

St. Tammany Parish Library
Board of Control Meeting
February 9, 2021
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

Consistent with State of Louisiana Executive Department Proclamation Number 159 JBE 2020, the St. Tammany Parish Library will hold its February 9th, 2021, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. Questions or comments from the public on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on February 9th, 2021, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on December 1, 2020.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – Year End 2020
 - Discussion
 - Public Comment
 - Vote
 - B. Rules and Regulations By-laws Update
 - Discussion
 - Public Comment
 - Vote

C. Holiday Schedule

- Discussion
- Public Comment
- Vote

D. Fines

- Discussion
- Public Comment
- Vote

G. Director's Report

- Discussion
- Public Comment

3. OLD BUSINESS

- A. Strategic Planning RFP Committee
- B. St. Tammany Parish Library Foundation
- C. Friends of the Library Report

5. Public Comment

6. Adjournment

**Rules and Regulations
of the
St. Tammany Parish
Library
Board of Control**

Revised to ~~12/15/2020~~2/6/2021



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Chapter 1. Bylaws of the Board

Section 101. Statutory Authority

Effective Date: TK

Revision Date: TK

The establishment and effect of the rules and regulations of this Chapter (hereinafter referred to as the “Bylaws”) of the St. Tammany Parish Library Board of Control (hereinafter referred to as the “Board”) shall be consistent with the provisions set forth in Part 1 (One) of Chapter Three of Title 25 of the LA Revised Statutes (hereinafter referred to as “the Act”).

Section 102. Location

Effective Date: TK

Revision Date: TK

There is hereby established the parish public library, said library to be located at the parish seat and in other designated towns and wards in the parish. ((St. Tammany Parish Code 1998, § 19-001.00; Ord. No. 104, Bk. 2, P. 172)

Section 103. Office and Agent

Effective Date: TK

Revision Date: TK

The registered Office of the St. Tammany Parish Library is 1112 W. 21st Avenue, Covington, Louisiana, and may be changed by a majority of the Board.~~Agent~~

The agent of the Board upon whom service of process can be made shall be the Head Librarian, hereinafter referred to as “the Director.”

Section 104. Purpose

Effective Date: TK

Revision Date: TK

The purpose of the St. Tammany Parish Library Board of Control shall be to govern the affairs of the St. Tammany Parish Library according to the applicable statutes and laws, mandates and its own bylaws, as well as the duties assigned by resolutions or ordinances of the St. Tammany Parish Council. ~~The primary purposes of this Board oversees the general management of the Library by establishing are to establish~~ written policies, ~~employ; employing~~ and/or ~~dismiss~~ dismissing the Director, ~~secure; securing~~ adequate funding, ~~approve; approving~~ a budget, ~~provide; providing~~ and ~~maintain~~ maintaining facilities, resources, and services, ~~and endeavor; and endeavoring~~ to continually improve services. The Board hires a professional librarian who administers the library according to the Board’s written policies.

The Board, as the governing body of the St. Tammany Parish Library, is entrusted with the authority to establish policy for the governance of the library system. The purposes of the policies are to:

- Inform everyone of Board intent, goals, and aspirations;

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- Promote consistency of Board action;
- Eliminate the need for instant (crisis) policy making;
- Improve public relations;
- Clarify Board Member, Director, and staff roles; and
- Give management clear direction from the Board.

The Board makes an important distinction between Board policies and management procedures. Board policies establish the broad parameters within which Board Members, committees, library management, and staff will operate. Management procedures, developed and implemented by the Director, outline the specifics of how the organization and staff will operate within Board policy. Once the Board officially adopts a new policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the Board that is not in line with existing policy, the ~~issue is out of order and will be considered only in terms of~~ Board shall consider a policy change.

Section 105. General Powers

Effective Date: TK

Revision Date: TK

The business of the Board shall be governed by the majority rule of the Board Members pursuant to and in accordance with the provisions set forth in the Act and the Bylaws.

Section 106. Board Membership

Effective Date: TK

Revision Date: TK

A. Appointment

The Board shall consist of seven citizens of the parish, six of whom are nominated and appointed by the St. Tammany Parish Council and one appointed by the parish president. The parish president shall serve as an ex officio member of the Board or appoint another councilmember or citizen in their stead (St. Tammany Parish Code 1998, § 19-002.00; Ord. No. 104, Bk. 2, P. 172; Ord. No. 84-138, 6-21-1984; Ord. No. 00-0109, 2-17-2000; Ord. No. 00-0157, 6-1-2000). Each Board Member will be required to review and sign the Manual for St. Tammany Parish Boards and Commissions (Ord. No. 16-3613, § 2-115.03, 10-6-2016).

B. Terms of Appointment

Board Members will serve for terms of five years. If they continue in office until the expiration of their terms, they may be reappointed or replaced by the Council (St. Tammany Parish Code 1998, § 19-002.00; Ord. No. 104, Bk. 2, P. 172; Ord. No. 84-138, 6-21-1984; Ord. No. 00-0109, 2-17-2000; Ord. No. 00-0157, 6-1-2000).

C. Resignation or Removal from Board

A Board Member may resign from the Board by submitting a written and signed resignation letter to the Board President or Secretary/Treasurer. The Board may vote to submit a request for the St. Tammany Parish Council to remove a Board Member if they fail to comply with the Board's adopted Bylaws.

D. Vacancies

Board vacancies shall be filled by the St. Tammany Parish Council for the unexpired portion of a term.

E. Ethical Obligations

1. All Board Members shall comply with Louisiana State ethics requirements as expressed in R.S. 42:1101 and Chapter 5, Section 501 of the Rules and Regulations of the St. Tammany Library Board of Control.
2. If a Board Member is asked to vote on an issue that would constitute a violation of R.S. 42: 1112, they shall recuse themselves from voting and shall be prohibited from participating in discussion and debate concerning the matter. (R.S. 42:1120)
3. Board Members shall respect the confidentiality of other Board Members, library staff, and issues discussed in an executive session of the Board, even after they have completed their service on the Board.

F. Responsibilities and Expectations

The Board shall:

1. Elect officers of the Board (R.S. 25:215).
2. Choose a Director (R.S. 25: 215).
3. Evaluate the Director in an Executive Session during a meeting of the Board as close as possible to the Director's hiring date anniversary. Evaluations may be conducted more often than once per year.
4. Attend at least 66 percent of the regularly scheduled meetings. Any Board Member who misses two consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to the Parish Appointing Authority that a replacement be appointed for the balance of the unexpired term.
5. Review and approve the Library's annual budget.
6. Officially establish written policies of the Library.
7. Approve minutes of the Board.

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8. Establish goals for the Director and Library.

9. Members must read and sign St. Tammany Parish Library's Ethics and Sexual Harassment policies.

10. Submit financial disclosures to the Louisiana Ethics Administration annually.

The Board is expected to:

1. Publicly support Board decisions.

2. Ensure adherence to the Library's mission.

3. Be prepared and actively participate in all meetings.

4. Be an advocate for the Library.

G. Orientation of Members

1. Upon appointment, new Board Members will receive the Board Bylaws, a list of Board Members with terms of office and Board officers, a list of upcoming meeting dates, and any other relevant documents.

2. New Board Members will attend an orientation organized by the Director and Board President. If possible, the orientation meeting will take place prior to their attending their first meeting of the Board. The orientation meeting will be conducted by the Director and Board President. Additional members of the Board and Library Administration may be included.

3. The orientation meeting will include but will not be limited to the following: Board Bylaws; Louisiana Library Laws; relationship between the Board and Library Staff; Employee Handbook; Rules and Regulations of the Library Board of Control; Library funding, budget, and budget process; Library policies; Board documents for meetings; Library organizational chart; relationship between parish government and the Library; Boards and Commissions Manual; and a discussion of any immediate problems the Library faces.

4. New Board members shall attend a tour of all branch locations and nonpublic work locations with the Director or an Assistant Director and the Board President. Additional members of the Board may be included.

H. Compensation

Board Members will not be compensated for service on the Board. Board Members may be reimbursed for authorized travel and continuing education expenses in connection to the Library, as long as they are approved prior to the event by the Board.

Section 107. Rights and Liabilities of a Member

Effective Date: TK

Revision Date: TK

A. Non-Liability for Debts

The private property of any Board Member shall be exempt for liability for any debts of the Board, and a Board Member shall not be liable or responsible for any debts or liabilities of the Boardboard.

B. Indemnification

The Board shall indemnify any past or present Board Membermembers who was or is exposed to legal consequences as a result of ~~their~~his or her good faith service as a Board Member.

C. Limited Liability

A "member of a board, commission or authority of a political subdivision" means a person serving as an elected or appointed director, trustee, or member of a board, commission, or authority of a municipality, ward, parish, or special district, board, or commission of the state, including without limitation, a levee district, school board, parish law enforcement district, downtown development district, tourist commission, port commission, publicly owned railroad board or commission, or any other local board, commission, or authority.

A person who serves as a member of a board, commission, or authority of a political subdivision, shall not be individually liable for any act or omission resulting in damage or injury, arising out of the exercise of their judgment in the formation and implementation of policy while acting as a member of a board, commission, or authority of that political subdivision, provided they were acting in good faith and within the scope of their official functions and duties, unless the damage or injury was caused by their willful or wanton misconduct (R.S. 9:2792.4).

Section 109. Meetings of Members

Effective Date: TK

Revision Date: TK

A. Regular Meeting

The regular meeting of the LibraryBoard shall be held at least five times annually at a place and time designated by the Board.

B. Special Meeting

A special meeting of the Board Members may be called as needed by the Board President or by written request of any four Board Members, and ~~it shall thereupon~~ be the duty of the Director to cause notice of such meeting to be given as hereinafter provided. The Board President or the Board Member(s) calling the meeting shall fix the time, place, and

meeting agenda. Special meetings of the Board should be called only when the business is unable to be addressed by the Library Administration and cannot wait until the next regularly scheduled meeting. In such cases the Director may request that the Board President call a Special Meeting.

C. Notice of Meeting

Written notice of the time and place of a regular meeting and the time, place, and purpose of any special meeting shall be delivered to each Board Member not less than twenty-four hours prior to the scheduled meeting~~previous thereto~~ by the Director either personally or by mail.

1. The date, time, place, and agenda of all meetings of the ~~St. Tammany Library Board~~ shall ~~of Control~~ must be posted twenty-four (24)-hours before the meeting. These postings shall take place at the principal office of the St. Tammany Parish Library or by publication in a public news source or an official journal (R.S. 42:19 (A)(1)(b)(I) and R.S. 42:19 (A)(1)(b)(ii)(aa)).

2. Notice of meetings of the Board shall be posted on the library website not later than twenty-four hours before the meeting.

3. Any matter not on the agenda requires unanimous approval to add the item to the agenda before it ~~may~~ could be taken up. After a motion is made to take up the matter, and before a vote is taken, the purpose for adding it to the agenda must be given and an opportunity for public comment allowed (R.S. 42:7 (A)(1)(b)(ii)(cc)).

4. If an Executive Session, as discussed more fully in Section 109, D: Executive Sessions, is to be held as part of the meeting to discuss pending or anticipated litigation, there shall also be attached to the written public notice a statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting or a statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting (R.S. 42:19 (A)(1)(b)(iii)).

D. Executive Sessions

The Board may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given pursuant to R.S. 42:19, with two-thirds of its constituent members present (R.S. 42:16).

The vote of each Board Member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by R.S. 42:17; however, no final or binding action shall be taken during an executive session.

1. Discussion of the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place and that such person may require that such discussion be held at an open meeting. However, nothing in this paragraph shall permit an executive session for discussion of the appointment of a person to a public body.
2. Strategy sessions or negotiations with respect to collective bargaining, prospective litigation after formal written demand, or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body.
3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.
4. Investigative proceedings regarding allegations of misconduct.
5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, or other matters of similar magnitude.

Section 111. Quorum, Rules of Order, and Enactments

Effective Date: TK

Revision Date: TK

A. Quorum

Four out of seven of the Board Members in attendance or present shall constitute a quorum at all meetings of the Board.

B. Rules of Order

The proceedings of any meeting shall be governed by and conducted in accordance with the most recent edition of Robert's Rules of Order, Newly Revised Edition, except as otherwise provided in the Bylaws. ~~bylaws.~~

C. Enactments

Any motion or measure, including a motion to consider passage of a resolution of the Board Members, shall be enacted whenever a majority of the Members present votes in favor of such motion or measure, unless otherwise provided for in the Bylaws. A quorum of Members must be present.

Section 112. Minutes

Effective Date: TK

Revision Date: TK

A. Minutes Requirements

The Board shall keep written minutes of their open meetings. Minutes are not required to be a verbatim transcript. They need to be sufficient to allow an individual not in attendance to understand what actions were taken at the meeting. The minutes, when approved by a formal vote and consensus of the Board, are the official legal record of the Board meeting.

Minutes shall include:

- Date, time, and place of the meeting.
- Type of meeting: regular, special, or continued.
- Name of the Presiding Officer.
- List of Board Members present and absent.
- Statement that a quorum was present or not present.
- Substance of all matters discussed and decided, and votes taken including:
 - Exact wording of all resolutions whether passed or failed;
 - Disposition of each motion made whether passed or failed;
 - Notations of committee reports;
 - Notation that financial reports were examined by the Board.
- Any other information that a Board Member requests be reflected in the minutes.

B. Recording of the Minutes

The ~~Library~~ Director and Secretary/Treasurer of the Board are responsible for the minutes. However, in order to allow Board Members and the Director to participate fully in discussions and deliberations, minutes will be recorded in writing by a member of the Library staff. Board Members may request corrections in the minutes before the Board accepts the minutes as a record of the previous meeting. Minutes are officially adopted by affirmative vote and signed by the Secretary/Treasurer or the Presiding Officer.

C. Publication and Maintenance of Minutes

Board minutes are public records and shall be maintained in an archive at the library administrative office. After Board approval, minutes are published in the journal of record for St. Tammany Parish and then published on the library's website.

Section 113. Officers and Director

Effective Date: TK

Revision Date: TK

A. Officers

The officers of the Board shall be the President, Vice-President, and Secretary/Treasurer, all of whom shall be Board Members (R.S. 25:215).

~~Director~~

~~The Members shall appoint a Director in accordance with the provisions of the Act.~~

B. Election and Term of Office

~~The officers shall be elected by acclamation annually by the Board Members at the regular meeting in November and/or the last regular meeting of the year. The Secretary/Treasurer shall~~ The Secretary will contact all ~~members of the Board~~ Members in writing/by email at least ~~thirty~~³⁰ days ~~prior to~~^{prior to} before the final meeting of the year~~when officers will be elected~~ to determine if any Board Member~~member~~ has an interest in serving as President, Vice-President, or Secretary/Treasurer of the Library Board of Control for the next annual term of office. The Secretary/Treasurer ~~shall~~ will inform the Board President of the Board Members ~~who are~~^{results with the names of those} interested in serving and in which position they are interested in serving as President, Vice-President, or Secretary. The President ~~shall~~ will then inform the Board in writing/by email of the proposed slate of officers to be elected in advance of the meeting when the election ~~shall take place~~ will take place. ~~The officers shall be elected by acclamation annually by the Members at the regular meeting in November and/or the last regular meeting of the year.~~ If the election of officers shall not be held at such meeting, such election shall be held as soon as practicable. The officers shall serve for one year as required by the Library Laws of Louisiana ().

C. Vacancy, Resignation, and Removal of Officers

~~An officer may resign the office in writing to the Board President or Secretary/Treasurer. Any officer elected by the Board Members may be removed by a majority vote of the membership of the Board whenever, in the judgment of said majority, the best interest of the Board will be served thereby. thereafter as conveniently may be.~~ Each officer shall hold office until the next regular meeting of the Board~~Members~~ or until ~~their~~^{his or her} successor ~~has~~^{shall have} been elected. Except as otherwise provided for in the Bylaws, the vacancy in any office shall be filled by the Board Members for the unexpired~~un-expired~~ portion of the term.

D. Duties Removal of Officers

~~Any officer elected by the Members may be removed by a majority vote of the membership of the Board whenever in the judgment of said majority the best interest of the Board will be served thereby. Any member of the Board who misses two (2) consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to the Parish~~

~~that a replacement be appointed for the balance of the un-expired term.~~

1. President: The President shall ~~and shall be authorized to~~ be the principle executive officer of the Board and shall:

- ~~Preside~~ preside at all meetings; ~~and~~
- Act as liaison between the Board and Director;
- Appoint Board Members to all committees;
- Authorize calls for meetings;
- Lead the Board to do long range planning;
- Assist Board Members to build Board skills;
- Encourage all Board Members to participate in Board activities;
- Ensure all Board Members' views are represented at meetings;
- Ensure that orders and resolutions of the Board are carried out;
- Serve as spokesperson for the Board.

2. Vice-President: In the absence of the President or in the event of ~~their~~his or her inability or refusal to act, the Vice-President shall perform the duties of the President and, when so acting, shall have the powers of and be subject to all the restrictions upon the President. The Vice-President shall also perform such other duties as from time to time may be assigned to ~~them~~him or her by the Board ~~President~~members.

3. Secretary/Treasurer: The Secretary/Treasurer shall be responsible for the accuracy of the minutes of the Board meeting and bring any corrections to the attention of the Board at its next meeting. The Secretary/Treasurer shall sign the approved minutes and file them in the official minutes book. In the event the Secretary is unable to sign, the officer presiding over the meeting can sign the approved minutes. At least ~~thirty~~30 days before the final Board meeting ~~during which the election of the year~~Board officers will take place, the Secretary/Treasurer shall ~~initiates~~ initiate contact ~~with~~ all Board Members~~members~~ to determine the slate of officers for the next annual term of office. See Section 113, B:6. Election and Term of Office.

4. Director: The Director shall be appointed by a majority vote of the membership of the Board. ~~They and~~ shall serve as agent at the pleasure of the Library Board of Control in accordance with the Act, shall have ~~their~~his or her compensation determined annually by a resolution of the Members, and shall have the following responsibilities:

- a. Keep on file at all times a complete copy of the Bylaws and the rules and regulations of the Board, all as amended, as well as keep an archive of and at the meeting agendas and minutes. ~~expense of the Board, forward~~

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~~a copy of the provisions of the Bylaws and the rules and regulations of the Board, and any amendments thereof, to each Member; and~~

b. Direct the day-to-day operations of the library system in a manner consistent with said rules and regulations and directives of the Board. ~~;~~ ~~and~~

c. Faithfully assist the Secretary/Treasurer with ~~their~~his/~~her~~ respective duties as directed by such officers. ~~;~~ ~~and~~

d. ~~In general and to the extent consistent with the provisions of this section, perform~~ Perform all duties incidental to the office of chief administrative officer of a library system, and such other duties; ~~any or all of which~~ as may be properly prescribed by the Board Members or officers thereof. ~~appropriately by any officer~~

e. Be subject to all rules and regulations in the St. Tammany Parish Library Employee Handbook unless an exemption to a specific code number has been granted by the Library Board of Control.

f. Obtain/maintain certification by the Louisiana State Board of Library Examiners.

F. Compensation

~~The powers, duties, and compensation, if any, of the Board's officers, employees agents shall be fixed by the Members, subject to the provisions of the Act and the Bylaws.~~

Section 115. Committees

Effective Date: TK

Revision Date: TK

By majority resolution, the Board Members shall be authorized to establish committees, whereby the purpose of any such committee shall be to facilitate and advance the business of the Board.

A committee shall be comprised of a fixed number of Board Members, and/or employees, and/or agents of the Board, and/or designated members of the community. In addition thereto, the Board President shall be an ex officio, ~~nonvoting~~ member of any committee.

The Board President shall appoint the members of any committee and designate its chairperson. The term of any appointment to a committee shall be concurrent with the term of the Board President or the term of the committee as may be set forth in the subject resolution, whichever is the shortest period.

The chairperson of the committee shall be authorized to call a meeting of the committee and shall ~~post~~cause to be posted an announcement of the meeting, its time and place, and an agenda

for the meeting of the committee no later than twenty-four hours before the meeting. Meeting dates shall be coordinated with the Director to ensure compliance with Open Meetings Law, avoid conflict, and to ensure availability of support staff. Subsequent meetings, rescheduled meetings, or special meetings also must have a public notice and agenda with the time and place of meeting. The posting shall take place at the principal office of the St. Tammany Parish Library or by publication in a public news source or an official journal, and on the St. Tammany Parish Library website. The findings, recommendations, and proceedings of a committee shall be reported to the Board Members at the subsequent meeting of the BoardMembers.

The committee constitutes a miniature assembly, being able to act only when a quorum (a majority of committee members) is present.

All committee meetings will be held in accordance with the Open Meetings Law (R.S. 42:11-28).

~~E. Any change in the agenda requires unanimous approval before its addition. After a motion is made to take up the matter, and before a vote is taken, the purpose for adding it to the agenda must be stated and an opportunity for public comment allowed. [R.S. 42:7 (A)(1)(b)(ii)]~~

Section 117. Financial ResponsibilitiesTransactions

Effective Date: TK

Revision Date: TK

A. Fiscal Year

The fiscal year of the Board shall begin the first day of each year and shall end on the last day of December of the same year.

B. Financial Policies and Procedures

The Library Board Rules and Regulations contain many policies and procedures relating to finances that can be found later in this manual. Notwithstanding any provision ~~contained~~ in these Rules and Regulations, all financial transactions and contracts must be in compliance with all Louisiana laws regarding financial transactions and contracts of a public body.

C. Financial Responsibilities of the Director

The Director has a management responsibility for library finances. ~~They~~The Director deploys, enables, and facilitates the financial management of the library. The ~~Library~~ Director develops and presents the library's budget, recommends a salary scale and benefits, hires and deploys staff, monitors the lines of the budget, prepares and presents financial reports, participates in the yearly audit, stays up to date and educates staff and Board Members on best practices as recommended by the Louisiana Legislative Auditor, and ensures that the Library's bills and financial obligations are paid on time and in accordance with financial best practices and state and federal laws.

D. Financial Responsibilities of the Board

Board Members have a fiduciary responsibility to the Library. They act in the interest of the entire library system and have a responsibility to oversee the internal controls of the library. The Board creates and maintains a culture of standards, values, and ethics for the Library. Board Members adopt the library's budget, adopt the salary scale and approve of library staff benefits, hire the Director, review financial reports to monitor the budget and expenditures, receive and examine the yearly audit, and approve and adopt policies that ensure that financial transactions meet applicable laws and best practices as recommended by the Louisiana Legislative Auditor.

~~Except otherwise provided in the Bylaws, the Members may authorize an officer or the Administrative Director of Financial Operations to enter into any contract or execute and deliver any instrument in the name and on behalf of the Board. However, such authority shall be limited to specific instances and restricted by the purpose, terms and conditions that must be expressed by the Board in granting such authority.~~

~~RFP's shall be prepared by the Administrative Director of Financial Operations and reviewed, edited and approved by the Library Board of Control.~~

~~B. Checks, Drafts, Ect.~~

~~All checks, drafts, or other orders for payment of money, and all notes, bonds, or other evidences of indebtedness issued in the name of the Board shall be signed by such officer or officers, employee or employees, or agent or agents of the Board, or any combination thereof, and in such manner as shall from time to time be determined by resolution of the Members.~~

~~C. Fiscal Year~~

~~The fiscal year of the Board shall begin the first (1st) day of each and every year and shall end on the last day of December of the same year.~~

Section 119. Miscellaneous

Effective Date: TK

Revision Date: TK

A. Waiver of Notice

Any Board Member may waive in writing any notice of a meeting required to be given by the Bylaws to such Board Member. The attendance of a Board Member at any meeting ~~by such Member~~ shall constitute a waiver of notice. This waiver does not constitute a waiver of the Open Meetings Law requirements.

B. Rules and Regulations

The Board Members shall have the power to make and adopt such other rules and regulations ~~that which~~ are not inconsistent with the Act, ordinances, and other laws, or

Bylaws as may be deemed advisable for the ~~governance~~government of the Board and its ~~members~~ Members.

C. Books and Records

The Board shall keep correct and complete minutes of the meetings of the Board Members. All books and records of the Board may be inspected by any Board Member ~~for the proper purpose~~ at any time.

Section 121. Amendments

Effective Date: TK

Revision Date: TK

The Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the membership of the Board at the regular meeting ~~and~~ provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal.

Section 123. Confidential Employee Communications

Effective Date: TK

Revision Date: TK

A. Scope of This Section

These procedures relate to concerns or complaints relating to any matters including, without limitation, the following: accounting procedures; fraud or deceit; violations of Library policy, rules, or procedures; or violations of parish, state, and/or federal law.

B. Confidentiality

Any employee of the St. Tammany Parish Library shall have the right to communicate confidentially in writing with the Board to report a potential problem or request an investigation.~~Library Board of Control.~~ All communications shall be mailed directly to the Board President. ~~In of the Library Board of Control.~~ ~~Whether the employee identifies himself or not, in~~ order for a proper investigation to be conducted, as much information as possible is to be included in the written communication to the Board President. The information is to include you can, sufficient to do proper investigation, including where and when the incident occurred, names and titles of the individuals involved or present, and a description in as much ~~other~~ detail as possible of the concern or complaint being reported to the Board President. The employee reporting the concern or complaint does not have to identify themselves in the confidential written communication. The investigation process would be aided if the identity of the employee is included in the confidential written communication.~~you can provide.~~ The address of the ~~Library Board of Control~~ President can be found on the State Library webpage (<http://www.state.lib.la.us>).

C. Retaliation

The ~~Library Board of Control~~ will not permit any negative or adverse actions to be taken against any employee or individual who, in good faith, reports a possible violation of law or Library Policy, including any concerns regarding questionable accounting or auditing matters, even if the report may be mistaken, or against any employee or individual who assists in the investigation of a reported violation. The Director ~~shall~~will not discharge, demote, suspend, threaten, harass or in any manner discriminate against any employee in the terms and conditions of employment based upon any lawful actions of an employee with respect to good faith reporting of any concerns or complaints. Retaliation by any employee in any form ~~shall~~will not be tolerated. Any act of alleged retaliation should be reported immediately to the ~~Library Board of Control~~ President and will be promptly investigated.

~~C. Scope of this Section~~

~~These procedures relate to concerns or complaints relating to any matters including, without limitation, the following: accounting procedures, fraud or deceit, violations of Library Policy, Rule or Procedures, or violations of Parish, State and/or Federal Law.~~