



**Livingston Parish Library Board of Trustees
Regular Meeting, July 20, 2021**

Minutes

The Livingston Parish Library Board of Control met in regular session on January July 20, 2021. The meeting took place at the Denham Springs-Walker Branch, located at 8101 La Hwy 190, Denham Springs, LA 70726.

1. Call to Order

Board President, Ronnie Bencaz, called the meeting to order at 5:00 p.m.

2. Roll Call

Present: Ronald Bencaz, Ivy Graham, Debbie Henson, Stephen Link, Roy Miller, Erin Sandefur.

Absent: Kathy deGenres

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

3. Approve Minutes of the May 18, 2021 meeting

Motion by Stephen Link, seconded by Roy Miller to suspend reading of the minutes and approve as presented passed, unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGenres
Abstain:	0

4. Public Comments of items on the agenda

None.

5. Unfinished Business

a. Budget amendment

Giovanni Tairov presented and discussed budget amendments with the Board. Motion by Roy Miller, seconded by Ivy Graham to approve the budget as amended, passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

6. New Business

a. Financial Audit Report – Margaret Pritchard, Baxley and Associates.

Ms. Pritchard presented the results of the financial audit for FY2020 to the Board.

b. Capital Projects Fund

Giovanni Tairov informed the Board of the need to create a fund for capital outlays for the purpose of proper budgeting and reporting of the dedicated reserve funds earmarked for capital projects. Motion by Ivy Graham, seconded by Debbie Henson, to create Capital Projects Fund and add it to the annual budget which reflects the money set aside by the Board for capital projects. Motion passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

c. Adopt the millage rate

The resolution to adopt the millage rate year 2021 was read in full by Giovanni Tairov. Motion by Debbie Henson, seconded by Roy Miller, to adopt the millage rate passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

d. Policy amendments

Amendments to policies 3-315: Circulation Services, Circulation Periods and Limitations, Cultural Passes; 3-337: Cultural Passes; 3-339: Digital Media Lab; and 5-545: Holidays were presented to the Board by Giovanni Tairov. Motion by Roy Miller, seconded by Henson, to accept policy changes passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

e. Approve the lowest cost quote and authorize to proceed with the building improvements: (1) Watson branch study room and (2) Denham Springs-Walker breakroom.

Giovanni Tairov updated the Board members on the progress of the project and informed them that three quotes had been collected. He requested the Board's authorization to select the lowest quote bidder Kelly Construction to proceed with adding the study and break rooms to the branches. Motion by Ivy Graham, second by Stephen Link, to approve the lowest cost quote by Kelly Construction Group and authorize to proceed with the building improvements passed by majority vote.

Yeas:	Bencaz, Graham, Henson, Link, Miller
Nays:	0
Absent:	deGeneres
Abstain:	Sandefur

f. Meeting room tile replacement: Albany-Springfield branch

Giovanni Tairov spoke to the Board about the need to replace the aging VCT tile in the Albany-Springfield branch meeting room. The cost of tile replacement was discussed and the quote was provided for the Board's review. Motion by Roy Miller, seconded by Stephen Link, to replace the tile in the Albany-Springfield meeting room passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

g. Declaration of surplus equipment: Existing Albany-Springfield chiller

Giovanni Tairov informed the Board that the existing HVAC chiller needs to be declared as surplus property to allow the library to auction the equipment upon its replacement. Motion by Ivy Graham, seconded by Debbie Henson, to declare the existing chiller as surplus, passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

h. Accept recommended contractor for the installation of the new Albany Springfield Chiller.

Giovanni Tairov informed the Board that the requests for bids to replace the branch chiller were not yet sent out. He asked the Board members for authorization to proceed with the chiller replacement once the engineers have made their recommendation. Motion by Stephen Link, seconded by Roy Miller, to authorize the director to take the engineers' recommendation passed unanimously.

Yeas:	Bencaz, Graham, Henson, Link, Miller, Sandefur
Nays:	0
Absent:	deGeneres
Abstain:	0

i. Capital projects: satellite branches

Giovanni Tairov spoke to the Board about a potential need for satellite library branches in remote areas of Livingston Parish. He stated that the library administration will collect demographic and other data to make a recommendation to the Board.

7. Director's report

a. Financial report

The Board reviewed the financial reports presented by the director.

8. Adjournment

The meeting adjourned at 6:38 p.m.

Board President

Secretary

Date

Date