



LIVINGSTON PARISH LIBRARY

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Livingston Parish Library Board of Trustees Budget Hearing and Regular Meeting Minutes November 25, 2019

The Livingston Parish Library Board of Control met in regular session at 5:00 p.m. on November 25, 2019. The meeting took place in the Library Administration Building located at 13986 Florida Blvd., Livingston, Louisiana.

Call to Order

Board President, Mr. Ronald Bencaz, called the meeting to order at 5:03 p.m.

Opening of Budget Hearing

Board President, Mr. Ronald Bencaz opened up the floor for the public to make comments at 5:04 p.m.

Public Comments

Mr. Hobart Pardue had questions pertaining to numbers 4 and 5 on the agenda, particularly how much the board spent on legal services pertaining to a legal lawsuit filed by Ms. Sharon Coats. It was stated \$5,000 was the deductible and anything over is covered by insurance.

No further questions from the public.

End of Budget Hearing

Board President, Mr. Ronald Bencaz ended the Budget Hearing at 5:09 p.m.

Call to Order

Board President, Mr. Ronald Bencaz called the regular meeting to order at 5:09 p.m.

Roll Call

Present: Mr. Ronnie Bencaz, Mrs. Debbie Henson, Mrs. Lindsay Varnado, Mrs. Ivy Graham, Mr. Clark Forrest, and Mr. Larry O'Neill.

Absent: Mrs. Kathy DeGeneres and Mr. Layton Ricks

Also Present: Mr. Giovanni Tairov, Library Director/Board Secretary; Ms. Jennifer Seneca, Assistant Library Director, Ms. Shelley Taylor, HR Manager, and Mrs. Holli Portier, Administrative Assistant.

Approval of Minutes

Minutes from the September 23, 2019 regular meeting were introduced. On a motion by Mr. O'Neill, seconded by Mrs. Graham, it was moved to waive the reading of the minutes and approve as presented.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

Public Comments

None.

Old Business

None.

New Business

1. *Adopt the Amended Operations and Maintenance Budget for fiscal year 2019*

A discussion took place on the matter of the the maintenance budget. Mr. Forrest stated that he does not support the adoption of the amended budget for 2019 due to the fact that it is placed at the end of the year. He stated that waiting until the end of the year prevents the board to voice opinions. The rest of the board voiced their opinions. The motion to adopt the amended operations and maintenance budget for fiscal 2019 was made by Mrs. Graham and seconded by Mrs. Henson.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mrs. Henson, Mrs. Vardnado, Mrs. Graham.

NAYS: Mr. Forrest, Mr. O'Neill.

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

2. *Adopt the Proposed Operations and Maintance Budget for fiscal 2020*

Mr. Forrest raised the question of how estimates were compiled for new budgets, what was Mr. Tairov's methodology. Mr. Tairov explained that his calculations were based on current spending and the library's needs, that it all depends on each individual budget expense account.

Mrs. Varnado moved to accept the 2020 resolution; the motion was seconded by Mr. O'Neill.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

3. *Dedicate reserve funds for capital outlay projects*

Mr. Forrest voiced a question on how construction costs were estimated, are they based on past experience? Mrs. Graham stated that an adopted capital outlay plan was previously passed that would make sure there are funds for the next 20 years to cover expenses for maintaining purposes. Mr. O'Neill stated that it seemed reasonable and within reason to expect those types of costs.

Mrs. Varnado moved to dedicate reserve funds for capital outlay projects; the motion was seconded by Mr. Bencaz.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

Amend Agenda

Mrs. Graham moved to amend the agenda and go into Executive Session with Erin Pelleteri, Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC. Mrs. Henson seconded the motion.

Public Comments: Hobart Pardue objects.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

Mr. Bencaz asked that the room be cleared.

Executive Session with Erin Pelleteri, Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC

4. Legal updates, presented by Erin Pelleteri, Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC.

Mrs. Varnado moved to keep Mr. Tairov as the liason; the motion was seconded by Mrs. Graham.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

5. Status on the services provided by all law firms which received payments in 2019

Mr. Tairov asked if there were any questions. Mr. Forrest then asked the status of the issue with the Denham Springs – Walker issue. Mr. Tairov stated that there were no new developments. There was discussion of a time limit and Mr. Tairov stated that no time limit was given.

6. Requirements of the LA Open Meeting or Sunshine Laws

Mr. Forrest stated that it would be beneficial for the board to invite the Attorney General staff that handles the Sunshine Laws to make sure the board is in compliance. Mr. O'Neill offered assistance. Mr. Tairov stated he can contact the appropriate liason with the Attorney General's office to meet with the board, if the board wanted to do so. The board then moves on to the next topic of discussion.

7. Amendment of Bylaws (2-202)

Mr. Tairov stated that the board does not have to list in the Bylaws the specific dates or days when the board meets. The bylaws can simply state that they meet quarterly, etc.

The motion to approve the amendment was made by Mrs. Varnado and seconded by Mr. O'Neill.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

8. Amendment of policies (3-316, 5-545, and 5-557)

The discussion began concerning the policy of student eCards, the abolishment of floating holidays, and exempt staff members to accumulate 40 hours of compensatory time and have 20 of those hours carry to the next year, if not used. Mr. Tairov did remind

the board that compensatory time is expirable. Mr. O'Neill moved to amend the policies; the motion was seconded by Mrs. Graham.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

9. *Audit engagement contract with Baxley and Associates, CPA*

Mr. Tairov discussed the audit engagement letter and recommended the Board to continue using Baxley and Associates, CPA for the 2019 fiscal year audit. Mrs. Graham moved to accept the engagement letter; the motion was seconded by Mrs. Henson.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

10. *Abolishment of overdue fines on all patron accounts*

Mr. Tairov expressed his concern of overdue fines for all patrons, stating that a family in dire need should not have their account blocked simply because they cannot pay a small fine associated with an item being late and charged to the account.

Mr. O'Neill moved to abolish overdue fines.

Mr. Forrest asked if the patrons have to return library materials if the fines were assessed to their accounts. Mr. Tairov explained that the collection items are library property and would need to be returned. Mr. Forrest then accepted that the only amount being waived is the overdue fine, not the cost of the book. Mr. Tairov and Ms. Seneca confirmed that this is true. Mrs. Varnado seconded the motion.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

11. *Declaration of surplus property*

Mr. Tairov discussed the auction and disposal of broken, outdated, and surplus items. Mr. Tairov explained that the library would follow state laws of property disposal.

Mrs. Graham moved to declare surplus items as listed, Mr. O'Neill seconded the motion.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

12. *Election of Board officers*

Mr. O'Neill suggested the rotation of representation of the board officers, so the entire parish can get equal representation.

Mr. O'Neill moved to nominate Mr. Bencaz remain chairman of the board. The motion was seconded by Mrs. Varnado.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

Mrs. Varnado moved to nominate Mrs. DeGeneres as Vice President; Mrs. Graham seconded the motion.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

Director's Report

1. *Library staff medical insurance coverage*

Mr. Tairov discussed the current insurance coverage for Library staff and the implementation of new medical insurance coverage and the amount of money saved.

2. *Financial report*

None.

3. *Book Festival*

Mr. Tairov informed the board that approximately 1,100 people attended this year's festival and the board discussed the positive reports that were received.

4. *Furniture project update*

Mr. Tairov informed the board that the furniture project is still on schedule with delivery beginning early next year.

5. *New website*

Mr. Tairov informed the board of the new website design and it's functionality.

6. *Digital archive update project*

Mr. Tairov informed the board that the finalization and roll-out of the digital archives could happen as early as January 2020.

Mrs. Graham moved to amend the agenda to include the introduction of ILS migration, listing it as number 7 on the Director's Report. The motion was seconded by Mr. Forrest.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

7. *ILS migration*

Ms. Seneca discussed with the board the process by which an ILS system was chosen and how it will take approximately 6-8 months to implement the new ILS.

Ms. Seneca discussed phasing out our current ILS and implementing Innovative Interfaces by Polaris Solutions beginning next year. The estimated go live date being September 30th.

Mr. O'Neill asked about delaying voting on accepting Polaris as the new ILS and whether it would cause issues with implementation. Mr. Tairov stated that it would delay implementation if voting is delayed by the Board.

Mr. O'Neill asked for a recourse if the ILS does not work. Mr. Tairov stated that it has taken since October 2018 to choose an ILS vendor through a very rigorous selection process.

Mrs. Varnado made a motion to move forward and have the parish attorney to review the contract written by Polaris and to sign it and move forward with the process. Mrs. Graham seconded the motion.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Bencaz, Mr. Clark, Mrs. Henson, Mrs. Vardnado, Mrs. Graham, Mr. O'Neil.

NAYS: None

ABSENT: Ms. deGeneres, Mr. Ricks

ABSTAIN: None

Thereupon the chair declared that the Motion had carried and was adopted.

The meeting adjourned at 6:28 p.m.

Board President

Secretary

Date

Date