



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 Regular Meeting Minutes September 23, 2019

The Livingston Parish Library Board of Control met in regular session at 5:00 p.m. on September 23, 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 5:00 p.m.

Roll Call

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

Absent: Mr. Layton Ricks

Also Present: Mr. Giovanni Tairov, Library Director/Board Secretary; Ms. Jennifer Seneca, Assistant Library Director, Ms. Shelley Taylor, HR Manager, and Mrs. Holli Portier, Administrative Assistant.

Approval of Minutes

Minutes from the June 11, 2019 special meeting were introduced. On a motion by Mr. O'Neill, seconded by Mrs. Graham, 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. *Pay schedule approval*

Mr. Tairov began the discussion about implementing a pay schedule based on percentage vs dollar amount. A motion to approve was made by Mrs. Varnado and seconded by Mrs. Henson. The President declared the motion carried unanimously.

New Business

1. Policy Approvals

A discussion took place on the matter of the Board Bylaws; Mr. Tairov made a recommendation to the Board that the day of the week should not be mentioned to give the board flexibility. Mr. O'Neill and Mr. Forrest discussed that a monthly or bimonthly meeting should occur, in order to discuss pressing matters in a timely manner. Mr. Forrest made a motion for the board to meet bi-monthly instead of quarterly, effective January 2020; the motion was seconded by Mr. O'Neill. The President declared the motion carried with 4 yeas and 3 nays.

Mrs. Graham made a motion to amend the language in the Bylaws setting the date of meeting to the 3rd Tuesday. This motion was seconded by Mrs. Varnado. The President declared the motion carried.

Mr. Tairov discussed the Idea Lab policy 3-337d and declared a misprint in the agenda which should read 3-327d. Mr. O'Neill made a motion to amend and rename the corrected 3-327d; Mrs. Debbi Henson seconded. The President declared the motion carried unanimously.

The discussion of Library Cards 3-315 pertaining to faded or cracked cards to be replaced at no charge, as well as the implementation of checkout limit of videos to 10 instead of 5. Mr. O'Neill motioned to approve the changes, Mr. Forrest seconded. The President declared the motion carried unanimously.

Discussion of Extreme Weather 5-542 to remove misleading verbiage. This was rolled into the previous motion which was approved.

2. Denham Springs-Walker Branch meeting room AV improvements

Mr. Tairov discussed purchasing proper sound equipment to match the meeting space, giving it the proper sound amplification needed when attending various programs. Mr. Forrest made the motion to approve the purchase the needed equipment; Mrs. Debbi Henson seconded. The President declared the motion carried unanimously.

3. Requirements for vendors

Mr. Forrest discussed the need that all vendors be registered with the Secretary of State's office before doing business in the state of Louisiana. The board discussed the issue amongst themselves. Mr. O'Neill made a motion to table this discussion until more research can be done; Mrs. DeGeneres seconded this motion. The President declared the motion carried unanimously.

4. Records management liaison appointment

Mrs. DeGeneres made a motion to reappoint Mr. Tairov as the records management liaison; the motion was seconded by Mr. Bencaz. The President declared this motion carried unanimously.

Director's Report

1. Financial report

Discussion between the board members on various budgets and the need for additional monies allocated to certain services. The motion to move the financial report as written

was made by Mrs. Graham and seconded by Mr. O'Neill. The President declared the motion carried unanimously.

2. *Branch furniture upgrades*

Mr. Tairov discussed the need for additional money needed to complete the current furniture upgrade project. A motion to move and purchase the furniture as listed was made by Mr. Forrest and seconded by Mrs. Graham. The President declared the motion carried unanimously.

3. *Human Resources report (hires, turnover rate, diversity)*

Ms. Taylor presented the diversity report to the Board. No questions were asked.

4. *Professional Development: Gulf South Libraries meeting*

Mr. Tairov discussed with the board his attendance at the professional development meetings.

5. *New Website*

Mr. Tairov discussed the unveiling of the new website, hopefully at the end of October.

6. *Denham Springs-Walker Branch parking lot*

Mr. Tairov discussed the need for dredging the retention drainage area at the Denham Springs-Walker Branch. Mr. O'Neill made a motion to accept the bid for dredging the area, with the need to comply with corrected size of retention area; Mr. Forrest seconded the motion. The President declared the motion carried unanimously.

7. *Updates*

a. *Clearing out wooded area at Albany-Springfield branch*

Mr. Tairov discussed with the board the plan for clearing out the wooded area behind the Albany-Springfield Branch for future programming use. Mr. Tairov then expressed that this is still a work in progress and the issue will be tabled for future discussion.

b. *ILS RFP*

Mr. Tairov informed the Board that the library has no RFP responses as of yet, the deadline for bids is September 30.

c. *Community Needs Assessment*

Mr. Tairov discussed how OrangeBoy will use data analytics software to determine who will be using it and how it will be used. Mr. Tairov stated that this project is in the early stages of planning. However, community meetings might begin as early as December of this year. The board then discussed the meeting process and how it will be implemented.

d. *Digitization Project*

Mr. Tairov informed the board that microfilm is currently being digitized with a possible unveiling to the public in the 1st quarter of 2020.

e. *Expansion of the administrative offices – storage facility*

Mr. Tairov explained that he is currently waiting on quotes for the storage building addition to be placed behind the administrative office.

f. *Retrofitting of light fixtures at the Denham Springs-Walker Branch*

Mr. Tairov informed the board that he is currently waiting on quotes from facility maintenance in order to proceed with this project.

g. RFID Implementation

Mr. Tairov stated this implementation will be placed on hold for now and discussed at a later date.

8. Director's performance review schedule

Mr. Tairov expressed his need to better understand when his performance review would be held. The board discussed this issue and Mr. O'Neill made a motion to do the Director's performance review at the May meeting of every year; Mr. Forrest seconded this motion. The President declared the motion carried.

The meeting adjourned at 7:28 p.m.

Board President

Secretary

Date

Date