

St. Tammany Parish Library
Board of Control Meeting
November 28, 2017
Covington Branch Library
310 W. 21st Ave.
Covington, LA 70433

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

Absent: Mary Reneau, Dr. Argiro Morgan and Antoinette McClain

1. Approval of the minutes of the meeting of the Library Board of Control which was held on October 24, 2017. B. Taylor asked for any discussion or public comment. There being none the vote was suggested.

After a review of the minutes for October 24, 2017, J. Danjean made a motion to approve the minutes as submitted and was seconded by B. Allin. The motion carried.

2. NEW BUSINESS

A. Financial Reports- Donald Westmoreland and Kelly LaRocca

Donald Westmoreland stated we are on target for this time of year with our revenues and expenditures. As of October 31, 2017, we have collected a total of \$9,674,399.34 in ad valorem revenue and \$245,088.99 in state revenue sharing. We are slightly under our projected amount for expenditures but we will be caught up by the end of the year. This represents the bulk of our funds received. As of 10/31/2017, we have credited our accounts with 86.43% total revenues for the year. Expenditures have been reported at 79.25%. K. LaRocca said the budget looks good and we are on target and for 10 months of the year should be at 83%. She said we are slightly over our percentage of employee benefits due to our health trust but nothing significant outside of the target percentage. We expect to be reimbursed by our reinsurance for a portion of this. She went on to explain some line items were over because of full amounts that needed to be paid up front such as patron library card supplies and printing for the renaming ceremony at the Madisonville Branch in honor of Peter Gitz. Equipment/ Leases were over because of our renewal of our Pitney Bowes postage machines. J. Danjean asked why our advertising line was underspent and K. LaRocca said because we didn't start the Covington renovation in 2017, we had not advertised about new temporary branch locations.

B. Allin inquired about the line item for the flood insurance and K. LaRocca replied it was low because we had still yet to receive and pay the bill for our newly acquired branch at South Slidell. PC Network line was over because we needed to purchase some equipment to prepare for our security cameras and purchased coin machines for our printers in the ERC. B. Allin asked a question about our juvenile books being at a lower percentage. K. LaRocca said the librarians for children's and teens do not order books during summer reading and once it is finished they place book orders in the fall but those books are not paid for until all the books in the order are received. S. Lister noted the advertising line was over because we had a credit carried over from last year's budget of \$1600.00.

B. Taylor asked for any public comment on the financial reports. There being none a motion was made by J. Danjan to approve the financial reports as submitted and seconded by B. Allin. 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. Amendment of the 2017 budget

The 2017 budget will need to be amended for the following items: K. LaRocca said the security camera line proposed was \$80,000.00. The lowest actual quote that came in was \$52,857.65. Also, some of the camera work will be done in 2017 and the rest finished in 2018 because of the nature of the work and closed times of the library. The money we expect to receive from the parish to reimburse the library for the security camera cost will likely not come until 2018. The library received a NEH grant for the Purchased Lives exhibit in the amount of \$2500.00 for 2017. The grant requires we show the income and expenses as their own lines in our budget. The grant was \$3000.00 but \$500.00 will be carried over into 2018 and the 2018 budget will need to be amended then to reflect. A. Shaw asked for a brief description of the Purchased Lives exhibit.

B. Taylor asked for any further discussion or public comment on the proposed 2017 budget amendment. There being none a motion was made by A. Shaw to approve the 2017 budget amendments as submitted and seconded by J. Danjan. Motion carried.

C. Director's Report-Donald Westmoreland

The Director talked about this month's library activities. The renaming ceremony of the Madisonville Branch will be December 13. We have looked at three possible rental locations for Administration and two possible locations for the Covington temporary facility. K. LaRocca and Shellie Lister have attended Friends and Foundation meetings. Tanya DiMaggio appeared on The Lake 94.7's morning show to promote the Local Author Book Fair on November 2. Sarah Aucoin will be the new Reference Librarian at the Causeway Branch and Sonnet Ireland will transfer to the Slidell Branch. Jennifer Rifino and SandraRosa Bryant attended the Young Adult Services Symposium in Louisville Nov. 2-5.

D. Administrative Policies-Disbursements and Purchasing and Contracting

K. LaRocca said we need to document our procedures for the way Administration handles Disbursements, section 325 and Purchasing and Contracting, section 327.

B. Taylor asked if there were any questions from the Board or the public regarding adding these administrative policies to the Rules and Regulations manual. There being none a motion was made to accept the policy for Disbursements, section 325 by B. Allin and seconded by J. Danjean. Motion carried.

A motion was made to accept the policy for Purchasing and Contracting, section 327 by J. Danjean and seconded by A. Shaw. Motion carried.

E. St. Tammany Library Foundation Request for Use of Alcohol in the Library

The Library Foundation has requested approval to serve wine at their next meeting in the Madisonville Branch in January. B. Allin suggested our current policy be amended in the future to allow Friends and Foundation the use of alcohol at their meetings held at a library branch. D. Westmoreland said we could discuss those options for the future.

B. Taylor asked if there were any questions from the Board or the public regarding approving the Library Foundation's request to serve alcohol at their next meeting in January at the Madisonville branch. There being none, a motion was made to approve the request by J. Danjean and seconded by B. Allin. Motion carried.

F. Holiday Schedule 2018

D. Westmoreland noted a couple of changes in the holiday schedule due to Christmas falling mid-week in 2018.

B. Taylor asked if there were any questions from the Board or public regarding the 2018 Holiday Schedule. There being none a motion was made by J. Danjean to accept the 2018 Holiday Schedule and seconded by A. Shaw. Motion carried.

G. LBOC Meeting Schedule 2018

D. Westmoreland said all 9 LBOC meetings would be scheduled and spread out throughout the parish. Special meetings will be called as needed. He also noted we may have meetings at the new Administrative Headquarters once we have a place selected. A. Shaw asked if our March meeting would still be held at the old Covington branch. K. LaRocca said it would.

B. Taylor asked if there were any questions from the Board or public regarding the 2018 LBOC Meeting Schedule. There being none a motion was made by B. Allin to accept the 2018 LBOC Meeting Schedule and seconded by J. Danjean. Motion carried.

3. OLD BUSINESS

A. St. Tammany Parish Library Foundation Update

Ann Shaw said the Foundation is working on their annual membership drive. Dr. Morgan attended the Louisiana Book fair and Latte Love our Libraries will begin on February 14th.

B. Friends of the Library Report

There was no report.

4. Executive Session for the Annual Evaluation of the Director

B. Taylor said the Board would need to move to executive session to discuss the evaluation of the Library Director. A. Shaw moved that the Board transition into executive session and seconded by B. Allin. Motion carried.

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Becky Taylor called for a vote needed to move out of executive session for the annual evaluation of the Library Director. J. Danjean moved the Board transition from executive session to regular session and seconded by B. Allin. Motion carried.

The Library Board is pleased with the performance of the Library Director and his management team.

B. Taylor read Resolution 1 for November 28, 2017 to protect the solvency of the St. Tammany Parish Library's Health Plan. It said that the Library Director, Donald Westmoreland, had elected Medicare coverage before the age of 65 due to health concerns and would be eligible for the health plan's supplemental insurance benefit. The resolution also affirmed his earned benefit to return to the Library's Health Plan should Medicare terminate his benefits before he reaches 65 years of age.

Becky Taylor called for any discussion by the Board or the Public following the reading of the Resolution. There being none the vote was called to approve Resolution 1. 4 Yeas, 0 Nays and 3 members absent namely, M. Reneau, A. Morgan and A. McClain. Motion carried.

5. Public Comment-None

6. Adjournment-

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

Mary Reneau, Secretary