



NOTICE OF POLICY COMMITTEE MEETING

Livingston Parish Library Board of Control

Date: 3-12-2025

Time: 4:00 PM

Place of Meeting: Main Branch Library, Livingston, LA

COMMITTEE AGENDA

1. **Call to Order**
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **New Business**
6. **Adjournment**

Name of Authorized Person: Michelle Parrish /s/

Name of Taxing District: Livingston Parish Library

Address: 13986 Florida Blvd., Livingston, LA 70754

Telephone Number: 225-686-4100

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Library Administration at 226-686-4100 and describe the necessary assistance.

AGENDA

Start Time: 4:00 PM

1. **Call to Order**
2. **Moment of Silence**
3. **Pledge of Allegiance**
4. **Roll Call**

	Absent	Present
Jonathan Davis - Chair		X
Patricia Wilson - Secretary		X
DeWanna Christian		X
Sheila Goins		Not yet appointed
Dustin Cotton - Staff		X

5. NEW BUSINESS AGENDA: Discussion of Policy Code: 2-202 continuation.

Referring to Article 3.

Mrs. Wilson brought attention to verbiage updates for clarity as well as punctuation changes that have occurred since the policy was written. The group discussed the intent of “executive session”. The intent in this section refers to the Board Secretary activities that are traditionally carried out by the Administrative Librarian. The Administrative Librarian may NOT act as Board Secretary during a Board Executive Session.

Section 4 was discussed to clarify the process for conducting the Board Meeting if the Administrative Librarian is not available.

Voting by the ex officio was discussed. The current policy has limitations to the ex officio voting privileges. State policy apparently doesn’t specify how ex officio voting should be handled. The Committee decided to delete information concerning ex officio as a non-voting member of the Board.

Article 5 Committees verbiage edits provided more clarity for the appointment and service of the committees. The discussion confirmed that the number of members on a committee must be less than a quorum.

Articles 6 and 7 included verbiage and punctuation edits. Article 6 also included the decision by the Parish Council to have an invocation in lieu of a moment of silence at each meeting. It was discussed that all beliefs would be respected.

The Committee decided to update the policy to reflect invocation as an agenda item and delete a moment of silence.

The next section addresses Board Member decorum, and that Board Members should act in the best interest of the Parish. Mrs. Goins suggested replacing “good” public relations with “positive” public relations. The Committee agreed.

Mrs. Wilson discussed the change from “shall” to “should”. Mr. Davis stated that “shall” is not appropriate for the policy. The Committee and community members discussed this at length. Mrs. Goins suggested utilizing “recommended” in lieu of shall or should.

Mr. Davis continued to explain his thoughts on his suggested edits. The Committee agreed to remove the non-partisan reference. The Committee agreed with the suggestions he discussed.

Sections 4 and 5 were discussed. This section has to do with removing Board members. The Committee suggested both be removed from the Policy. These sections were new and not in the existing policy.

The next section addresses Board Members’ access to non-public areas to the library and the code to the administrative building. It was determined that Board Members may have access to non-public areas with notice to the Administrative Librarian and will not be provided with the code to the administrative building.

The next section addresses Board training, visiting libraries and participating in library events. Board Members are required to complete annual State training. The Administrative Librarian provides the information and retains the training completion certificates. Mr. Davis suggested the addition of accepting current certificates of completion provided by Board members.

Mr. Cotton reminded the Committee about a prior discussion around having a time limitation for meetings. Mr. Davis suggested a time limitation for the length of meetings and an end-time cap for meetings, for example, meetings must conclude by 9:00 PM and/or may not exceed 3 hours in duration.

It was determined that the meeting time information be included in Section 1. Additionally, the Board may vote to extend the meeting by no more than 30 min.

Mrs. Wilson asked Mr. Davis if the plan is to have Legal Counsel review the suggested edits to the Policy and include them in the next Board meeting agenda. Mr. Davis confirmed.

Motion To:

Move forward with **Policy Code: 2-202** edits to be included on the next Board meeting agenda.

Motion Made by: _

_Patricia Wilson_____

2nd By: __Jonathan Davis_____

Vote:

	Yes	No	Abstain
Jonathan Davis	X		
Patricia Wilson	X		
DeWanna Christian	X		
Sheila Goins			Not yet appointed
Dustin Cotton			Non-voting member

Notes & Public Comments:

OLD BUSINESS

Mr. Davis asked if there were any other items to discuss. The Committee discussed defining a quorum for the Board. It was discussed if five should be set or move it to six, given that the Board now has 10 members with the addition of the ex officio Parish President. It was suggested to define quorum as half the number of appointed Members plus one.

The Committee's next step is to review and edit the policy one section at a time from the beginning to end of the document.

Adjournment, End Time: 5:30 PM