



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 June 9, 2020

The Livingston Parish Library Board of Control met in regular session at 5:00 p.m. on June 09, 2020. The meeting took place in the East Meeting Room of the Denham Springs-Walker branch located at 8101 Florida Blvd, Denham Springs, Louisiana.

Call to Order

Board President, Mr. Ronnie Bencaz, called the meeting to order at 5:04 p.m.

Roll Call

Present: Mr. Ronald Bencaz, Ms. Kathy DeGeneres, Mrs. Debbie Henson, Mrs. Lindsay Varnado, Mrs. Ivy Graham.

Absent: Mr. Roy Miller, Mr. Clark Forrest, Mr. Layton Ricks

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

Approval of Minutes

Minutes from the January 27, 2020 meeting were introduced. On a motion by Mrs. Graham seconded by Ms. deGeneres, it was moved to waive the reading of the minutes and approve as presented. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ.

NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

Public Comments

None.

Unfinished Business

None

New Business

1. LPL COVID-19 PUBLIC HEALTH CRISIS RESPONSE

Mr. Tairov addressed the Board and spoke about the need for providing free copying, printing, and faxing as a part of the library's response in helping the Livingston Parish community recover from the economic effects of COVID-19. The measure would be similar to the one implemented after the flood of 2016. On a motion by Mrs. Varnado seconded by Ms. deGeneres, it was moved to approve free printing, copying, and faxing until December 31, 2020, with the exception of going over 20 pages where the cost of paper would then be charged. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

2. ADJUSTMENT OF THE SOUTH BRANCH SATURDAY HOURS

Mr. Tairov requested the Board's authorization to change the South Branch Saturday hours of operation from 9 a.m.-1 p.m. to 10 a.m.- 2 p.m. to make the hours more convenient for the public, with the purpose of maximizing the branch usage. On a motion by Mrs. Varnado seconded by Ms. deGeneres, it was moved to approve the change of Saturday hours to 10 a.m.-2 p.m. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

3. CAPITAL PROJECTS

a. Storage for Administrative Offices

Mr. Tairov presented to the Board about the need to move forward with the Storage Building project. He also spoke about the importance of hiring an architect for the project who would be charged with the task of producing an accurate cost estimate, and would design a building that matched the library's needs. Upon discussing the standard industry fees, a motion was made by Mrs. Varnado and seconded by Ms. deGeneres, to set the limit to eight thousand dollars and approve the consultation with the architect. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

b. Albany-Springfield Branch, retrofitting the interior with LED lights

Mr. Tairov spoke about the need to replace the aging fluorescent bulbs at the Albany-Springfield branch; the project would be similar to the recently completed Denham Springs project. Mr. Tairov reported that the existing light bulbs were expensive to maintain and did not produce enough light for comfortable reading. The cost of the project was also presented to the Board. On a motion by Mrs. Varnado, seconded by

Mrs. Graham, it was moved to approve the project. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

c. Touchless bathroom equipment

Mr. Tairov reported to the Board that replacing all existing bathroom faucets and flush valves with motion-activated ones would be cost-prohibitive.

4. APPROVE POLICY UPDATES.

Mr. Tairov presented amended policies to the Board. The Board reviewed the changes in bylaws (section 2-202), as well as the collection development policies (3-302 through 3-308, and 3-332). The circulation policy (3-315) and personnel policy (5-505) were also reviewed. A discussion of the changes took place. On a motion by Mrs. Varnado and seconded by Mrs. Graham, it was moved to approve the changes in bylaws and policies as presented. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

5. SURPLUS ITEMS

The list of library surplus items was distributed to the Board by Mr. Tairov; the Board reviewed the articles in detail and asked the director for more information. On a motion by Mrs. Graham, seconded by Mrs. Henson, it was moved to declare the presented items as surplus. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

6. FY2020 BUDGET AMENDMENT

Mr. Tairov presented the amended budget to the Board. The members reviewed the changes and asked Mr. Tairov to explain the amendments in detail. On a motion by Ms. deGeneres, seconded by Mrs. Graham, it was moved to approve the amendments as presented. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR. BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

Director's Report

1. *Financial report*

Mr. Tairov presented the monthly financial reports to the Board.

2. *Summer Reading Program*

Mr. Tairov reported to the Board that the 2020 Summer Reading would be conducted virtually and that the library staff had successfully adjusted to the new format.

3. *Staff training*

Mr. Tairov reported that the staff had completed over one thousand hours of continuing education while the library was closed due to COVID-19.

4. *2019 Statistical Report*

The Board reviewed the excerpts of the 2019 statistical report.

Executive Session

1. *Director's performance evaluation*

Mrs. Graham made a motion to enter executive session; the motion was seconded by Ms. deGeneres and passed unanimously. The Board entered the executive session at 6:40 p.m. The Board exited the executive session at 7:10 p.m. on a motion by Mrs. Graham, which was seconded by Ms. deGeneres. The Board thanked Mr. Tairov for his work. On a motion by Mrs. Graham, seconded by Mrs. Varnado, it was moved to adjust the library director's pay and move it to the next step on the pay scale. Upon being submitted to a vote, the vote thereon was as follows:

YEAS: MRS. GRAHAM, MRS. HENSON, MRS. VARNADO, MS. DEGENERES, MR.

BENCAZ. NAYS: NONE

ABSENT: MR. FORREST, MR. MILLER, MR. RICKS.

ABSTAIN: NONE

Thereupon the president declared that the motion had carried and was adopted.

Adjournment

The meeting adjourned 7:24 p.m.

Board President

Secretary

Date

Date