

St. Tammany Parish Library
Board of Control Meeting
April 24, 2018
Causeway Branch Library
3457 Hwy 190
Mandeville, LA 70471

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, Becky Taylor, Ann Shaw, Dr. Argiro Morgan, Antoinette McClain

Absent: John Danjean, Mary Reneau

1. Approval of the minutes for the meeting of the St. Tammany Parish Library Board of Control held on March 27, 2018. B. Taylor asked for any discussion or public comment. B. Allin requested a wording change on the third page under the Director Search Committee report. There being no further discussion, B. Taylor called for the vote.

After a review of the minutes for March 27, 2018, B. Allin made a motion to approve the minutes with the wording correction and was seconded by A. McClain. The motion carried.

2. NEW BUSINESS

A. Awards

To honor our two long-serving LBOC members Barbara Morgan and Silvia Muller, previous Director Donald Westmoreland presented the two former members with plaques showing the Library's appreciation for their many years of service. A. Morgan presented former Director Donald Westmoreland with a plaque showing the Library's appreciation for his 20 years of service and congratulated him on his recent retirement.

B. Financial Reports-K. LaRocca

Kelly LaRocca gave the financial report ending March 31, 2018. She said the library received approximately 94% of its revenues from ad valorem taxes and state revenue sharing. To date we have received \$9,231,505.12 in ad valorem revenue and \$83,822.67 in state revenue sharing and we should receive the rest of our money by September. She said our expenditures are on target at roughly 25%. She went on to explain a few of the line items that were either under or over

including: salaries, publication of legal notices, summer reading printing, utilities resulting from a colder than average winter and signage. The library is required to publish all legal notices and minutes. She said we have leased the new Administration building on 21st Ave. and the temporary branch at Claiborne Hill. The Polaris line item is up because we have updated all the branches and also have added Polaris service to our new Administrative offices. Other overages were due to yearly contracts that were renewed and those line items will even out as the year goes on. She asked if the Board had any questions. B. Allin thanked K. LaRocca for her diligence in presenting the financial reports. A. Shaw had a question about the salaries line item and asked for clarification about which positions have not been filled. K. LaRocca answered we have an open position for the director and two teen librarian positions which were only recently filled. Lastly, we are still waiting for the month we receive a third pay period. B. Taylor asked if the Board or Public had any further questions about the financial reports. There being none a motion was made by B. Allin and seconded by A. Morgan to accept the financial reports ending March 31, 2018. Motion carried.

C. 2018 Spring Budget Amendment-K. LaRocca

K. LaRocca said traditionally we submit a fall budget amendment but because we are in the process of moving the Administrative offices and the Covington Branch, an amendment was necessary. Most of the money will be set aside for the cost of moving. Also we expect to receive \$72,000.00 in reimbursement from the Parish for our camera purchase. She went on to point out the line items that needed to be amended: public and legal notices, signage, utilities, maintenance and general moving expenses for both Administration and Covington. The seminar line item will need to be amended. ALA is in New Orleans this year and we are sending as many librarians as possible. We purchased a new library delivery van. B. Allin asked for a specific projected total amendment amount. K. LaRocca said the total expenditure amount that will be added to the 2018 budget would be \$283,500.00 according to our accountant's calculations. B. Taylor asked for further discussion from the Board and Public related to the 2018 budget amendment. There being none a motion was made by B. Allin and seconded by A. McClain to approve the 2018 Spring Budget Amendment. Motion carried.

D. Summer Reading Presentation

Tanya DiMaggio, Jennifer Rifino and Jillian Boudreaux presented their SRP outlines for the 2018 program, "Libraries Rock." T. DiMaggio said this year prizes will be given at the beginning of the program to encourage participation. J. Rifino said she is excited about the two new Teen Librarians, Abby Mayfield and Charlene Barrett. J. Boudreaux said this is the third year of adult participation in the SRP and she is hoping to find a geologist to come out to do a program.

E. Interim Director's Report-K. LaRocca

K. LaRocca gave an account of all the outreach, programming and staffing updates. The Library purchased a new delivery van. K. LaRocca attended the Friends of the Slidell Library meeting who contributed to funding of half of the new computer chairs at the Slidell Library. Food for Fines was offered April 9-21 in celebration of National Library Week. The food will be distributed to our partnering food banks. Summer Reading will kick off with a Free Family Music Festival on May 19th. She also mentioned the LBOC was required to fill out financial disclosure forms with the State by May 15th as well as complete their ethics training by the end of the year. She asked for questions. B. Taylor asked when the new van would be finished. K. LaRocca said it will be finished April 26, 2018. A. Morgan asked about the ethics documents and training. It was suggested that all documents required for the State should be sent certified mail and the ethics training certificates completed online could be easily printed and either mailed or emailed to Melissa.

3. OLD BUSINESS

A. Covington Renovation Update-K. LaRocca

K. LaRocca spoke to the Parish who said the plan package will go out for advertisement in the middle of May. The Parish said it usually takes 120 days from the time they advertise to the time construction begins. This puts us roughly at a September date for the start of construction. She said both leases for the Covington temporary branch and the Administrative offices have been signed. She said everything is progressing nicely and asked if anyone had questions. There were no questions.

B. Director Search Committee Report-B. Taylor

Becky Taylor said the subcommittee to draft the job description and advertisement for the director's position have met twice; April 5th and 12th. She expected to hold another meeting with

the full search committee and then present their recommendations to the LBOC for approval. She said everything is in progress for the search for the new director.

C. St. Tammany Parish Library Foundation Update-A. Shaw
The Distinguished Speakers event went very well and around \$12,000 was raised. May 1st is Give Nola Day and our library website will change its homepage for the day to encourage donations. A. Shaw thanked the library staff for their help with the Distinguished Speaker event.

D. Friends of the Library Report-None

4. Public Comment-

Bill McHugh asked about the Summer Reading Program dates. T. DiMaggio said it will begin Wednesday May 23rd and the last day would be Saturday, August 11th. He also commented that this year AARP had 351 tax returns filed at the Covington branch and over 50 questions were asked for tax advice totaling over 400 people served. He said this is a free service AARP provides to the citizens of St. Tammany Parish and AARP has been providing this service for 50 years.

5. Adjournment

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

Rebecca Taylor, President