Louisiana's Library Director of the Year. Abby Mayfield was accepted into Leadership Northshore.

In August, Megan Jenkins will transfer to the Covington Branch as branch manager, Iriana Lonon will transfer to the Causeway Branch as branch manager, and Noelle Williams will transfer to the South Slidell Branch as branch manager.

Website statistics show 135,788 sessions and 78,852 users have used the website between May 19th and July 20th. New visitors comprised 55.1% of these sessions. Kelly referred to the June 2022 and year-to-date statistics. It was noted that the June statistics have some typos and will be redone. B. Taylor asked about the Slidell Art League's decision on limiting the amount of wine served at their event. Kelly said that the Art League has changed the date of their event. The awards evening will be on October 7th and they will limit the amount of wine per person served at their event.

B. Taylor asked for public comment. Katie Cook spoke in support of the Pride displays. She shared that her daughter's friends' parents would not allow them to go inside her home because she has two moms. Roxanne Newman spoke in support of the Pride displays. She expressed that she believes it is important that all children see themselves represented in books and other media. Barbara Hargrove stated that she is in support of the Pride displays in the library. Christopher

Manguno spoke in support of the Pride displays, stating that libraries should remain a space that is objective, supportive, and represents individuals in the community. John Hastings spoke in support of the Pride displays, stating that it is helpful to have those resources easily accessible to patrons who may not necessarily go out of their way to find them on their own. Brandon West spoke in support of the Pride displays and shared his late younger brother's experiences as a young gay man. Baileigh Bosco spoke in support of the Pride displays and noted the suicide statistics of LGBTQ youth.

Jeremy Thompson spoke in support of the Pride displays and named many literary works written by gay authors. Mel Manuel spoke in support of the Pride displays and spoke of the importance of LGBTQ youth being represented and included, as they are future stakeholders in this community. Barbara Mamoulides expressed her support of the Pride displays. She often counsels clients with questions about LGBTQ topics and refers youth and parents to the library for books on navigating those topics. Randy Trahan spoke in support of the Pride displays and spoke of the PFLAG (Parents, Friends, and Family of Lesbians and Gays) organization. Jeff Sims spoke in support of the Pride displays and appreciates the library for having the displays. Ruth Terry-Sipos spoke in support of the Pride displays and thanked the library for not removing the displays. Rev. Dr. Jarrett Banks spoke in support of the Pride displays and noted the importance of community members getting to know their neighbors and walking in their shoes.

Donna Bonnoitt spoke in opposition to having the Pride displays. She noted that residents pay a millage for the library. She stated that children do not need to be exposed to these displays in the library. She asked about the procedures for deciding what displays are put in the library and said there should be questionnaires for the public to give input on displays. Susie Knights spoke in support of the Pride displays and recalled her experiences taking refuge in books in the library. Heather Marcotte spoke in support of the Pride displays and hopes that the library continues to offer resources to all community members. Will Marcotte spoke in support of the Pride displays. Erin Kennedy spoke in support of the Pride displays. Lilly Rowland spoke in support of the Pride displays. Amy Kussmann spoke in support of the Pride displays and hopes that next year there will be more displays supporting everyone in the community. Maryjo "MJ" Cascio spoke in support of the Pride displays and hopes that there are more displays next year. She stated that the LGBTQ community also pays taxes that fund the library through the millage.

B. Allin thanked everyone for taking the time to speak.

3. OLD BUSINESS

A. Strategic Planning Update

K. LaRocca reported that the strategic planning consultants met with Library Administration to plan upcoming meetings and review data maps that can be used in reports. They have the results of our information collection efforts for Library Administration, the Board, and the committee. The consultants will be meeting with the Community Advisory Committee on August 11th. Kelly will send the Board suggestions for meeting dates and times.

B. Slidell Branch Renovation Community Input

K. LaRocca reviewed the results of the community input for the Slidell Library renovation and expansion. Each board member was provided a printout of the results. The groups of people included in the survey are children, teens, adults, seniors, library staff, and the Library Board of Control. The results indicate that children are a high priority as well as teens and technology. A few of the top choices are as follows: Craft room with sink in the children's space, a coffee/vending machine area, children's reading alcove, an exterior porch, and study pods.

C. St. Tammany Parish Library Foundation Update

There was no report from the Library Foundation.

D. Friends of the Library Report

There was no report from the Friends of the Library.

4. Public Comment

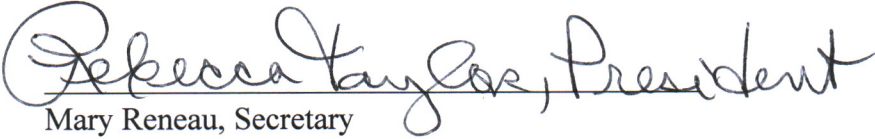
There was public comment from Donna Bonnoitt. She asked what the procedures are for creating a display. B. Taylor responded that the Board would ask Library Administration to send her that information. Ms. Bonnoitt stated that the display policy on the website states that all aspects of an issue will be presented in an equal manner, but that was not done with this display. Ms. Bonnoitt also questioned the statistics and number of people who complained about the display.

B. Taylor assured Ms. Bonnoitt that Library Administration would be in touch with her. Roxanne Newman spoke in response to Ms. Bonnoitt's comment. She stated that equal time should not be given to hatred and used the subject of Holocaust Remembrance as an example. She stated that no one should endorse a display for the pro-Nazi side of the Holocaust, nor should an anti-

LGBTQ display be endorsed. Christopher Manguno stated that he hopes that the controversy of the displays does not prevent the library from having these displays in the future. Brandon West stated that he can appreciate having opposing views on something that one does not agree with. He encourages anyone with an opposition to this to sit down with parties that can help educate them on this topic.

5. Adjournment

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


Mary Reneau, Secretary