

St. Tammany Parish Library
Board of Control Meeting
February 26, 2019
Slidell Branch Library
555 Robert Boulevard
Slidell Louisiana 70458
6:30 P.M.

MINUTES

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

Present: Bill Allin, John Danjean, Dr. Argiro Morgan, Mary Reneau, Ann Shaw and Becky Taylor

Absent: Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on November 27, 2018.

Dr. A. Morgan asked that a correction be made to the last page of the November 27, 2018 minutes. The correction was to change the State Library as a top 10 library to the Louisiana Book Festival being in the top 10 of the nation. B. Taylor asked for discussion or public comment. There being nothing further, Dr. A. Morgan made a motion to approve the minutes with the corrections and was seconded by Mary Reneau. The motion carried.

2. NEW BUSINESS

A. Financial Reports- Kelly LaRocca

2018 Year End - Kelly LaRocca stated in 2018 we received \$9,879,766.81 in ad valorem revenue and \$251,468.01 in state revenue sharing. We did not receive any money after October 2018. At the end of 2018, we had cash on hand in the amount of \$4,772,256.14, this amount constitutes the library's savings that we use to operate the first three months of the year and emergency funds. That number went up according to K. LaRocca because we did not end up spending a deficit that we had budgeted for. B. Allin asked K. LaRocca to explain the amount of cash on hand. K. LaRocca explained that the money was the actual amount of cash that the library had access to compared to the receivables that are future income that we have not yet received. The amount is considered cash because it is the actual amount that was in the bank at the end of 2018. K LaRocca went on to state that in 2018 the total amount of revenue received was

\$10,483,127.84 compared to \$10,407,692.00 that was budgeted to be received. The total expenditures year to date for 2018 were \$10,103,830.57 compared to \$10,612,200.00 that was budgeted. K. LaRocca explained that the large difference between what was budgeted and what was spent will change when the auditor comes in March and moves some of the December 2018 expenditures to the 2019 budget. K. LaRocca went over some of the budget lines for 2018 that ended either above or below the budgeted amount. The salary line was at 92%. K. LaRocca explained that some positions were unfilled during 2018 and no raises were given. Other lines mentioned were Health Trust at 118%, Workers Compensation at 103%, FICA at 104%, Postage at 72%, and carpet cleaning at 116%. B Allin asked about the Young Adult collection line at 55%. K. LaRocca explained that the shelves are tight for Young Adult materials and that makes it harder to buy materials because you have to remove materials to make room for the new books. K. LaRocca also pointed out that time to get the temporary library opened took time away from buying materials from all of the collection development librarians. B Taylor asked what income was included in the Miscellaneous Income line. K. LaRocca said that she would find out and report back. Bill McHugh asked if the library had ever investigated putting excess revenue in the Louisiana Asset Management Pool (LAMP). K. LaRocca said that it had been discussed in the past administration. K. LaRocca said that she would investigate the idea and report back to the board. A. Shaw asked about the Landscape Addition line at 44%. K. LaRocca stated that a lot of the landscape needs were clean up and not additional landscaping so it was in different budget line.

B. Taylor asked for any public comment on the 2018 year-end financial reports. There being none a motion was made by B. Allin to approve the financial reports as submitted and seconded by A. Shaw. Motion carried.

January 2019 Financial Report - Kelly LaRocca

Kelly LaRocca stated that year to date we received \$979,007.03 in ad valorem revenue and \$84,005.33 in state revenue sharing. LaRocca stated that cash on hand at the end of January was \$3,602,776.91. The budget number is 8.33 for the first month of the year. K. LaRocca stated that we were receiving more interest from the bank than in the past. K. LaRocca stated that library salaries are at 7%, membership dues were at 48% but that is because the dues are paid at once for the entire year. Signage, patron cards and printing were at zero because we haven't had anything billed for those budget lines. Polaris maintenance is at 99% and that is what it will cost for all of 2019. Computer printer supplies was over but we are sending back cartridges and getting credit. Downloadable media was at 54% because we pay up front for our Hoopla Service. Hoopla is downloadable books, video and music. Dr. A Morgan asked if all of the security cameras had been installed. K. LaRocca stated that all locations now have cameras and

the money in the 2019 budget for cameras is for when the Covington Branch reopens and the cameras will need to be installed.

B. Taylor asked for any public comment on the financial reports. There being none a motion was made by M. Reneau to approve the financial reports as submitted and seconded by J. Danjean. Motion carried.

K. LaRocca reported on the Capital Report saying it had been updated and now reflects the three projects underway or completed namely the Covington Renovation, the security cameras and the recent purchase of the South Slidell branch including all of the money spent for construction.

B. Election of Officers

Board President B. Taylor stated that M. Reneau had collected the names of board members willing to serve as officers. M. Reneau volunteered to be Secretary, A. Shaw volunteered to be Vice President and B. Taylor volunteered to serve as President of the Board.

B. Taylor asked for any public comment or discussion. There being none a motion was made by B. Allin to accept the slate of candidates for the offices. The positions are M. Reneau, Secretary; A. Shaw, Vice President; and B. Taylor, President of the Board. The motion was seconded by J. Danjean. Motion carried.

C. Interim Director's Report – Kelly LaRocca

The Interim Director talked about this month's library activities. The Abita Springs Branch was named Garden of the Month by the Abita Springs Gardening Club. The wireless printing system has been installed at every branch. K. LaRocca and Sue Ryan attended the meetings of the Friends of the Slidell Library. K. LaRocca, Tamie Martin, Tanya DiMaggio, Hilari Farlow, Sally Gill, Mary Thompson and Amy Strain attended the Annual Membership Meeting of the St. Tammany Library Foundation. Amy Strain attended the group's February meeting. K. LaRocca spoke with the Leadership Northshore Class of 2019 on the group's Local Government Day. Tanya DiMaggio and Jennifer Rifino appeared on The Lake 94.7 morning show to promote Library Con on January 11. Sarah Aucoin and Sonnet Ireland visited COAST Senior Center in Slidell on January 14. Shellie Lister spoke to the Slidell Noon Rotary about library offerings on January 25. Alexis Davis, Tanya DiMaggio, Haley Hampton and Jen Martin attended training on Every Child Ready to Read on December 3. Shellie Lister attended the parish government's Public Information Officers' Meeting on January 24. Tanya DiMaggio, Haley Hampton, Jen

Martin and JoAnna Reeves attended a workshop called Bilingual Birdies about incorporating other languages into story time on February 8. The Reference Department has trained nearly 250 patrons during 47 computer and app classes since the last Board meeting. More than 300 people attended the fifth annual Library Con at the Madisonville Branch on January 12. K. LaRocca reviewed the statistical report for 2018. The library circulated 1,109,111 items in 2018. Over 80% of the items were physical items. The other 20% were from the library's virtual collection. There was a discussion about the statistics and how the library is able to compile and use the statistics. K. LaRocca explained the limitations of information that is collected by the library and the privacy of the user.

D. Alcohol Request – Slidell Art League March 8, 2019

K. LaRocca stated that the exhibition would be after hours. They will serve small glasses of wine served by a licensed bartender. M. Reneau asked if the event was open to the public. K. LaRocca explained that it was open to the public but that it didn't occur until two hours after the branch was closed.

B. Taylor asked if there were any questions. Dr. A. Morgan moved that the Slidell Art League be able to serve alcohol under the supervision of a licensed bartender on March the 8th from 7-9. A. Shaw seconded the motion. Motion carried.

3. OLD BUSINESS

A. Covington Renovation Update – Brent Geiger

An update was given on the progress of the Covington Branch renovation. B. Geiger stated that the demolition was complete, a fence had been erected around the site and the plumbing rough in was complete. K. LaRocca and B. Geiger met with the architect on February 13th, 2019 to finalize the paint colors, flooring finishes and the lighting fixture choices. The library received bids on January 24th, 2019 for schedule 1-6 of the furniture packages. Schedules 1-5 received bids. The library had to put schedule 6 back out to bid because no one bid on the package at the January 24th bid opening.

B. Land Adjacent to Slidell Branch on Robert Boulevard

K. LaRocca stated that an appraisal had been ordered on the property next to the Slidell Branch. There was also a letter of intent issued by the parish. This gives the library a right to purchase the land for the next 60 days. The library may only pay the appraised value of the property or