

St. Tammany Parish Library
Board of Control Meeting
March 1, 2016
6:30 p.m.
Covington Branch Library
310 West 21st. Avenue
Covington, LA

The meeting was called to order by Dr. Argiro Morgan, President. Due to the absence of Director Donald Westmoreland, Dianne Kaack, Administrative Assistant called the roll and declared that a quorum was present.

Present: Dr. Argiro Morgan, John Danjean, Becky Taylor, Silvia Muller

Absent: Barbara Morgan, Mary Reneau, Bill Allin

1. Approval of the minutes of the meeting of the Library Board of Control which was held on December 15, 2015

The minutes of this meeting were reviewed. B. Taylor noted one correction: Under Old Business (5) Executive Session. The following was omitted: a motion was made by B. Morgan and seconded by B. Taylor to come out of Executive Session. The minutes were approved on a motion by S. Muller and seconded by B. Taylor with this correction. The motion carried.

2. NEW BUSINESS

- A. Financial Reports

Kelly Larocca informed the Board that Ad Valorem revenue in the amount of \$6,392,053.72 and State Revenue sharing in the amount of \$81,442.67 was received on 02/19/16 from the Parish. She reviewed the financial statements for the period ending December 31, 2015 for both the Capital Projects and the General Fund. B. Taylor asked about the higher amount received in donations. Kelly said she would check but felt it was higher donations in 2015 from the two Friends groups. Following a review of the financial statements a motion was made by J. Danjean and seconded by S. Muller to accept the financial statements as presented. The motion carried.

- B. Director's Report

Brent Geiger reviewed the written report dated March 1, 2016. This included updates on facilities, attendance at the Friends and Foundation meetings, marketing and outreach, personnel changes, professional involvement and programming. He announced that Tamie Martin would be the new South Slidell Branch Manager and Hilari Farlow would be the Madisonville Branch Manager when South Slidell opened.

- C. Health Insurance Update – Leon Golemi (Benefit Consultants & Administrators)

This presentation was postponed until the next meeting.

D. Budget Amendment – Capital Budget

E. South Slidell Update

Jonathan O’Rear of NY Associates, architects for this project, updated the Board on the progress. He noted that the buildout would be a little higher than expected. The contractor will be allowed 50 days to complete the build out. He said the Parish wants the building opened as soon as possible and he expects that to be in July or August. Kelly said that the furnishings have been ordered through Library Interiors. Kelly reviewed the capital budget and noted that revenue of \$1,639,000.00 in 2016 plus the \$652,831 from the prior year would give a total of \$2,291,831 in 2016. The amount budgeted for the bond payment was \$413,500 and \$50,000 is dedicated for the Madisonville Art which will be spent in 2016. She asked the Board to approve an additional \$100,000 for contingencies on the South Slidell Buildout (\$600,000 instead of \$500,000). The total revenue for 2016 would be \$2,291,831.00 with expenses of \$2,263,500.00 leaving a balance of \$28,331 for the next capital project. Following this discussion a motion was made by B. Taylor and seconded by S. Muller to adopt the resolution and approve the amended capital budget. The vote on the resolution was:

Yeas – 4
Nays - 0
Absent – 3

The resolution was adopted by the Library Board of Control. Kelly will send a copy to the Parish.

3. OLD BUSINESS

A. St. Tammany Parish Library Foundation Update – Dr. Morgan

Dr. Morgan updated the Board about recent Foundation activities including Lattes for the Library. Their next meeting is scheduled for the third week in March.

B. Credit Card Policy

Brent Geiger noted that this policy was approved back in September, 2015. Two things added under the credit card policy were: only the Director can open a credit card account and when an employee terminates employment with the library, the credit card must be returned and authorization to use the account terminated.

C. Inventory Policy

Under the inventory policy the only change made was: increase the amount from \$100.00 to \$500.00 for all fixed assets that are inventoried. This was a recommendation from our auditors.

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Following discussion on both of these policies, a motion was made by J. Danjean and seconded by S. Muller to approve the revised Credit Card and Inventory policies. The motion carried.

4. Friends of the Library Reports
There were no reports given.

5. Public Comment
There was no public comment given.

6. Adjournment
There being no further business the meeting was adjourned on a motion by J. Danjean and seconded by S. Muller. The motion carried.

Mary Reneau, Secretary