

# **LIVINGSTON PARISH LIBRARY BOARD OF CONTROL, FINANCE COMMITTEE MEETING MINUTES, MAY 12, 2025**

## **1. Call to Order**

At 3:02 Patricia Wilson called the meeting to order.

## **2. Invocation**

Patricia Wilson called on Trey Cowell to lead the invocation.

## **3. Pledge of Allegiance**

The pledge was said by the committee and all present.

## **4. Roll Call**

Patricia Wilson called on committee Secretary Trey Cowell to call roll,

Voting members present: Shelia Goins, Patricia Wilson, Rodlyn Hammond, Trey Cowell

No absent voting members

Non-voting present, Library Director Michelle Parrish, one other library employee, and two parish residents.

## **5. Public Comments on Agenda Items**

No public comments at this time.

## **6. New Business**

### **a. Review and discussion of the proposed landscaping contract.i. Presented by Michelle Parrish, Director**

Michelle spoke regarding the quotes received for landscaping. It was stated that for this bid, the lowest bid did not need to be accepted by law. Three bids were presented. Library construction consultant suggested the low bidder to receive the contract with the amount of \$6,008 per month. Library staff who scored the bids suggested using the middle bid of \$7,700 a month. The reasoning stated was due to them being the landscaper for 10 years and the unknown performance of the lowest bidder.

After all discussion from the committee and the public, a motion was made by Shelia Goins to accept the library's recommendation of using the middle bid and recommend to full board for approval. Motion was seconded by Rodlyn Hammond. Upon rollcall all committee members voted in favor of the motion.

### **b. Review and discussion of the purchase of a new staff vehicle. i. Presented by Michelle Parrish, Director**

Michelle spoke regarding the agenda item. Stated the library would use state contracting to purchase the vehicle. It was stated there is \$60,000 in capital outlay budget for a new vehicle. The committee was presented with a current list of vehicles available for purchase. It was stated the need for a 6-passenger vehicle. Currently a vehicle to fit was a jeep grand Cherokee for approximately \$39,000.

After discussion by the committee and the public, Patricia Wilson made a motion to recommend to the board the approval to proceed with the purchase of a new vehicle. It was seconded by Shelia Goings. Upon roll call vote, it was unanimously favorable to send to full board.

c. Review and discussion of the purchase of an additional Bookmobile. i. Presented by Michelle Parrish, Director

Patricia opened the agenda item with comments and explanations for a second book mobile. Michelle gave details of the example of a book mobile presented to the committee. Much discussion took place between committee members and the public regarding the need for the bus, other options, expenses and other needs the bus will generate within the library system.

After much discussion, no action was taken by the committee. The committee requested more than one option of a book mobile to be provided at the next finance committee meeting for review.

Following item C it was requested the addendum agenda item be discussed before item D. Patricia Wilson then led to agenda item A-1

A-1: Discussion and Consideration to Place Attorney on Retainer. o Presented by Patricia Wilson, Committee Chair

After much discussion by the committee and public, it was decided to allow the policy committee to form a proper policy on the subject and then the finance committee would revisit and determine any budgeting changes and money needed off of an approved policy.

d. Review and discussion of approved budget. Informational purpose of the Finance Committee. i. Presented by Patricia Wilson, Committee Chair

Patricia led a review of the budget line item by line item. Several line items were discussed. Clarity on several budget items and formatting were answered.

After all discussion, there was no action or recommendations to the full board taken by the committee.

## 7. Adjournment

At 4:45p.m. a motion was made and seconded to adjourn the meeting. All were in favor, meeting dismissed.