



Livingston Parish Library Board of Control
Regular Meeting, September 19, 2023

Minutes

The Livingston Parish Board of Control met in a regular session on September 19, 2023. The meeting took place at the Main Branch, located at 20390 Iowa Street, Livingston, LA 70754.

1. Call to Order

Board President, Mr. Ronnie Bencaz called the meeting to order at 6:00 p.m.

2. Moment of Silence

Board President, Mr. Ronnie Bencaz called for a moment of silence.

3. Pledge of Allegiance

The pledge of allegiance is said by those in attendance.

4. Roll Call

Present: Ronnie Bencaz, Ivy Graham, Kathy deGeneres, Melissa Anderson, Larry Davis, Wendi Neal, Francine Smith, Abby Crosby, and Steve Bernard

Absent: Layton Ricks

Also Present: Michelle Parrish (Director)

5. Introduction of New Board Members

Mr. Ronnie Bencaz introduced two new members to the Library Board of Control. Ms. Abby Crosby from Colyell and Mr. Steve Bernard from Walker.

6. Presentations

a. Livingston Clerk of Court

i. Presented by Jason Harris, Clerk of Court

Mr. Harris had a scheduling conflict and was not able to attend this meeting.

b. Livingston Parish Registrar of Voters

i. Presented by Jared Andrews, Registrar of Voters

Mr. Andrews had a scheduling conflict and was not able to attend this meeting.

c. Livingston Parish Library Audit – Fiscal Year 2022

i. Presented by Margaret Pritchard, Baxley & Associates

Ms. Pritchard stated that the audit report was excellent and she then went on to summarize the findings in her report. ***More detailed information may be found by listening to the posted audio recording of the meeting.***

d. South Branch Nature Trail

i. Presented by Melissa Anderson, Board Member

Ms. Anderson spoke about how the idea of the Nature Trail came to be and how she, Library Director, Michelle Parrish, Assistant Director of Branch Services, Dustin Cotton, and South Branch Manager, Wendy Corkern all met with the Senior Project Manager of Baker Smith, Mr. Matthew Thornton. She stated that Mr. Thornton's intention is to have the project finished by Spring. She also stated that the project has plans for walking trails, a pond, and a pavilion to be used for educational purposes. She goes on to say that the area will only be open during library hours as path traffic will be funneled through the library itself. A Grand Opening is tentatively planned for the end of May 2024 with the hopes of having local schools involved with various Art and STEM projects.

Library Director, Ms. Michelle Parrish, also stated that the Master Gardeners and the 4H club would also like to be involved as well.

7. Approval of Minutes

a. July 18, 2023 Regular Meeting

Motion to approve the minutes as presented made by Ms. Francine Smith, and seconded by Ms. Melissa Anderson

Yeas: Bencaz, Graham, deGeneres, Anderson, Davis, Neal, Smith, Bernard

Nays:

Absent:

Abstain: Crosby

The motion carried.

8. Public Comments on Agenda Items

No comments were made.

9. Director's Report

a. Financial Update

i. Budget Adjustments for Fall 2023

Ms. Parrish informed the board of the amended budget through December 21, 2023. The only major update was to the Professional Services budget due to the addition of CloudCover.

b. Vehicle Replacement: Traverse

Ms. Parrish referenced the previous surplus of this library vehicle and states that it is still being used until a replacement can be found.

c. iPads for use with Livingston Parish Public Schools

Ms. Parrish discussed the implementation of the grant purchase of the iPads and how they are being circulated. She introduces a box that an Educator can check out, with a check out limit of 3 boxes totaling 30 iPads, that can be used within their classrooms. She states that the check-out is for 6 weeks with 1 renewal totaling 12 weeks.

d. Denham Springs-Walker Branch Carpet Replacement and Moisture Mitigation

Ms. Parrish informed the board of the previous discussions about carpet replacement for this branch and gives them the installation date of the third week of November through perhaps January 1. The Denham Springs-Walker Branch will be closed during this time and staff will be relocated to other branches.

Ms. Parrish informed the board of the success of the Summer Reading Program and how the library is back to pre-pandemic (2019) numbers, which has been the strongest year to date.

10. New Business

a. Proposal to move the November Regular Meeting from November 21 to November 14, 2023

- i. Presented by Michelle Parrish, Director

Ms. Parrish asked Mr. Ronnie Bencaz, Board President, and the rest of the board if they would like to change the date of the regularly scheduled meeting to a week prior, due to the Thanksgiving holiday.

Motion by Ms. Abby Crosby to move the board meeting from November 21 to November 14, seconded by Ms. Wendi Neal

Yeas: Bencaz, Graham, deGeneres, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent:

Abstain:

The motion carried.

b. Request for new Credit Card Holder

i. Presented by Michelle Parrish, Director

Ms. Parrish informed the board that there were 3 credit cards in the system at this present time (Director, Assistant Director of Branch Services, and Administrative Assistant). She informs the board that due to fraudulent charges at times, it can put the whole system down to using just 1 card and puts a strain on various day to day activities. She asks the board for permission to add a card for our Human Resources department so she can pay for additional necessities like background checks and various trainings.

There is discussion amongst the board members on the necessity of HR having a card.

Motion to create 1 more credit card holder position made by Ms. Francine Smith and seconded by Ms. Ivy Graham

Yeas: Bencaz, Graham, deGeneres, Anderson, Neal, Smith, Crosby, Bernard

Nays: Davis

Absent:

Abstain:

The motion carried.

c. Policy Changes for Approval: Amendments and Adoptions

i. Code: 2-201 – Library Board (Defined)

Mr. Dustin Cotton informed the board of the change to update the amount of board members from 7 to 9.

ii. Code: 2-202 – Bylaws for Board of Control

Mr. Cotton informed the board of updating the quorum from 4 to 5 to make it in line with the 9 members of the board.

iii. Code: 2-206 – Disposition of Property

Mr. Cotton informed the board of the outdated information of LS 25:151 in the policy manual and how it needed to be updated to the current version. He informed the board of placing a hyperlink in the manual so it can easily be referenced.

iv. Code: 2-209 – Money Collections

Mr. Cotton informs the board of a change in the notes on how the money is run by the system on a weekly basis. ***More detailed information may be found by listening to the posted audio recording of the meeting.***

v. Code: 2-219 – Disbursements

Mr. Cotton informed the board of a word change in this policy due to the addition of a Head of Collection Development and removal of Assistant Director as purchaser as stated in the old policy.

vi. Code: 3-312 – Library Bill of Rights and Freedom to Read Statement

Mr. Cotton informed the board that the policy was missing Article 7 of the Library's Bill of Rights. This a policy to amend and add this statement into the currently library policy which was previously adopted by the board, it was just missing from the actual policy. ***More detailed information may be found by listening to the posted audio recording of the meeting.***

vii. Code: 3-315 – Circulation Services

Mr. Cotton informed the board of changes in circulation due to the addition of iPads and also updated Adult, Staff, Educator, and Senior Citizen borrower types. Also, he mentioned to remove the eReader material type as it is redundant and no longer used and instead replacing it with tablet/iPad.

viii. Code: 3-336 – Outreach

Mr. Cotton informed the board of updated verbiage about the Outreach department. ***More detailed information may be found by listening to the posted audio recording of the meeting.***

ix. Code: 3-338- Sex Offender Policy

1. Presented by Dustin Cotton, Assistant Director of Branch Services

Mr. Cotton informed the board of updated verbiage to this existing policy and to clarify what the purpose of this policy entails. The board discusses this policy more in depth and makes suggestions on what could be done in the future. ***More detailed information may be found by listening to the posted audio recording of the meeting.***

Motion made by Ms. Francine Smith to accept all policy adjustments as read and seconded by Ms. Melissa Anderson

Discussion made by Mr. Larry Davis about policy 3-312 and Mr. Cotton states that an amendment would need to be voted upon, to remove this particular item first. Ms. Wendi Neal then asks if it could be tabled as the board looks into it further.

Ms. Abby Crosby makes a motion accept amendments Mr. Cotton proposed as read with the exception of tabling 3-312 for later discussion, seconded by Mr. Larry Davis

Yeas: Davis, Crosby

Nays: Bencaz, Graham, DeGeneres, Anderson, Neal, Smith, Bernard

Absent:

Abstain:

The motion failed.

Ms. Parrish then states that the board needs to go back and vote on the initial motion made by Ms. Smith and Ms. Anderson regarding accepting the amendments as written.

Yeas: Bencaz, Graham, deGeneres, Anderson, Neal, Smith, Bernard

Nays: Davis, Crosby

Absent:

Abstain:

The motion carried.

d. Surplus Inventory: Disposal of Items

- i. Presented by Dustin Cotton, Assistant Director of Branch Services

Mr. Cotton informed the board of the list of items that are damaged and need to be disposed of.

Motion made by Ms. Francine Smith to surplus the items and seconded by Ms. Abby Crosby

Yeas: Bencaz, Graham, deGeneres, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent:

Abstain:

The motion carried.

Mr. Davis asks Mr. David Gray, Public Information Officer, if the board can receive an emailed newsletter for future events. The board then discusses future events with those in attendance.

11. Adjournment

The meeting was adjourned by Mr. Bencaz at 7:15 pm.