



POLICY COMMITTEE MEETING MINUTES
Livingston Parish Library Board of Control

Date: Thursday, August 28, 2025

Time: 6:00 PM CDT

Place of Meeting: Main Branch Library, 20390 Iowa Street, Livingston, LA 70754

POLICY COMMITTEE AGENDA

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Public Comments on Agenda Items**
6. **New Business**
7. **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.

MINUTES

Start Time: _____ **6:00 PM** _____

1. **Call to Order-6:00 PM by Jonathan Davis, Chair**
2. **Invocation—Jonathan Davis, Chair**
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. PUBLIC COMMENTS ON AGENDA ITEMS

6. NEW BUSINESS AGENDA

a. Discussion of policy 2-203 Purchasing Procedures

Proposed policy section to adhere to the Legislative Auditors' suggestion to create a more robust purchasing procedure. A checks and balances procedure needed to be included. The updated policy supports the appropriate checks and balances system. The policy reflects the information found under the Legislative Auditors' guidelines.

Motion To Approve:

The motion was made to approve the updates as presented.

Motion Made by: Sheila Goins

2nd By: Patricia Wilson

Vote:

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

Notes & Public Comments: None

6. NEW BUSINESS AGENDA TOPIC

b. Discussion of Policy 2-204, Bidding on Library Contracts/Purchases

The current policy requires updates to align with the current State requirements.

Motion To Approve:

Updates as presented

Motion Made by: __Patricia Wilson_____

2nd By: __Sheila Goins_____

Vote:

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

Notes & Public Comments:

6. NEW BUSINESS AGENDA TOPIC

c. Discussion of Policy 2-204a, Purchasing and Contracting

Updating to align with the State revised Statutes.

Motion To:

Approve the updates as presented.

Motion Made by: __Sheila Goins_____

2nd By: ____Patricia Wilson_____

Vote:

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

Notes & Public Comments:

___None_____

6. NEW BUSINESS AGENDA TOPIC

d. Discussion of Policy 5-568, Harassment and the creation of Policy Code 5-568a Sexual Harassment

The Legislative Auditor noted the current policy does not align with the current State policy. The current policy has been updated to reflect the State policy.

Motion To:

Approve the changes/updates to the policy.

Motion Made by: ___Sheila Goins_____

2nd By: ___Patricia Wilson_____

Vote:

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

Notes & Public Comments:

___None_____

6. NEW BUSINESS AGENDA TOPIC

e. Discussion of Policy 5-546, Annual Leave

The updated policy will include an annual leave accrual formula. The current policy does not include the formula.

Motion To:

Approve the proposed policy updates/additions

Motion Made by: _Patricia Wilson_____

2nd By: ____Sheila Goins_____

Vote:

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

Notes & Public Comments:

____None_____

6. NEW BUSINESS AGENDA TOPIC

f. Discussion of Policy 5-547, Medical Leave/Sick Leave

Updates to align with the verbiage in the annual leave policy.

Motion To:

Motion Made by: ____Sheila Goins_____

2nd By: ____Patricia Wilson_____

Vote:

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

Notes & Public Comments:

____None_____

6. NEW BUSINESS AGENDA TOPIC

g. Discussion of Policy 5-557, Compensatory Time

Policy updates to include extraordinary circumstances. This may include, but is not limited to, regular closure of the library and the library's utilization for events such as a voting location. This results in a library staff member needing to open the library and remain present.

Motion To:

Approve the updates.

Motion Made by: ___Patricia Wilson_____

2nd By: _Sheila Goins_____

Vote:

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

Notes & Public Comments:

___None_____

6. NEW BUSINESS AGENDA TOPIC

h. Discussion of Policy 3-341, Career Center and Changing it to Career Services

Update the policy to “table” the Career Center and provide Career Services.

Motion To:

Approve the updates

Motion Made by: _Sheila Goins_____

2nd By: _____Patricia Wilson_____

Vote:

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

Notes & Public Comments:

A community member voiced their appreciation for continuing some of the career services.

6. NEW BUSINESS AGENDA TOPIC

i. Discussion of Policy 2-202, Organization and Bylaws for the Board of Control

Updates included pertain to the Library President having the authority to appoint and/or close committees via email in lieu of waiting until a regular Board meeting. The public will be alerted in the same manner as public information for Board meetings, agendas etc.

Motion To:

Approve the updates

Motion Made by: ___Sheila_____

2nd By: ___Patricia Wilson_____

Vote:

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

Notes & Public Comments:

A community member requested clarification that the only update is the changing of the timing and the addition of the ability to update committees via email.

7. Motion To Adjourn:

Jonathan Davis adjourned the meeting with no objections.

Vote:

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

Adjournment, End Time: 6:36 PM