



## **Livingston Parish Library Board of Control Regular Board Meeting September 16, 2025**

### **Minutes**

The Livingston Parish Library Board of Control met in a regular session on Tuesday, September 16, 2025. The meeting occurred at the Main Branch Library, located at 20390 Iowa Street, Livingston, LA 70754.

#### **1. Call to Order**

Jennifer Dorhauer, Board President, called the meeting to order at **6:00 p.m.**

#### **2. Invocation**

Ms. Dorhauer called for a moment of silence.

#### **3. Pledge of Allegiance**

Those in attendance said the Pledge of Allegiance.

#### **4. Roll Call**

**Present:** Becky Morgan, Kristan Whann, Rodlyn Hammond, Jennifer Dorhauer, Jonathan Davis, Patricia Wilson, DeWanna Christian, Trey Cowell

**Absent:** Sheila Goins, Randy Delatte (Ex Officio)

**Also Present:** Kyla Webb (Interim Director), Dustin Cotton (Assistant Director of Branch Services), Julia Falcon (Assistant Director of Support Services)

#### **5. Approval of Minutes**

- a. July 15, 2025, Regular Board Meeting
- b. July 18, 2025, Special Board Meeting
- c. August 2, 2025, Special Board Meeting

MOTION to approve and waive the reading made by Rodlyn Hammond, seconded by Becky Morgan

Ms. Dorhauer calls for a vote.

**Yeas: Morgan, Whann, Hammond, Dorhauer, Davis, Wilson, Christian, Cowell**

**Nays:**

**Absent: Goins, Delatte**

**Abstain:**

The motion carried 8-0

## **6. Public Comments on Agenda Items**

There were five signatures on the public speaking signup sheet: Marla Elsea, Amanda Jones, Rebecca Roberts, Linda Glascock, and Summer Smith.

***Due to the length of public comment, the comments and board discussion may be found by listening to the posted audio recording or watching the posted video link on our YouTube channel.***

## **7. Presentations**

- a. 2024 Legislative Audit for the Livingston Parish Library – Margaret Pritchard, Legislative Auditor

Ms. Pritchard spoke to the board on the auditor's opinion, to which she states, *"The library received the highest level of opinion, which is the unmodified. And unmodified means that we did not note any material misstatements in the financial statements."* She then compared 2024 to 2023 and noted any significant increases or decreases. She went on to say there were no audit findings, no significant deficiencies, and no material weaknesses in the report.

***Due to the length of this presentation, the remaining information may be found by listening to the posted audio recording or watching the posted video link on our YouTube channel.***

- b. Completion of the Young Adult Review Project and Assessments – Julia Falcon, Assistant Director of Support Services

Ms. Falcon informs the board that, as of early September, the Young Adult Review Project has been completed. She stated that it took approximately 8 months to review nearly 10,000 titles in YA materials. She said that 95% of the entire collection was reviewed, and the remaining 5% includes items that are lost, checked out, or missing. She goes on to say that any items that are returned will be sent immediately for review before being allowed back into circulation.

Moving forward, all items ordered in this classification will be reviewed before being sent into branch circulation. In the meantime, branches have begun to return items to their original shelf locations.

## **8. Report of the Administrative Librarian**

- a. Financial
  - i. Current Update

Interim Director, Kyla Webb, provided a financial update to the board. She stated that as of September 9, when the financial report was pulled, *“we have received 94% of our budget in revenue from property taxes, which is consistent with past trends.”* She also stated, *“We have expended 61% of our budgeted expenditures.”* She goes on to say that since pulling the report, there have been no major changes.

- b. Statistical
  - i. 2025 Summer Reading Program – Final Statistics

Ms. Webb informed the board of the final statistics of the 2025 Summer Reading Program. She stated that the library engaged 5,396 patrons ranging in age from 0 to 105 in Summer Reading challenges. Of these participants, 3,561 successfully completed their challenges, resulting in a 66% completion rate system-wide. Compared to 2024, these figures represent a 12.4% increase in registrations, up from 4,800 in 2024, and a 9% increase in completions. She goes on to state that *“We have set a new combined record for the Livingston Parish Library system.”* She also stated that *“The growth that we’re seeing in Youth Services is just reflecting healthy, sustainable growth that we anticipate from a growing parish.”*

***Due to the length of this presentation, the remaining information may be found by listening to the posted audio recording or watching the posted video link on our YouTube channel.***

## ii. Library Card Sign Up Month – Current Statistics

Ms. Webb informed the board of the ongoing statistics for the library card sign-up month. She stated that every September, the library celebrates this event to highlight library services and to celebrate the value of library card ownership. She said that patrons are invited to visit their preferred branch to sign up for a new card, renew an existing card, or, if you already have a card, pose with the oversized library card photo prop. She stated that *“From September 2<sup>nd</sup> through the 15<sup>th</sup> of this year, we have had 608 participants engage with the celebration.”* She goes on to state, *“The special focus that we have for this initiative and the visibility that it gives us is directly encouraging our residents to register.”*

***Due to the length of this presentation, the complete information may be found by listening to the posted audio recording or watching the posted video link on our YouTube channel.***

## c. Announcement: 10<sup>th</sup> Annual Book Festival, October 25, 2025

Ms. Webb spoke to the board regarding the 10<sup>th</sup> Annual Book Festival, which will be held on October 25th from 11:00 a.m. to 4:00 p.m. at the Main Branch of the Livingston Parish Library. She stated that the theme will be Renaissance and will showcase notable authors, notably award-winning and bestselling authors.

## 9. Report of Special Committees

### a. Future Scope of Board of Control Committees – Jennifer Dorhauer, Board President

Ms. Dorhauer began her report by stating, *“Establishing committees this year was something new that former boards had not done. I decided to establish four committees to start with, just to see if they could help us to where our meetings did not last two hours apiece.”* She stated that she has watched committee meetings and *“noticed that board members were working through the same exact issues when we got together as a full board as they were when they were in committee. And if they work through something in committee, it should have been settled that was coming back here and things that we thought were settled in committee, new ideas were coming forth, new arguments, so it was hashed out a second time.”* She stated that she was not about wasting *“my time or your time”* and more importantly some board

members stated they did not have time to devote to multiple meetings each month. So, she listened to the concerns, evaluated them, and concluded that she would close the Policy and Governmental Relations Committees; any policy changes needed would be addressed in a regular board meeting. She also stated that she is changing the scope of the two other committees from general to task-specific, which makes them ad hoc committees versus standing committees.

*She stated, "Finance will be task-specific to work on the 2026 budget. Patricia is our Chair, Rodlyn, Trey, and Sheila are on that committee. And Facilities will be task-specific to work on the Albany Project. Jonathan has agreed to be the Chair of this committee because Becky has asked to be removed from that committee." She further stated, "We are going to replace Becky's position with Trey since he is in the Albany area and is interested in meeting the needs of the citizens that he is serving out there."*

b. Facilities Committee Report (Albany-Springfield Project) – Jonathan Davis, Board Member

Mr. Davis said there is a newer update regarding this project and deferred to Mr. Cowell, as he had recently spoken with Billy Taylor concerning this matter. Mr. Davis also reiterated, *"Not the council member Billy Taylor, our engineer Billy Taylor."*

Mr. Cowell spoke to the board regarding the most recent update to the Albany-Springfield project. He stated that the engineer, Billy Taylor, is almost to the point of being able to determine the plan for repairing the foundation around the cooler. He said that *"In order to that, he is at a point to where he is going to get geo-tech [sic] soil testing and topographical surveying of the back of the facility. So, it's \$11,000 to get both of those done, which was in purview of the Director to authorize."* He goes on to state that Mr. Taylor and another structural engineer have viewed the situation more than once and do not see any emergency need.

c. Finance Committee Report – Patricia Wilson, Board Member

Ms. Wilson addressed the board to provide an update on the Finance Committee. Ms. Wilson then read the committee's goals to the board and those in attendance. After reading the goals, she stated that the committee was excited to work with Ms. Webb on the 2026 budget.

- d. Hiring Committee Report (Library Director Search) – Jennifer Dorhauer, Board President

Ms. Dorhauer updated the board regarding the hiring of the Livingston Parish Library Director. She stated that the application for the Director position was posted on August 13th and closed on September 12th, which allowed it 30 days to be posted on the website, social media, and the State Library website. As of September 2<sup>nd</sup>, six qualified applicants met the basic criteria, and of those six, four were out of state. She stated that Becky Morgan, Sheila Goins, herself, and Jonathan Davis are on the hiring committee and have not yet reviewed the applicants. Ms. Dorhauer went on to state that public interviews will be on October 17, and they will interview up to four people.

## 10. New Business

- a. Discussion and Decision: Proposed Policy Amendments - Jonathan Davis, Board Member

- i. Code 2-202, Art. 5: Bylaws for Board of Control – Committees

Mr. Davis stated that this proposed policy amendment allows the president to create or remove committees, appoint or take away members, via email. He said, *“If we are not going to have standing committees anymore, then the board as a whole, unless we have a special meeting, we won’t be able to meet every two months at our regular meetings. So, we’re going to allow the president to have a little bit more power to make sure we don’t have to have a special meeting just to form an ad hoc committee to take on some task in the event that we would like something to happen within a two-month period.”*

- ii. Code 2-203: Purchasing Procedures

Mr. Cotton informs the board that this proposed amendment is regarding the auditor asking to *“beef up”* the purchasing procedures. He stated that he researched the Louisiana Legislative Auditor’s website for best practices and has used that to implement these procedures. This gives a more *“delineated structure for how purchases are done, purchase orders are created,”* and provides a *“flow and process of checks and balances system which we already had in place but now is being codified in policy.”*

- iii. Code 2-204: Bidding on Library Contracts/Purchasing

Mr. Cotton informed the board that this policy amendment is updated to reflect current Louisiana revised statutes and limits for spending and for bidding, as well as to delineate the fact that *“whenever we put something in a newspaper now for bids, we will put it in the Livingston Parish News and the Advocate.”*

iv. Code 2-204a: Purchasing and Contracting

Mr. Cotton informed the board that this policy update has been updated to reflect the Louisiana revised statutes. This ensures that all materials and equipment purchases costing less than \$30,000 will be approved by the Administrative Librarian. At the same time, those exceeding \$60,000 will be funded by public funds and advertised for bidding. He stated, *“Purchases of more than \$30,000 but less than \$60,000 – we will do the three quotes required by the law.”*

v. Code 3-341: Career Center

Mr. Cotton informed the board that the Career Center was allocated resources at one point by the library organization in the previous administration. He stated that there wasn't as much foot traffic or lasting partnerships as they had hoped. This policy updates the section that currently states, 'Career Center' to 'Career Services'.

vi. Code 5-456: Annual Leave (Vacation)

Mr. Cotton informed the board that this was updated to reflect that annual leave hours or hours per payroll are calculated using the formula: the number of payrolls left in the year from the hire date to the first anniversary date. This is also to allow, in extraordinary circumstances, the administrative librarian to waive the restriction on annual leave limitations at the end of each fiscal year.

vii. Code 5-547: Medical Leave / Sick Leave

Mr. Cotton informed the board that this has been updated to change the verbiage from hire date to first anniversary date.

viii. Code 5-557: Compensatory Time

Mr. Cotton informed the board that, in the event of extraordinary circumstances or an emergency, to maintain the system's operational integrity, the

administrative librarian may waive the restriction that vacation, sick leave, or paid holidays do not count towards hours worked in a 24–40-hour week.

ix. Code 5-568: Harassment

Mr. Cotton stated that *“just for transparency’s sake, we’re wanting to change the Harassment Policy, the existing Harassment Policy, to remove the small section about sexual harassment that’s in there and reference a completely new section.”* He goes on to say that *“Because the sexual harassment policy required by the Louisiana Legislative Auditor is so comprehensive and their requirements, it needs to be its own policy section.”*

Ms. Dorhauer opens the floor for public comment.

Ms. Rebecca Roberts addresses the board regarding the possibility of being compensated for their time and efforts in serving on the Board of Control.

Mr. Trey Cowell states that he would like to combine 2-204 and 204-A. He states that he sees a discrepancy, and in one proposed policy, it states, *“The Board of Control reviews the submitted proposals and selects a vendor for the purchase. The Board of Control makes a decision, and the Administrative Librarian notifies the vendors of the board’s decision. But, then over on the next policy, using the same numbers and looks just about the same language, unless I’m missing something here, it says that the Administrative Librarian has the authority to accept a contract as long as it falls within the annual budget and existing policies. And so, I’m just trying to clarify what the board should be looking to have to approve and not approve.”*

The board clarifies that Mr. Cowell is referring to items 6 and 7 in Code 2-204 and in Code 2-204a, it’s the third paragraph.

Interim Director, Ms. Kyla Webb states, *“What I think you’re referring to here is perhaps the difference between bidding and a contract.”* She states that *“The way that I’m reading 2-204a is with the Administrative Librarian having the authority to accept a contract. I’m not seeing that as contradictory to the existing policy on bid, but there are contracts that would fall within a lower threshold that it would be within my purview or the director’s purview to accept a contract for, assuming it was not something that we went out to bid for. There are small-scale contracts and then there’s the large-scale contracts, and I believe that to be what I’m understanding from this.”*

Mr. Cotton states that he agrees with Ms. Webb’s interpretation of that based on the reading. Ms. Webb then said, *“It does specify as long as it falls within the annual budget and existing policies. So that clarification there, I think, brings it within the scope of the*



*director's purview for approvals. But if it goes beyond or into that bid, then that's when the director has to bring it to the board for acceptance."*

Mr. Davis then states that this policy would comply with state law, as outlined in Louisiana R.S. 38:212.

MOTION to adopt policy changes made by Jonathan Davis, seconded by Patricia Wilson

Ms. Dorhauer calls for a vote.

**Yeas: Christian, Cowell, Davis, Hammond, Morgan, Whann, Wilson, Dorhauer**

**Nays:**

**Absent: Goins, Delatte**

**Abstain:**

The motion carried 8-0

- b. Discussion and Decision: Adoption of Policy Contingent Upon Amendment of Code 5-569 – Jonathan Davis, Board Member
  - i. Code 5-568a: Sexual Harassment

Mr. Cotton informs the board that he thought it would be best for the Sexual Harassment policy to be its own section. This would make it easier to locate when reviewing the 300+ page policy manual. Mr. Cotton states that he *"hit all the check marks for the best practices by the Louisiana Legislative Auditor"* and incorporated their sexual harassment policy into this policy.

Ms. Dorhauer opens the floor for public comment.

MOTION to adopt the sexual harassment policy made by Jonathan Davis, seconded by Becky Morgan

Ms. Dorhauer calls for a vote.

**Yeas: Christian, Cowell, Davis, Hammond, Morgan, Whann, Wilson, Dorhauer**

**Nays:**

**Absent: Goins, Delatte**

**Abstain:**

The motion carried 8-0

- c. Discussion: Possibility of Requesting the Livingston Parish Council to Reimburse the Library for Legal Fees Incurred by Council Regarding the Library – Patricia Wilson, Board Member, and Trey Cowell, Board Member

Ms. Wilson addresses the board regarding an investigation to determine if charges were made by the Livingston Parish Council concerning the library and subsequently paid by Livingston Parish Library. She stated that she and Mr. Cowell found approximately \$3,000 in those expenditures. However, in July, there was a credit from Mr. Moody's office for almost that same amount. She then asked the board if they would like to proceed with further investigation into this matter. The board discussed and determined that they would like to accept the credit as is, with no further investigation required.

- d. Discussion: Updating the Process and Timeline for the Board of Control to Receive the Completed Annual Audit – Trey Cowell, Board Member, and Patricia Wilson, Board Member

Ms. Dorhauer stated that before the next board meeting, they would need to create a policy and then present it to the board for a vote. She states this is to ensure that it reaches the board as soon as it reaches the Administrative Librarian.

## **11. Adjournment**

MOTION to adjourn made by Becky Morgan, seconded by Rodlyn Hammond

The meeting adjourned at **7:17 p.m.**