



LIVINGSTON PARISH LIBRARY

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MAIN BRANCH	ALBANY-SPRINGFIELD	DENHAM SPRINGS-WALKER	SOUTH	WATSON
20390 IOWA STR LIVINGSTON, LA	26941 LA HWY 43 HAMMOND, LA	8101 US HWY 190 DENHAM SPRINGS, LA	23477 LA HWY 444 LIVINGSTON, LA	36581 OUTBACK RD DENHAM SPRINGS, LA

**Livingston Parish Library Board of Trustees
Public Hearing and Regular Meeting
Minutes
September 22, 2020**

Public Hearing

The Livingston Parish Library Board of Control held a public hearing to consider levying additional or increased millage rate without further voter approval or adopting the adjusted millage rate after reassessment and rolling forward to rates not exceed the prior year's maximum. The hearing started at 5:00 p.m. on September 22, 2020 in the East Meeting Room of the Denham Springs-Walker branch located at 8101 Florida Blvd, Denham Springs, Louisiana.

The hearing closed at 5:21 p.m.

Public Meeting

The Livingston Parish Library Board of Control met in regular session on September 22, 2020. The meeting took place in the East Meeting Room of the Denham Springs-Walker branch located at 8101 Florida Blvd, Denham Springs, Louisiana.

1. Call to Order

Board President, Mr. Ronnie Bencaz, called the meeting to order at 5:21 p.m.

2. Roll Call

Present: Mr. Ronald Bencaz, Ms. Kathy deGeneres, Mrs. Debbie Henson, Mrs. Lindsay Varnado, Mrs. Ivy Graham, Mr. Stephen Link, Mr. Roy Miller.

Absent: None

Also Present: Mr. Giovanni Tairov, Library Director/Board Secretary; Ms. Jennifer Seneca, Assistant Library Director.

3. Approval of Minutes

Minutes from the June 09, 2020 meeting were introduced. On a motion by Ms. deGeneres 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: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSENT: 0

ABSTAIN: 0

Thereupon the president declared that the motion had carried and was adopted.

4. Public Comments

None.

5. Unfinished Business

None

6. New Business

a. Adopt the adjusted millage rate.

RESOLUTION NO. 1

BE IT RESOLVED, by the Livingston Parish Library Board of Control (Taxing district) of the Parish of Livingston, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), that the following adjusted millage rates be and they are hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within said Parish for the year 2020, for the purpose of raising revenue:

MILLAGE

<u>Acquisition & Maintenance (1050 088)</u>	<u>9.8</u> mills
(Tax for: e.g. General Alimony, Library, Maintenance)	

BE IT FURTHER RESOLVED that the Assessor of the Parish of Livingston, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSTAINED: 0

ABSENT: 0

Thereupon the president declared that the motion had carried and was adopted.

- b. **Set forth the adjusted millage rate and roll forward to millage rate not exceeding the maximum authorized rate(s).**

RESOLUTION NO. 2

BE IT RESOLVED, by the Livingston Parish Library Board of Control of the Parish of Livingston, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), that the taxing district voted to increase the millage rate(s), but not in excess of the prior year's maximum rate(s), on all taxable property shown on the official assessment roll for the year 2020, and when collected, the revenues from said taxes shall be used only for the specific purposes for which said taxes have been levied. Said millage rate(s) are:

	<u>Adjusted Rate</u>	<u>2020 Levy</u>
Acquisition & Maintenance (1050 088)	9.85	10
	mills	mills

(Tax for: e.g. General Alimony, Library, Maintenance)

BE IT FURTHER RESOLVED that the Assessor of the Parish of Livingston, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by no less than two-thirds of the total membership of the taxing authority voting in favor as required by Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B). The votes were:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.
 NAYS: 0
 ABSTAINED: 0
 ABSENT: 0

Thereupon the president declared that the motion had carried and was adopted.

- c. **Financial Records Audit Report**

Ms. Margaret Pritchard, of Baxley and Associates, presented the FY2020 Audit of the Library's Financial Records.

- d. **FY202 Budget Amendment**

Mr. Tairov presented the amended FY2020 budget to the Board and explained the amendments. On a motion by Mrs. Graham seconded by Ms. deGeneres, it was moved

to approve budget amendments as presented. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSTAINED: 0

ABSENT: 0

e. Policy Updates

Mr. Tairov presented policy updates to the Board. The following policies were discussed:

- i. 3-315(d) – Library Card Expiration and Renewal
- ii. 3-315 – Circulation Restrictions
- iii. 3-332 – ILL
- iv. 5-568 – Harassment Policy
- v. 5-546 - Annual Leave

On a motion by Mrs. Varnado seconded by Mrs. Graham, it was moved to approve the amended policies as presented. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSTAINED: 0

ABSENT: 0

f. Surplus equipment

The list of library surplus items was reviewed by the Board, as presented by Mr. Tairov. On a motion by Mrs. Henson seconded by Ms. deGeneres, it was moved to surplus all items as listed. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSTAINED: 0

ABSENT: 0

Thereupon the president declared that the motion had carried and was adopted.

g. Annual leave carryover

Mr. Tairov spoke to the Board about the need to allow library staff to carryover up to 80 hours of annual leave from 2020 to 2021, as an exception, due to the scheduling challenges caused by the COVID-19 pandemic. On a motion by Mrs. Varnado seconded by Mr. Link, it was moved to approve one-time measure to carry over up to 80 hours to next year. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MS. DEGENERES, MRS. GRAHAM, MR. BENCAZ, MRS. HENSON, MRS. VARNADO, MR. LINK, MR. MILLER.

NAYS: 0

ABSTAINED: 0

ABSENT: 0

h. Sytemwide service hours review

Mr. Tairov presented the Board with the statistical reports and charts that displayed patron branch visits in 2019. Daily and hourly summaries were reviewed for the purpose of adjusting the hours at all locations starting 2021. Mr. Tairov stated that a detailed plan would be presented to the Board at the November meeting.

7. **Director's Report**

a. **Admin building storage project update**

Mr. Tairov reported that the project cost estimate would be presented to the Board at the November meeting.

b. **Financial report**

Mr. Tairov presented the monthly financial report to the Board.

c. **Summer Reading Program 2020**

Mr. Tairov reported the program participation numbers to the Board.

d. **Virtual Programs**

Mr. Tairov reported attendance and participation numbers to the Board and praised the library staff for being able to adapt and produce high quality virtual content for the public. He stated that over fifty thousand patrons attended the Library's virtual events across all social media platforms. Ms. Seneca took the floor to present on the status of the ILS Migration project. Mr. Tairov praised Ms. Seneca and her staff for working diligently on the project.

8. **Adjournment**

The meeting adjourned 6:29 p.m.

Board President

Secretary

Date

Date