

St. Tammany Parish Library
Board of Control Meeting
February 27, 2018
Madisonville Branch Library
1123 Main Street
Madisonville, Louisiana 70447

MINUTES

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

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

Absent: None

Donald Westmoreland requested the Director's report be moved to go after the Friends of the Library report under OLD BUSINESS of the agenda. A motion was made by A. Morgan and seconded by M. Reneau to move the Director's report. B. Taylor said it would have to be a unanimous vote. All were in favor and none opposed. Motion carried.

1. Approval of the minutes of the meeting of the St. Tammany Parish Library Board of Control which was held on November 28, 2017. B. Taylor asked for any discussion or public comment. M. Reneau suggested a wording change on page 3 of the minutes. There being no further discussion, B. Taylor called for the vote.

After a review of the minutes for November 28, 2017, J. Danjean made a motion to approve the minutes after the correction and was seconded by M. Reneau. The motion carried.

2. NEW BUSINESS

A. Election of Officers- B. Taylor

Becky Taylor asked for discussion regarding the LBOC Election of Officers for the 2018 term. She also asked for public comment. B. Allin asked what the slate was for the election of officers. B. Taylor said she would ask for a motion. A. Shaw made a motion that all LBOC officers remain in their office for 2018. B. Allin commented about the process of the election of officers. He asked if there had been any solicitation by any of the current LBOC members and inquired as to who was interested in running. He noted he would like the process of electing officers to be more structured. B. Taylor said we can determine a process. M. Reneau asked if anyone was interested in running for office. There being no one she agreed with the motion of

maintaining the current LBOC officers since there were no other parties interested. A. Morgan suggested an amendment to the LBOC's Rules and Regulations be drafted and voted on at the next board meeting to include a process for electing the LBOC officers to include a letter sent by either the President or the Secretary to the current members thirty days prior to the election to invite interested persons to make their intentions known. This new process would be added to the LBOC's book of Rules and Regulations upon approval. The motion on the floor by A. Shaw to accept the current Board members as officers, President, B. Taylor, Secretary, M. Reneau and Vice President, A. Morgan for the 2018 year was seconded by J. Danjean. All were in favor. Motion carried.

B. Financial Reports-Donald Westmoreland and Kelly LaRocca
We have received state revenue sharing and ad valorem funds ending the financial statement of 2/23/18. The recap shows the total funds for ad valorem are \$8,117, 983.64 and state revenue \$83,822.67. We have already received a good portion of our ad valorem from the Parish. He said we were under budget for 2017 and will have a surplus that will be confirmed by our audit to roll over into 2018. As of December 31, 2018 we had \$4,683,000.00 in reserve. He said we are currently on target with our 2018 expenditures at 8.33% but it has only been one month of the year. He said K. LaRocca would answer any expenditure questions for the report ending 1/31/18. A. Morgan asked about the ratio of books to other media on the library shelves. D. Westmoreland and K. LaRocca stated anywhere from 10-20% of our budget is spent on books for the system. K. LaRocca said our circulation stats indicate many more books are being checked out than any one of the other resource forms. A. Morgan said she would like to see the percentage numbers for them. K. LaRocca said it is at least 50% or more but she would put some figures together for the Board. B. Allin asked a question about the line for summer reading t-shirts and why was it at 114%. K. LaRocca said the t-shirts were ordered in January and paid in full then we are reimbursed by the staff for any extra t-shirts they ordered. A. Morgan inquired if patrons were able to request a book for our collection. K. LaRocca said we have the Bookbuyer service for the library where patrons can request certain materials and it is reviewed and purchased by our collection development department. A. Morgan asked if a patron could donate a subscription to a periodical. K. LaRocca said we have donation forms for patrons who wish to donate to the library and on the form they can name the item they wish to be purchased with their donation. B. Taylor asked if there was any further discussion from the Board or the public. There being none a motion was made by M. Reneau to accept the year end 2017 and January 31, 2018 financial reports as presented and seconded by A. Morgan. Motion carried.

C. Director's Report-Moved to go after Friends of the Library Report- OLD
BUSINESS

D. Headquarters Office and Temporary Library Lease

A resolution to accept the temporary location for Library Headquarters located at 1112 W. 21st Ave. in Covington, Louisiana was discussed. D. Westmoreland said the space is within our budget at \$13 per square foot for five years, close to our current headquarters location and has the space we need. He said we need a resolution approved to move forward. B. Taylor said it is a great location and the building is move-in ready. B. Allin asked how it compared to the other properties that had been viewed. K. LaRocca said we looked at four properties and this one is the best for our needs and for the time we needed. We can't have a lease longer than 2024 because we will need to go out for a renewal at that time. J. Danjean asked if we are still hoping to build an Administrative building on the property in Abita Springs. D. Westmoreland said yes, as a long-term goal to consolidate the Annex, the Abita Springs branch and Administration in one facility. B. Taylor asked for public comment. Bill McHugh asked where the new rented headquarters facility would be. D. Westmoreland said on 21st Avenue going north toward Covington High School. McHugh asked if there were escalation clauses in the lease. K. LaRocca said we will only be responsible for taxes and insurance and those amounts could go up but the lease is locked in at \$13 per sq. ft. for five years. McHugh asked about the future Abita Springs plans location. D. Westmoreland said it was outside of town near the fire station near where the new subdivision will be. B. Taylor asked if there was any further public comment. There being none she read the resolution for leasing the property at 1112 W. 21st Ave. in Covington for the new location of library headquarters. A motion was made by B. Allin to adopt the resolution and seconded by A. McClain. All in favor. No Nays. None absent. None abstaining. Resolution passed.

K. LaRocca said the next resolution to be voted on was for the property located at 1200 Business 190 in Covington, Louisiana for the temporary one year lease of the Covington branch while it is being renovated. The temporary location is located next to Rouses and Papa John's Pizza at Claiborne Hill and is 6400 sq. ft. The terms are \$10 per sq. ft. plus the library pays all insurance and taxes for the term of the lease. Four locations were viewed and this was the one that best suited our needs for the location and price. B. Taylor asked if there was any further discussion about the proposed leased space. B. McHugh asked if the temporary location

would be comparable in size to Slidell. K. LaRocca clarified it would be close in size to South Slidell. B. Taylor asked if there was any further public comment or discussion. There being none she read the resolution for leasing the property located at 1200 Business Hwy 190 in Covington for the temporary location of the Covington branch during the time of the renovation. A motion was made by M. Reneau to adopt the resolution and seconded by J. Danjean. All in favor. No nays. None absent. None abstaining. Resolution passed.

D. Westmoreland said the Causeway branch lease is also up for renewal. The terms of the lease are \$13.50 per sq. ft. for the first two years then \$14.50 per sq. ft. for the remainder of the 4 year lease. He also said the bathrooms would be renovated by the landlord. He asked the Board for permission to go forward with entering into negotiations with the property's landlord for the October 2018 renewal. B. Taylor called for a motion. A. Morgan made a motion to enter into negotiations for the purpose of the Causeway Branch lease renewal and seconded by M. Reneau. Motion carried.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca said Denelle Wrightsen came out to speak with the Administration and Department Heads. After a few weeks of weather delay, plans should be ready to go to the Parish by the next meeting. The architect has all the information now and is working to get a plan together for us. They should have something fairly soon to show the Board. B. Taylor asked how often we are in contact with the architect. K. LaRocca said we have had six meetings total but we are in constant contact by email. B. Taylor asked if there were any questions about the Covington renovation. B. Allin asked about the time frame for starting the project. K. LaRocca said the architect would need to finish. It would be 4-6 weeks for the Parish to approve, and then we could go out for bid. It will still be several months before we can start. B. McHugh asked how long the project will take. B. Geiger said it would probably take around nine months. A. Shaw asked when the Covington Branch will move to the rented facility. K. LaRocca said we had to move Administration first then the branch and it would happen later this year.

B. St. Tammany Parish Library Foundation Update-A. Shaw

The Foundation began its 2018 membership drive ending in January. They lost a member, Ms. Nancy Thompson, and hope to increase the membership numbers as a tribute to her memory. Latte Love Our Library campaign is going very well. The Foundation is working on their Distinguished Speaker event in April which will feature Errol and Peggy Laborde. Tickets are on sale now.

C. Friends of the Library Report-None.

D. Director's Report-Donald Westmoreland

The Director read the report noting that all the security cameras for the branches have been installed except for Covington and Madisonville. He said many staff members had attended various Friends and Foundation meeting over the past couple of months. Tanya DiMaggio and Jennifer Rifino both appeared on the Lake 94.7 to promote Library Con on January 9. Shellie Lister attended the Parish's Public Information Officer's meeting on January 25. The library hosted several programs such as a St. Joseph's Day altar, Story Walk, and reference programs which were all well attended.

Donald Westmoreland announced his retirement effective March 16, 2018. He said he has been grateful for the support of the Board and staff over these last nine years of his directorship and hopes to remain very active in our library system. B. Taylor said a special meeting to name the Interim Director would be Monday March 5th at 9:15 a.m. at the Causeway branch library.

4. Public Comment-None

5. Adjournment-

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