



Livingston Parish Library Board of Control  
Regular Meeting, November 15, 2022

## Minutes

The Livingston Parish Library Board of Control met in a public hearing on November 15, 2022. The meeting took place at the Main Branch, located at 20390 Iowa Street, Livingston, LA 70754.

### 1. Call to Order

Board President, Ronnie Bencaz, called the public hearing to order at 5:02 p.m.

### 2. Public Hearing

Library Director, Giovanni Tairov, read a statement for the budget hearing.

- a. Adjusted FY 2022 Operating and Capital Outlay budgets
- b. Proposed FY 2023 Operating and Capital Outlay budgets

Mr. Bencaz opened up the floor for public comments concerning the budgets. No comments were made.

### 3. Close public hearing

Mr. Bencaz closed the public hearing at 5:07 p.m.

The Livingston Parish Library Board of Control met in a regular session on November 15, 2022. The meeting took place at the Main Branch, located at 20390 Iowa Street, Livingston, LA 70754.

### 1. Call to Order

Board President, Ronnie Bencaz, called the meeting to order at 5:07 p.m.

### 2. Roll Call

Present: Ronnie Bencaz, Kathy deGeneres, Ivy Graham, Debbie Henson, Stephen Link, Melissa Anderson, Erin Sandefur.

Absent: Layton Ricks.

Also Present: Giovanni Tairov, Library Director

### 3. Approve Minutes of the July 19, 2022, and September 20, 2022, meetings.

Erin Sandefur requested an audio transcript of the September 20 meeting.

Motion to approve July and September minutes made by Kathy deGeneres, seconded by Stephen Link.

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson, Sandefur

Nays: 0

Absent: 0

Abstain: 0

The motion carried.

#### **4. Request to amend agenda as presented and create a new item**

Ivy Graham requests to amend agenda as presented. Mr. Bencaz announces a motion has been made to create a new item on the agenda. Graham states the new item would be the status of Erin Sandefur's position on the board.

Motion made by Ivy Graham, seconded by Kathy deGeneres.

The new agenda item is the discussion of the status of Erin Sandefur as a board member for the library.

Yeas: deGeneres, Graham, Henson, Anderson

Nays: Bencaz, Link

Absent: 0

Abstain: Sandefur

Mr. Bencaz states that item 6h on the agenda – Further discussion of motion by Debbie Henson supporting Library Policy in 9/20/22 Library Board of Control meeting – was a motion that had passed, and according to Robert's Rules of Order and the State Parliamentarian, it cannot be discussed after it has been passed. He further states that item 6h will be pulled from the agenda.

#### **5. Public Comments**

Brian Clemmons – Livingston Parish Resident – spoke concerning minutes of the last board meeting and requests made for information pertaining to reclassification.

Unnamed person spoke and stated a violation of Open Meeting Law due to Ms. Graham's request to amend the agenda.

Kelci Sibley – Walker, Louisiana resident – commented on agenda item 6e Electronic Media Access and the role parents play in their child's accessibility.

Amanda Jones – a resident of Watson, Louisiana – commented on Electronic Media Access and parental control options available to patrons.

**6. Unfinished Business**

- a. None

**7. New Business**

- a. **Moisture Mitigation** – Giovanni Tairov spoke regarding moisture mitigation at the Denham Springs-Walker Branch. Carl Franzella with Sun Interiors and Tara Brown with Unit Design spoke on the results of the Denham Springs-Walker Branch moisture testing and the options available to remediate this issue. Giovanni Tairov informed the board that the cost of moisture mitigation will be presented to the Board at the January 2023 meeting.

**b. Approve the adjusted FY 2022 Operating and FY 2022 Capital Projects budgets.**

Motion to approve as presented by Ivy Graham, seconded by Melissa Anderson

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson

Nays: 0

Abstained: Sandefur

The motion carried.

**c. Approve the proposed FY 2023 Operating and FY 2023 Capital Projects budgets**

Motion to approve the proposed budget was made by Kathy deGeneres, seconded by Stephen Link

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson

Nays: 0

Abstained: Sandefur

The motion carried.

**d. Dedicate funds to capital projects**

Mr. Tairov spoke that approximately an estimated \$736,000 would be of net income, of which \$222,000 is settlement revenue due to the lawsuit and settlement funds received for the parking lot damage of the Denham Springs – Walker Branch. Mr. Tairov asked that the \$736,000 be transferred and dedicated to the Capital Projects Fund.

Motion to approve the Capital Outlay funds as presented in the budget made by Ivy Graham, seconded by Melissa Anderson

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson

Nays:

Abstained: Sandefur

The motion carried.

**e. Electronic Media Access – Erin Sandefur**

Ms. Sandefur states there is no screen to prevent children from accessing “hardcore” explicit and pornographic materials. She asks the board, “what can we do about this?”

Mr. Tairov then reads an email that was sent to board members regarding the documentaries that were present in Kanopy. Mr. Tairov makes an emphasis that the library staff did not curate any specific titles or documentaries. The selection of approximately 30,000 films comes as a package. The documentaries in question have been removed from the collections as they do not fit our collection development standards and policy. The Kanopy app can, however, be locked down by a parent and restricted to children’s only titles and be locked down by a pin number.

Ms. Sandefur thanks Mr. Tairov for the email and lets him know that she did not receive it. Mr. Tairov apologizes for the miscommunication. No further discussion was made.

**f. Availability of laser cutter to the public – Erin Sandefur**

Ms. Sandefur states that at March 15, 2022 meeting a laser cutter was approved, and she approved it based on the condition that it would be available for public use. She asked for an update and how it can be accessed.

Mr. Tairov states the laser cutter has arrived, and it has not yet been set up. Employees have to be assigned and to be trained on the cutter. He does not believe the public will have the ability to personally use the machine due to liability issues. The cutter will function like a 3D printer, where patrons will submit designs, staff will use the cutter to produce the products, and the public will be able to pick up their finished products. Policies, costs, and training will need to be implemented. There is no set date on when it will be available, sometime in 2023.

**g. Make-up and structure of LPL Collection Review Committee and Collection Development Committee – Erin Sandefur**

Ms. Sandefur asks for clarification on Collection Review/Challenge Committee and where it is located in the Policy and Procedures Manual. Mr. Tairov states it is not defined in the policy, and it was formed to help the administration review citizens' requests for reconsideration of materials. Ms. Sandefur then asks how many librarians are on the committee and how they are chosen. Mr. Tairov states there are three professional librarians, and they are chosen based on their experience in the library system and their direct work. Ms. Sandefur then asks if it is not stated in the policy and procedures manual, then how is it governed? Mr. Tairov explains that the collection development duties come with the job of a professional librarian, as it is part of the core competencies that professional librarians have to help the library develop its collection. Ms. Sandefur then makes a point to address the board that they are responsible for what is in the collection. Ms. Sandefur then asks for an invitation via email to attend the review process when the committee meets to discuss the citizens' requests for reconsideration of materials.

Ms. Sandefur asks the board to form a Policy & Procedures Committee consisting of three board members and the Library Director, Giovanni Tairov. Ms. Ivy Graham asks "what is the purpose of the committee?" Ms. Sandefur states that the library board is responsible for content in the library, and a committee needs to be created to have an insight on what goes on with the collection development and review processes.

Ms. Debbie Henson then states that the library board does not need to "be in the weeds" that the board relies on the information provided by Mr. Tairov as sufficient enough regarding challenges and happenings within the library system. Ms. Melissa Anderson then spoke about Young Adult content and how parents should be responsible for what their children are reading, that the materials are marked Young Adult for a reason and are for Young Adult readers.

There were several questions and comments from various audience members and board members. Mr. Ronnie Bencaz then stated that there would be no more public comments from this point on.

Ms. Sandefur then makes a motion to form a committee of three library board of control members and Library Director Giovanni Tairov to review policy and procedures. Mr. Bencaz asks if there is a second to the motion. There is no second. The motion dies.

**i. Audit engagement, contract approval**

Mr. Tairov requests the board's formal approval to engage with Baxley and Associates for the audit of the library's financial records.

Ms. Debbie Henson makes a motion to accept the contract with Baxley and Associates, seconded by Kathy deGeneres.

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson, Sandefur

Nays: \_\_\_\_\_

Abstained: \_\_\_\_\_

The motion carried.

**j. Approve change order #4**

Mr. Tairov presents to the board the last change order amounting to \$817. The change order is related to fire dampers. He further states that the cost will be offset by the architect who has agreed to waive administrative fees for this and other change orders.

Motion to approve made by Kathy deGeneres, seconded by Melissa Anderson.

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson, Sandefur

Nays: \_\_\_\_\_

Abstained: \_\_\_\_\_

The motion carried.

**k. Elect Board Officers for 2023**

**Elect Board President**

Ms. Kathy deGeneres proposes to keep Mr. Ronnie Bencaz as President, seconded by Ms. Debbie Henson.

Yeas: deGeneres, Graham, Henson, Link, Anderson, Sandefur

Nays: \_\_\_\_\_

Abstained: \_\_\_\_\_

The motion carried.

**ii. Elect Board Vice President**

Ms. Ivy Graham makes a motion to keep Ms. Kathy deGeneres as the Vice President, seconded by Ms. Debbie Henson. Ms. deGeneres then respectfully declines.

Ms. Henson then makes a motion to nominate Ms. Graham as Vice President, seconded by Ms. deGeneres.

Yeas: Bencaz, deGeneres, Henson, Link, Anderson

Nays: Sandefur

Abstained:

The motion carried.

## **8. Director's report**

### **a. 2022 Book Festival**

Mr. Tairov spoke on the turnout for the return of the Book Festival; approximately 1,700 attended this event. The keynote speaker, bestselling author Kwame Alexander, drew many people in, and overall it was a huge success for the library and the community as a whole.

### **b. Library usage statistics, new services, and goals for 2023**

Mr. Tairov states that he is still preparing numbers; however, there has been an approximately 30-40% increase in visits and circulation in 2022. New services and goals for 2023 will be discussed at a later time.

### **c. Digital Equity Pilot**

Mr. Tairov states that the library system was one of 5 library systems in Louisiana chosen to participate in the Digital Equity Pilot that is led by the Louisiana Board of Regents, the Commission on Higher Education, the State Library, and the State Office of Broadband. This pilot is to improve digital literacy in our community and has a group of 15-16 staff members who are Digital Navigators to help improve digital literacy rates. Our library system was also chosen to participate in the PLA digitallearn.org program to improve digital literacy in our community further.

#### **i. Grants received (PLA, ECF, Board of Regents)**

Mr. Tairov informs the board of various grants received. One grant, in particular, totaling \$300,000, will be used to purchase mobile devices (1,000 iPads) for those who will participate in the digital literacy program. It is an incentive to invite people to participate. The participants who take the classes will be able to check out an iPad to help them become more digitally literate.

#### **ii. Cases for iPads**

Mr. Tairov informs the board that cases for the iPads need to be purchased to secure the investment. The purchase should not exceed \$30,000, hoping not to spend more than \$15,000.

Ms. deGeneres makes a motion to approve the purchase of cases for the protection of the new iPads, seconded by Ms. Anderson.

Yeas: Bencaz, deGeneres, Graham, Henson, Link, Anderson, Sandefur

Nays:

Abstained:

The motion carried.

**d. Insurance reimbursement, Albany-Springfield Branch**

Mr. Tairov informs the board of equipment damaged at the Albany-Springfield Branch due to a lightning strike. This equipment included telephones, network equipment, and the newly purchased HVAC. Mr. Tairov explains that an insurance claim has been filed totaling approximately \$11,000 - \$12,000, depending on the final cost of the equipment that was damaged.

**e. ILS settings**

Mr. Tairov asked the board if they wanted to explore the option of contacting our ILS vendor about giving parents the flexibility to restrict access to check-outs pertaining to juvenile and teen accounts. There was discussion on how this process would work and how long it would take to implement.

Assistant Director Ms. Jennifer Seneca then spoke about eCards and the process of how a parent has to give authorization for a child to check out materials from the Bookmobile with eCard access. With this implementation, all parents would have to resubmit an authorization form for their child to check out materials using an eCard.

Ms. Sandefur asks to speak and questions whether or not the database Kanopy has been removed. Mr. Tairov states we still have Kanopy access, but the titles with specific content have been suppressed and should not come up when searched.

**9. Addendum to the agenda – Status of the position of Erin Sandefur**

Ms. Graham spoke to the board about the nomination or proposal of Ms. Sandefur to the Livingston Parish Council and the Home Rule Charter and the questionability about serving on multiple boards.

Ms. Graham then makes a motion to get a full legal briefing in regards to how to proceed regarding multiple board appointments, seconded by Ms. Henson.

There was discussion among those in attendance on perhaps a conflict of interest regarding Ms. Sandefur serving on two boards and also information given in regards to the Parish Councils' power in regards to the Library Board of Control.

Roll call to approve Ms. Graham's motion to get a full legal briefing.

Yeas: Bencaz, deGeneres, Graham, Henson, Anderson

Nays: Link

Abstain: Sandefur

The motion carried.

## **10. Adjournment**

Mr. Bencaz adjourned the meeting at 6:46 p.m.