

St. Tammany Parish Library  
Board of Control Meeting  
May 23, 2017  
Slidell Branch Library  
555 Robert Blvd.  
Slidell, LA 70458

MINUTES

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

Present: Becky Taylor, Dr. Argiro Morgan, John Danjean, Mary Reneau, Antoinette McClain

Absent: Bill Allin, Silvia Muller

1. Approval of the minutes of the meeting of the Library Board of Control which was held on March 28, 2017

The minutes were reviewed and approved as presented on a motion by J. Danjean and seconded by M. Reneau. Motion carried.

2. NEW BUSINESS

A. Financial Report – Kelly LaRocca and Donald Westmoreland

D. Westmoreland reviewed the financial report for the period ending 04/30/2017 recapping the Ad Valorem tax and state revenue sharing amount received was \$9,236,843.32 as of 5/8/2017. He mentioned the state does hold our capital money in Ad Valorem and because we had resolved to buy the South Slidell branch with savings, instead of transferring money, the state held out some additional money. He noted the library's finances were close to where they need to be for this time of year. The balance sheet as of 04/30/2017 shows we have current assets of cash \$10,267,228.76. The recap of the revenues shows we are on target for this time of year and we have actually collected more than what had been projected. He noted also that we are planning to talk to our bankers about increasing our interest rates. We have received approximately 2/3 of our revenue sharing for the year. He fully expects us to meet our targets. Kelly LaRocca recapped the individual accounts noting and giving reasons for any accounts over the expected percentage, such as the lines for leases and vehicle repairs, and asked the Board if they had any questions. LaRocca also mentioned the maintenance vehicles would

need to start being replaced because of their age. Mary Reneau raised a question about the change in the advertising line and K. LaRocca responded that the reason for the negative percentage was because we received a credit at the beginning of the year for having been overcharged on purchased advertising the year before. R. Taylor asked if the Board had any further questions. There being none, a motion was made by Dr. A. Morgan and seconded by J. Danjean to accept and approve the financial reports that have been presented. The motion carried.

B. Director's Report

Westmoreland noted that the Parish was still negotiating the details for the South Slidell building and once any new information is given, he will report it directly to the Library Board and any final determinations by the Parish would come back to the Library Board for their approval. In regard to the Covington renovations, the Parish was ready to release a purchase order and sign a contract to go forward with the architect. He noted steps were being taken and some decisions would be made later in the year and possibly next year about a rental facility for a temporary Covington branch and also a facility to house headquarters.

He went over his Director's report noting the highlights including community outreach, programming by adult, teen and children's departments, Friends and Foundation meetings, the celebration of National Library Week, promotion of this year's SRP by teen, children's and adult departments. Several employees attended the Collection HQ meeting in Baton Rouge. The reference department has trained over 190 patrons on the use of the library's computers, digital devices and databases. More than 200 patrons registered and attended the Garden Festival at the Covington Branch. Lastly, the website committee is working diligently with the service we have purchased to update and streamline our library website.

C. Summer Reading:

- a. Teen Services, Jennifer Rifino. Jennifer opened her SRP presentation as representative for both herself and the Children's Services Coordinator, Tanya DiMaggio. The theme this year for SRP is "Build a Better World" and she showed an SRP commercial that has been developed by Benny Bruce highlighting the many programs planned for this year's program, including a "Battle of the Books" contest. She also talked about the Teen Volunteer Program and introduced a few of the Teen Volunteers who had actually appeared in the library commercial singing a jingle for SRP.
- b. Children's Services, Tanya DiMaggio. See above.

- c. Adult Services, Jillian Boudreaux. This is the second annual SRP for adults. The program went well last year and was brought back by popular demand. There will be two versions of the SRP for adults. The express version of just reading and logging in reading hours for a prize and secondly, game version where the participant can play games prepared by the coordinator to win prizes as well as read.

#### D. South Slidell Purchase-Capital Accounts Activity Summary

Assistant Director Kelly LaRocca briefly explains the capital account and how it operates financially. She points to page 11 of the activity summary pointing out the Covington Library Renovations line has \$200,000.00 set aside because that was the amount initially given to start the process of procuring an architect. The South Slidell Library line shows \$843,481.14 because that was the amount approved by the Board for the purchase of the South Slidell branch. Page 12 gives a summary of what is going on as of 3/31/17 in the capital account. Page 12 of the report shows all the activity, line by line, for both projects, since 2015, detailing amounts paid and to whom as well as specific details about the work done, i.e., design, construction or miscellaneous. She noted the only difference in this year's report and last year's was the library received a portion of money to begin the Covington library renovations. She noted page 14 was a balance sheet of revenue in place and amounts deducted for items paid out. LaRocca noted nothing has changed in the report since the first of the year 2017 except we have received additional revenue. Becky Taylor posed a question about the amount \$4,409.20 for the cost of the appraiser for the South Slidell project and if it was still listed as an open encumbrance. K. LaRocca stated she would inquire about the invoice. B. Taylor asked if the Board had any questions about the capital account report. No motion was needed to approve as no changes had been made since the last report.

### 3. OLD BUSINESS

A. St. Tammany Parish Library Foundation Update- Dr. A. Morgan  
Dr. Argiro Morgan stated the Foundation had their main fundraising event, "Distinguished Speakers" Thursday April 27, 2017. Author Howard Nichols was invited as the guest speaker. The event raised money for the library and was held at the Tchefuncte Country Club. 71 people attended and \$11,150.00 was raised. She said their "Love Your Library" coffee event raised

\$2,498.00. Lastly, the “Give NOLA”, a non-profit giving site that was posted as the library’s main page for a day, raised \$1,435.00 which was an increase over last year.

#### 4. Friends of the Library Report

VP of the Slidell Friends Sandy Crosby reported that funding in the amount of over \$6,600.00 was given to the library for ADA magazine shelving. They also sponsored the Master Gardener program and sale by providing plants and other items for the group. This year they had a good turnout. The Slidell Friends sponsor the South Slidell coupon box, which was started years ago at Slidell and continues to grow in popularity. Recently, the Slidell Friends funded the soft furniture in the South Slidell library children’s area which was in the amount of \$3,900.00. The Slidell Friends have 200 paid members. They have 8 book sales planned for this year, which averages about \$1,100.00 per sale and lastly, they are planning to fund the fall concert series on the east side of the parish as they have done in the past.

#### 5. Public Comment

The only public comment was raised by Library Board member John Danjean who asked if any of the SRP events were advertised at the public schools. Jennifer Rifino, Teen Services Coordinator answered that the library does advertise at local public schools.

#### 6. Adjournment

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

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Mary Reneau, Secretary