



NOTICE OF POLICY COMMITTEE MEETING
Livingston Parish Library Board of Control

Date: 2/13/2025

Time: 5:30 PM

Place of Meeting: Denham Springs Library

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: 5:30 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 1-105, Organization of the Library

The Committee and audience discussed the proposed updates to the policy. Mrs. Wilson provided a general overview of how the updates are designated. The majority of the updates are focused on clarification of verbiage that does not change the content. Punctuation has also been updated.

The first content update included information concerning outreach, including the bookmobile project. The second content update addresses the expectations of library employees and the Board.

Motion To:

No motions were made. The group agreed on the updates that will be submitted to the full Board for a motion for approval.

Motion Made by:

2nd By:

Vote:

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

Notes & Public Comments:

The Committee members and community members discussed the proposed updates to the policy. It was determined that footnotes, referencing specific laws and /or State Library guidance, should be included for clarity. It was also determined that the Committee should address how to assess the needs of the community. Mr. Cotton will update the document to reflect the edits proposed by the Committee.

5. [NEW BUSINESS AGENDA TOPIC]

Discussion of policy 3-306, Challenged Materials

Mrs. Wilson read the proposed updates to support discussion. The method of submission of challenged materials and/or verbal complaints was discussed. Mr. Cotton explained, in detail, how complaints are received and processed by library employees. If materials are challenged due to sexually explicit nature, the complaint is automatically sent to the Board. For clarity, this will be updated to provide the Board with information within three (3) business days.

Part of the policy noted non-residents, even from reciprocal parishes, will not have their complaints honored. There was a discussion as to the definition of a resident. Additionally, it was discussed that only residents and those owning property in the parish may file complaints.

It was proposed that an individual may submit a maximum of five (5) challenges and/or five (5) appeals per calendar year. The audience discussed the pros and cons of such a limitation. It was discussed that perhaps the Board may overstep authority by imposing a limit to challenges/appeals. It was discussed that the Board could inform the public that due to the number of challenges/appeals additional time would be required to make a decision. The decision was made to delete the specific number for challenges/appeals.

The Committee and audience discussed the challenge process. The timeframe suggested for the appeals process is ninety (90) days.

The Committee and audience also discussed the timeframe for considering the same material again, after the decision has been made. The suggested timeframe is two (2) years. This is subject to change based on any new laws. The discussion resulted in changing the timeframe to one (1) year.

Mrs. Wilson read the suggested new policy to provide information concerning challenges/appeals on the Library Website. This will include the material information and the specific challenge. The original suggestion was to include the complainant's name. It was determined that the complainant's name would not be included. The reason for the challenge should be included. Mr. Cotton has developed a basic spread sheet that can easily be adapted for the Website.

Motion To:

No motions were made. The group agreed on the updates that will be submitted to the full Board for a motion for approval.

Motion Made by:

2nd By:

Vote:

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

Notes & Public Comments: Audience members made suggestions such as providing a timeframe for processing challenged materials. It was noted that if the challenge goes before the Board, time must be allowed for the members to read the materials.

The audience provided suggestions for timeframes, spreadsheet information for the Website etc.

The audience thanked the Committee for the opportunity to join the discussion.

5. [NEW BUSINESS AGENDA TOPIC]

Motion To:

Motion Made by:

2nd By:

Vote:

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

Notes & Public Comments:

6. Motion To Adjourn:

Motion Made by:

2nd By:

Vote:

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

Adjournment, End Time: 7:15 PM