



**Livingston Parish Library Board of Trustees
Public Hearing and Regular Meeting, November 16, 2021**

Minutes

Public Hearing

The Livingston Parish Library Board of Control held a public hearing of the Amended FY 2021 Operating and Capital Outlay budgets and the proposed FY 2022 Operating and Capital Outlay budgets. The hearing started at 5:00 p.m. on November 16, 2021, in the East Meeting Room of the Denham Springs-Walker branch located at 8101 Florida Blvd, Denham Springs, Louisiana.

The hearing closed at 5:35 p.m.

Public Meeting

The Livingston Parish Library Board of Control met in a regular session on November 16, 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 5:35 p.m.

2. Roll Call

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

Absent: Kathy deGeneres, Roy Miller.

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

3. Approve Minutes of the September 21, 2021 meeting

Motion to waive the reading of the Minutes and approve them with the corrected spelling of Mrs. Sadefur's name was made by Ivy Graham and seconded by Debbie Henson.

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

Motion passed.

4. Public comments of items on the agenda

None.

5. Unfinished business

a. None

6. New Business

a. Review and approve the adjusted FY 2021 Operating and Capital Outlay budgets

Giovanni Tairov presented the Adjusted FY 2021 Operating and Capital Outlay budgets to the Board. Motion to approve the adjusted FY 2021 Operating and Capital Outlay budgets was made by Ivy Graham and seconded by Stephen Link.

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

Motion passed.

b. Review and approve the proposed FY 2022 Operating and Capital Outlay budgets

Giovanni Tairov presented the Proposed FY 2022 Operating and Capital Outlay budgets to the Board. Motion to approve the Proposed FY 2022 Operating and Capital Outlay budgets was made by Ivy Graham and seconded by Debbie Henson.

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

Motion passed.

c. Dedicate funds to capital projects

The Board reviewed the total expenditures in the FY 2021 budget. Motion to dedicate net revenue to capital projects was made by Stephen Link and seconded by Erin Sandefur.

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

Motion passed.

d. Audit engagement approval

Giovanni Tairov presented copies of the audit engagement letters to the Board. The Board reviewed and cost of the audit and the Agreed Upon Procedures. Motion to approve the audit engagement letters, as presented, for the audit of financial records and the Agreed Upon Procedures was made by Ivy Graham and seconded by Debbie Henson.

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

Motion passed.

e. Administrative building expansion project update and request to re-advertise.

Giovanni Tairov informed the Board that the library had to reject the construction project bids due to the discrepancy in the Request for Bids ad. Teresa Cop, the library's construction attorney, also spoke to the Board and explained the nature of the error. Motion to re-advertise the building expansion project was made by Erin Sandefur and seconded by Ivy Graham.

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

Motion passed.

f. Policy updates

The updated laptop checkout and circulation limits policies were presented to the Board by Tairov and Seneca. Motion to approve policies as presented was made by Stephen Link and seconded by Erin Sandefur.

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

Motion passed.

g. Personnel

Giovanni Tairov updated the Board on the status of the Facility Maintenance Technician search and the need to hire the ESL coordinator for the growing ESL program. The need for the Branch Services Administrator position was also discussed. The Board requested the Branch Services Administrator job description to discuss the need at the next scheduled meeting.

h. Surplus furniture, request to dispose of through auction

The agenda item was tabled until the January 2022 meeting.

i. South branch nature trail

Giovanni Tairov informed the Board of the plans to move forward with the construction of the trail in FY 2022.

j. Albany-Springfield branch courtyard and trail

Giovanni Tairov informed the Board of the need and reasons for the construction of the courtyard; the construction would allow for expanded and improved programming, and address soil erosion observed at the back of the branch property.

7. Director's report

Giovanni Tairov presented performance statistics to the Board; the library's financial reports were also reviewed.

8. Executive Session

Motion to go into executive session was made by Ivy Graham and seconded by Debbie Henson.

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

Motion passed.

The executive session started at 6:23 p.m.

The executive session ended at 6:35 p.m.

Motion to accept the settlement proposed by the mediator, pending legal issues, was made by Ivy Graham and seconded by Stephen Link.

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

Motion passed.

9. Adjournment

The meeting adjourned at 6:36 p.m.

Board President

Secretary

Date

Date