



LIVINGSTON PARISH LIBRARY

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

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MAIN BRANCH
20390 IOWA STR
LIVINGSTON, LA

ALBANY-SPRINGFIELD
26941 LA HWY 43
HAMMOND, LA

DENHAM SPRINGS-WALKER
8101 US HWY 190
DENHAM SPRINGS, LA

SOUTH
23477 LA HWY 444
LIVINGSTON, LA

WATSON
36581 OUTBACK RD
DENHAM SPRINGS, LA

Livingston Parish Library Board of Trustees Regular Meeting Minutes May 21, 2019

The Livingston Parish Library Board of Control met in regular session at 5:00 p.m. on May 21, 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 5:04 p.m.

Roll Call

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

Absent: Mr. Layton Ricks, Ms. Kathy deGeneres.

Also present: Mr. Giovanni Tairov, Library Director/Board Secretary; Ms. Jennifer Seneca, Assistant Library Director; Ms. Shelley Taylor, HR Manager; Mr. Trevor Collings, Denham Springs-Walker branch manager.

Approval of Minutes

Minutes from the February 19, 2019 meeting were introduced. On a motion by Mrs. Varnado, seconded by Mrs. Henson, it was moved to waive the reading of the minutes and approve as presented. The President declared the motion carried unanimously.

Public Comments

None.

Old Business

1. *Denham Springs-Walker Branch Parking Lot*

The condition of the Denham Springs-Walker branch parking lot was discussed. A motion to proceed with arbitration was made by Mr. Forrest and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

2. *Salary scale review and merit-based pay program*

Mr. Tairov presented to the Board an updated salary scale for the MLIS positions and support staff. A motion to approve the pay increases as outlined in the proposal, effective mid-year, was made by Mrs. Varnado and seconded by Mr. Forrest. The President declared the motion carried unanimously.

A merit-based pay program policy was also presented to the Board by Mr. Tairov. Upon further discussion, a motion to approve the Merit-based Pay Program Guidelines as presented was made by Mrs. Graham and seconded by Mrs. Henson. The President declared the motion carried unanimously.

3. *Digitization project*

Mr. Tairov updated the Board on the status of the Livingston Parish News archive digitization project. The cost of the project, as quoted by Louisiana State University, was discussed. A motion to proceed was made by Mr. Clark and seconded by Mrs. Varnado. The President declared the motion carried unanimously.

4. *ILS RFP results*

Mr. Tairov requested to table the discussion until the next meeting.

5. *Security Cameras Installation*

Mr. Tairov updated the Board on the status of the project and introduced the installation cost quotes for the Main and Denham Springs-Walker branches. A motion to accept the proposal from Security First for the Main Branch and the Denham Springs-Walker Branch as outlined in the handout was made by Mr. O'Neill and seconded by Mr. Forrest. The President declared the motion carried unanimously.

6. *Maurepas Branch construction feasibility*

Mr. O'Neill began the discussion by reading the Parish President's letter of support to the Board. The Board discussed the proposal and the overall community needs.

New Business

7. *Community Needs Assessment*

Immediately following the discussion of the Maurepas branch construction feasibility, Mr. Tairov presented to the Board on the need to conduct a parish-wide Community Needs Assessment, as well as the need for a data-based strategic development plan. A motion to enter into a contract with Orange Boy for strategic planning was made by Mr. O'Neill and seconded Mr. Forrest. The President declared the motion carried unanimously.

8. *Adopt the millage rate for the 2019 tax year*

RESOLUTION 052119

BE IT RESOLVED, that the following millage is hereby levied on the 2019 tax roll on all property subject to taxation by Livingston Parish Library Board of Control:

MILLAGE

Acquisition & Maintenance (1050 088): 10.000 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of Livingston, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by 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: Mr. Bencaz, Mrs. Henson, Mrs. Varnado, Mrs. Graham, Mr. Forrest, Mr. O'Neill.

NAYS: None

ABSTAINED: None

ABSENT: Ms. deGeneres, Mr. Ricks

9. *Administrative offices storage facility*

Mr. Tairov spoke to the Board about the need for a storage facility at the library's administrative offices. A motion to obtain the quotes was made by Mrs. Graham and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

10. *Policy approvals*

Mr. Tairov presented the updated policies for review and discussion. Mr. Forrest objected to the policy 5-501 in regards to the at-will employer statement. A motion to approve the policies as presented was made by Mrs. Graham and seconded by Mrs. Varnado. The vote on the motion was as follows.

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

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

ABSTAINED: None

ABSENT: Ms. deGeneres, Mr. Ricks

The President declared the motion carried.

11. *Exterior signage*

The discussion was tabled on Mr. Tairov's request

12. *Retrofitting light fixtures at Denhams Springs-Waker branch*

Mr. Tairov presented to the Board on the need to replace aging fluorescent lights with more efficient LED. The Board discussed the cost and reviewed the presented cost analysis. A motion to move forward on retrofitting the branch was made by Mrs. Varnado and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

13. *Clearing of the wooded area at Albany-Springfield branch*

Mr. Tairov presented to the Board on the need to clear the wooded area behind the building.

14. *Software purchase, Office 2019*

The discussion was tabled on Mr. Tairov's request

15. *RFID implementation*

Mr. Tairov spoke to the Board on the need to convert the library system from barcode to RFID. A motion to move forward with RFID was made by Mrs. Varnado and seconded by Mrs. Graham. The President declared the motion carried unanimously.

16. *Surplus items*

Mr. Tairov presented the list of items to be declared as surplus. Mr. O'Neill moved to auction the items and if not sold, dispose of them. The motion was seconded by Mrs. Varnado. The President declared the motion carried unanimously.

17. *Director's report*

Mr. Tairov presented financial reports to the Board. He also spoke about the library's attendance at the annual Louisiana Library Association Conference and the administration's increased efforts in training the staff. Mr. Tairov reported that the Head of Youth Services position had been filled.

18. A motion to move into executive session was made by Mrs. Varnado and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

The Board exited executive session at 8:45 p.m. A motion to give a 10% raise to the director, effective mid-year, to coincide with the rest of the employees' raises, was made by Mrs. Varnado and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

19. The meeting adjourned at 8:50 p.m.

Board President

Secretary

Date

Date