



## **POLICY COMMITTEE MEETING MINUTES**

### **Livingston Parish Library Board of Control**

**Date:** 5-15-2025

**Time:** 5:00 PM

**Place of Meeting:** Main Branch Library, Livingston, LA

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### **AGENDA**

**Start Time:** 5:00 PM

- 1. Call to Order**
- 2. Invocation- Jonathan Davis**
- 3. Pledge of Allegiance**
- 4. Roll Call**

	Absent	Present
Jonathan Davis - Chair		X
Patricia Wilson - Secretary		X
DeWanna Christian		X
Sheila Goins		X
Dustin Cotton - Staff		X

### **5. NEW BUSINESS AGENDA:**

Note: Sheila Goins is running late due to traffic. **Jonathan determined we would skip to agenda items 6e and 6f. The items address the review Policy Manual Sections 1 and 2.**

E and f. The Committee members reviewed and discussed each line of Policy Manual Section 1. Mr. Davis suggested updating the historical information, beginning from the last update in 2012 to the present. He emphasized focusing on the major events. Mr. Cotton mentioned that the policy had been updated briefly in the 2020s, but the more detailed history was on the library's webpage.

The Committee agreed to update the required notices to include social media in addition to local newspapers. In addition, updated and or new laws will be reviewed to ensure compliance.

Jonathan will review the State bid law to confirm the dollar amount quoted in the current policy.

All grammatical and/or verbiage clarification items shall move forward as per a previous policy update. The Committee agreed to pause at Section 2-209 to proceed with the beginning of the agenda to address items for the upcoming Board Meeting.

**a. Discussion of Library Resolution 03 regarding a system to allow for a rotation of the speaker for Board of Control meeting invocations (Jonathan Davis).**

The item addresses the current resolution, approved by the Board, concerning having an invocation in lieu of a moment of silence. Mr. Davis suggested changing this resolution to an addition to policy code 2-202, as Article 10.

Mr. Davis explained the suggested rotation for providing the invocation by Board members. The proposed policy also addresses providing an invocation with respect to other beliefs. Ms. Wilson reminded the Committee that during the last Board meeting, one of the Board members had asked about having a moment of silence during their turn for the invocation.

Ms. Christian voiced her opinion against a moment of silence, given that the Board is made up of Christians. The community members voiced their opinion that a Christian invocation is not inclusive of all community members.

**Notes & Public Comments:**

Community members expressed concerns that the invocation, process, that does include a moment of silence, may be a violation of the law. Additionally, a

community member expressed her concern that a Christian invocation would exclude other religions and/or personal beliefs.

**b. Discussion of the process and procedure for bringing an item before the Board Code3: 2-202.**

Mr. Cotton updated the specifics concerning a quorum in the policy in Article 1. Previous policy updates did not provide the specific details aligned with the verbiage utilized in LA law.

The Committee supported the updates.

Ms. Wilson introduced updates in the section concerning Committees. Specifically, Board members will bring new ideas/concepts to the Board for a brief discussion and have the Board assign the concept to the appropriate board if applicable.

The question was discussed whether the Board member with the new idea/concept would be able to attend the specific committee meeting. It was determined that the Board member proposing the new concept would provide information to the appropriate committee for discussion purposes. This does not allow the Board member, who is not a committee member, to attend and present information during the committee meeting.

Motion Made by: Sheila Goins to move forward with the suggested edits.

2<sup>nd</sup> By: Dewanna Christian

Vote:

	Yes	No	Abstain
Jonathan Davis	X		
Patricia Wilson	X		
DeWanna Christian	X		
Sheila Goins	X		
Dustin Cotton			Non-voting member

**c. Discussion of the process and procedure that must be followed for the Board or Individual Board members to expend Library funds, Code 2-205.**

Ms. Wilson began the discussion as to informing the Board President or Vice President concerning expenditure of funds. The Administrative Librarian will be informed that a Board member will be expending funds, such as contacting legal counsel. Mr. Davis suggested having a specific dollar amount per Board

member for expending funds on legal counsel. Ms. Wilson confirmed that Mr. Davis is suggesting having a specific budget for each Board member to contact legal counsel without notifying the Board President or Vice President to notify the Administrative Librarian.

Ms. Christian suggested that there should be checks and balances for the President, Vice President, and Administrative Librarian.

A Community member suggested that there does need to be a “chain of command” for expenditure of funds. *Note: there was a detailed discussion concerning contacting Legal Counsel without notification.*

It was emphasized that the proposed policy does not say a Board member cannot call Legal Counsel. The suggested policy is to notify, not ask permission. Mr. Davis suggested adding language that more clearly states this is not asking for permission.

Mr. Davis suggested changing verbiage to “upon notification, the Administrative Librarian will authorize the expenditure for legal consultation”.

Ms. Wilson emphasized that requesting permission is not the intent of the policy. The intent is to simply notify that the Board member will consult with legal counsel.

Ms. Christian stated that she is agreeable to notifying the Administrative Librarian that the Board member is contacting legal counsel.

Mr. Davis suggested that we work on adjusting the budget to reflect line items for Board members' legal counsel.

Mr. Cotton noted additional “clean-up” items in this section. The Committee agreed with the edits.

Motion Made by: Sheila Goins to move forward with the suggested edits.

2<sup>nd</sup> By: Patricia Wilson

Vote:

	Yes	No	Abstain
Jonathan Davis	X		
Patricia Wilson	X		
DeWanna Christian	X		
Sheila Goins	X		

Dustin Cotton			Non-voting member
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**d. Discussion of the process and procedure for patrons to sign up for public speaking, Code: 2-202A**

Mr. Cotton explained that the color-coded cards for public speaking will be discontinued, and a sign-up document will be utilized similar to the parish council. These edits were suggested based on both public feedback on the cards and the logistics of storing them. This will simplify the public comment process.

All other updates in this section are “clean-up” of grammar and/or punctuation.

Motion Made by: Sheila Goins to accept the suggested updates.

2<sup>nd</sup> By: Patricia Wilson

Vote:

	Yes	No	Abstain
Jonathan Davis	X		
Patricia Wilson	X		
DeWanna Christian	X		
Sheila Goins	X		
Dustin Cotton			Non-voting member

**Adjournment, End Time:** 7:45 PM