



LIVINGSTON PARISH LIBRARY

P.O. BOX 397 • 13986 FLORIDA BLVD. LIVINGSTON, LA 70754

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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 Regular Meeting Minutes

February 19, 2019

The Livingston Parish Library Board of Control met in regular session at 5:00 p.m. on February 19, 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 5:15 p.m.

Roll Call

Present: Ronnie Bencaz, Kathy deGeneres, Debbie Henson, Lindsay Varnado, Ivy Graham, Clark Forrest, Larry O'Neill

Absent: Layton Ricks

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

Approval of Minutes

Minutes from the November 11, 2018 meeting were introduced. On a motion by Debbie Henson, and seconded by Larry O'Neill, it was moved to waive the reading of the minutes. The motion having been duly submitted to a vote was adopted unanimously.

On a motion by Lindsay Varnado, and seconded by Ivy Graham, it was moved to approve the minutes. The motion having been duly submitted to a vote was adopted unanimously.

Public Comments

None.

Old Business

- 1. Review and discuss contract clauses and monitoring procedures based on the experience with the recent service contracts: Cockfield Jackson Architects, 368, CDI.**

Clark Forrest expressed to the Board his viewpoints about how the future contracts should be handled by the Board and the library administration. Lindsay Varnado commented on the suggestions presented by Mr. Forrest. The Board discussed the recommendations extensively. No motion was introduced.

- 2. Agenda amendment**

A motion to amend the meeting agenda and move item number three to the second position was introduced by Lindsay Varnado and seconded by Clark Forrest. The motion having been duly submitted to a vote was adopted unanimously.



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3. Denham Springs-Walker branch parking lot update – Teresa Cop

Teresa Cop, the library's attorney who is reviewing the matters pertaining to the Denham Springs-Walker branch parking lot condition, updated the Board on the overall condition of the parking lot. She also informed the Board that consultants had been hired to analyze the parking lot subsurface. A subsequent report was issued that confirmed a potentially serious condition of the subsurface that may affect the integrity of the parking lot in the future. Giovanni Tairov also reported that the library's facility maintenance company had been asked to caulk all cracks and expansion joints. Ms. Cop recommended that the Library needs to monitor and record all changes of the parking lot condition until the next Board meeting on May 21, 2019.

4. Request to release an RFP for a new ILS

Giovanni Tairov informed the Board of the progress the library's ILS Migration Team had made in reviewing several potential future ILS vendors. Mr. Tairov requested the Board's authorization to release the RFP to review ILS features and obtain the cost of migration. On a motion by Clark Forrest, and seconded by Kathy deGeneres, it was moved to allow the library to release the RFP. The motion having been duly submitted to a vote was adopted unanimously.

New Business

5. Policy Approvals

Giovanni Tairov presented a list of amended policies for the Board's review. Upon reviewing the changes, Ivy Graham made a motion to approve the modifications as presented. The motion was seconded by Debbie Henson. The motion having been duly submitted to a vote was adopted unanimously.

6. Salary scale adjustment

Giovanni Tairov presented an updated Staff Salary Schedule/Scale and explained the need to make the changes to the Scale. The Board discussed the changes and asked Mr. Tairov to present the budget impact pertinent to the proposed changes at the next Board meeting.

7. Director's Report

Giovanni Tairov presented the latest financial reports to the Board. On a motion by Kathy deGeneres, and seconded by Larry O'Neill, it was moved to accept the financial reports. The motion having been duly submitted to a vote was adopted unanimously.

8. Funds Transfer Authorization

Giovanni Tairov requested the Board to authorize the transfer of six hundred thousand dollars from the library's operations account to a Certificate of Deposit. A motion to authorize the transfer using the library's fiscal agent was made by Lindsay Varnado and



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seconded by Clark Forrest. The motion having been duly submitted to a vote was adopted unanimously.

9. Executive Session

Giovanni Tairov requested the Board to enter executive session to discuss a personnel matter. A motion to enter executive session was made by Lindsay Varnado and seconded by Ivy Graham. The motion having been duly submitted to a vote was adopted unanimously.

The Board exited the session at 8:50 p.m.

The meeting adjourned at 8:53 p.m.