



Livingston Parish Library Board of Control
Regular Meeting, January 24, 2024

Minutes

The Livingston Parish Board of Control met in a regular session on January 24, 2024. 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 6:00 p.m.

2. Moment of Silence

Board President, Ronnie Bencaz called for a moment of silence.

3. Pledge of Allegiance

The pledge of allegiance is said by those in attendance.

4. Roll Call

Present: Ronnie Bencaz, Ivy Graham, Melissa Anderson, Larry Davis, Wendi Neal, Francine Smith, Abby Crosby, and Steve Bernard

Absent: Kathy deGeneres

Also Present: Michelle Parrish (Director)

5. Approval of Minutes

Motion to accept minutes as written made by Ivy Graham, seconded by Melissa Anderson

Yeas: Bencaz, Graham, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent: deGeneres

Abstain:

The motion carried.

6. Public Comments on Agenda Items

Amanda Jones – (Watson resident) – Ms. Jones spoke in regards to agenda item 8 b-iii Operation of the Library and how Board of Control members must represent the *“Library’s Director, Library Staff, other Library Board of Control members, and represent every single citizen of our parish, accordingly.”*

Linda Glascock – (Livingston resident) – Ms. Glascock spoke about Ms. Jones not mentioning children in her previous statement.

Holley Hughes – (Denham Springs resident and Library Employee) – Ms. Hughes raised the question *“How many voters are there in Livingston Parish?”* She goes on to state that there are 9 voters in Livingston Parish, about the Livingston Parish Council. She stated, *“If they can go in and take away our vote in the last election, then there are nine voters in Livingston Parish.”*

7. Director’s Report – presented by Michelle Parrish, Director

- a. Statistical Update
 - i. Michelle Parrish, Director, spoke on the End of the Year 2023 review with stats such as check-outs of 515,000 and over 294,000 library visits.
- b. Financial Update
 - i. Ms. Parrish spoke on various finances regarding library usage for 2023.
- c. Moisture Mitigation / Carpet Replacements Update
 - i. Ms. Parrish spoke on the completion of the Denham Springs-Walker Branch moisture mitigation and carpet replacement and its total cost of \$210,000. She also mentioned the current projected opening for the Albany-Springfield Branch and its carpet replacement as well.

More detailed information on the Director’s Report may be found by listening to the posted audio recording of the meeting or watching the posted video link to our YouTube channel.

8. New Business

- a. At the behest of the Livingston Parish Council, discuss the relocation of materials challenged under Policy Code 3-309a (Citizen’s Request for Reconsideration of Library Material) while the Library processes the request.
 - i. Presented by Michelle Parrish, Director
 1. Ms. Parrish states that during the millage renewal vote, the Parish Council asked that she bring to the board the request to relocate materials that are under challenge. She stated that this is on the agenda so the board can discuss the issue. She also states the receipt of a letter from the Tulane Law Center, which she then reads in full.
 - ii. Discussion is then made amongst the Board of Control regarding policies in place and the letter from Tulane.
 - iii. There were then approximately 11 Livingston Parish residents ranging from retired Educators, local elected officials, and tax-paying citizens who voiced their opinions on this matter. Due to the length of this discussion, ***more detailed information may be found by listening to the posted audio recording of the meeting or watching the posted video link to our YouTube channel.***

Motion to table the issue until the Attorney General’s opinion comes back made by Larry Davis, seconded by Abby Crosby

Yeas: Bencaz, Graham, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent: deGeneres

Abstain:

The motion carried.

- b. Policy Changes for Approval: Amendments
 - i. Code 1 – 106 – Financial Support of the Library
 - ii. Code 2 – 209 – Money Collections
 - iii. Code 3 – 301 – Operation of the Library
 - iv. Code 3 – 302 – Description of the Collection
 - v. Code 3 – 315 – Circulation Services
 - vi. Code 3 – 324 – Lost and Damaged Materials
 - vii. Code 3 – 337 – Library of Things (Special Collections)

- viii. Code 4 – 402 – Limits of Library Privileges
- ix. Code 5 – 505 – Introductory Period for New Employees
- x. Code 5 – 546 – Annual Leave (Vacation)
- xi. Code 5 – 547 – Medical Leave/Sick Leave/Family Medical Leave
- xii. Code 5 – 557 – Compensatory Time / Overtime Work
 - 1. Presented by Dustin Cotton, Assistant Director of Branch Services

Mr. Cotton brings to the board a list of policy changes for their approval and states these proposed changes as written.

More detailed information regarding each policy may be found by listening to the posted audio recording of the meeting or watching the posted video link to our YouTube channel.

Motion to approve the policy changes as read made by Francine Smith, seconded by Abby Crosby

Yeas: Bencaz, Graham, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent: deGeneres

Abstain:

The motion carried.

9. Surplus Inventory: Disposal of Items & Auction

- c. Presented by Dustin Cotton, Assistant Director of Branch Services

Mr. Cotton presented a list of items to be disposed of or auctioned to the Board.
More detailed information may be found by listening to the posted audio recording of the meeting or watching the posted video link to our YouTube channel.

Motion to dispose of items as presented made by Francine Smith, seconded by Melissa Anderson

Yeas: Bencaz, Graham, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent: deGeneres

Abstain:

The motion carried.

10. Executive Session

- d. Sixth-Month Performance Evaluation of the Livingston Parish Library Director
 - i. Presented by Ronnie Bencaz, Board President

The Board of Control exited the room to begin the executive session at 8:43 p.m.

The Board of Control returned to the room at 9:01 p.m.

Ronnie Bencaz spoke on the evaluation results of Director, Michelle Parrish. He then stated that Ms. Parrish would be evaluated again in January 2025 and she goes to the next step in the salary schedule.

Motion to adopt the Director's review that was completed and move Ms. Parrish to Tier 1 on the pay scale made by Ivy Graham, seconded by Larry Davis.

Yeas: Bencaz, Graham, Anderson, Davis, Neal, Smith, Crosby, Bernard

Nays:

Absent: deGeneres

Abstain:

The motion carried.

11. Adjournment

The meeting was adjourned by Mr. Bencaz at 9:03 p.m.