

St. Tammany Parish Library
Board of Control Special Meeting / Rules and Rules and Regulations Committee Meeting
June 23rd, 2025
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
10:00 A.M.

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the agenda. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. **Please note, all comments must pertain to the agenda item announced. There is no general public comment at the end of the meeting.** Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 8:00 AM on Monday, June 23rd, 2025.

Please Note: This special meeting is being called as a quorum or more of board members expressed interest in attending the Rules and Regulations Committee meeting. A special meeting will only occur if four (4) or more board members are in attendance. Otherwise the Special Meeting will not and the meeting will be a Rules and Regulations Committee meeting.

AGENDA

Call to order by President and Roll Call by Director

Pledge of Allegiance

1. OLD BUSINESS

A. Section 407 - Statements of Concern About Library Resources

- Public Comment
- Discussion

B. Section 209 – Limits of Library Use – B. Overdue Fees

- Public Comment
- Discussion

C. Section 209 – Limits of Library Use – C. Other Fees

- Public Comment
- Discussion

2. NEW BUSINESS

A. Section 106 – E or F. Code of Conduct

- Public Comment
- Discussion

3. Adjournment

Section 407. Statements of Concern about Library Resources

Effective Date: 12/13/2022

Revision Date: 10/23/2023

A. General

The choice of library materials by users is an individual matter. Responsibility for the use of library materials by minor children rests with their parents or legal guardians. While a person may reject material for themselves and for their minor children, an individual may not exercise censorship to restrict the freedom of others to read, see, or hear.

B. Process

1. Any person residing in St. Tammany Parish who has reached the age of majority and who holds a St. Tammany Parish Library card and wishes to express concerns about library materials, programs, or displays may complete a "Statement of Concern About Library Resources" form, also referred to as a "Request for Reconsideration" pursuant to La. R.S. 25:225. However, processing a Statement of Concern form entails significant cost and time commitments. Therefore, anyone who has a concern about library resources is encouraged to discuss their concerns with a library staff member before filing a Statement of Concern form.

The Statement of Concern form must be filled out completely. Please be specific by citing page numbers (or scenes or sections if there are no page numbers.) Please comment on the resource as a whole, as well as being specific on the matters which concern you. Statements of Concern that are not filled out completely or that do not cite page numbers (or scenes or sections if there are no page numbers) will not be considered.

The Statement of Concern form shall be available at the library circulation desk, the library's website, by email request, and at all Library Board of Control meetings. All completed Statement of Concern forms will be forwarded to the Library Director and to each member of the Library Board of Control. Upon receipt of the Statement of Concern form the Director will confirm receipt to the complainant(s). Statements of Concern that do not meet the submission criteria will not be considered.

Any Statement of Concern seeking to restrict access by a minor to a digital resource categorized as Adult and thus only available to Adult, Juvenile, and Juvenile Unrestricted cards, shall not be considered.

2. The Director will select two or more staff members to serve on an internal committee to review each Statement of Concern and the subject of the concern. Committee members will be chosen by the Director based on the type of material under review and taking into consideration the staff member's education and experience. A decision will be made within 45 days of the Director receiving the Statement of Concern Form, unless a longer

period is authorized by the Library Board of Control, in which case the complainant(s) shall receive notice.

3. The committee members shall:

- a. Review the material in its entirety.
- b. Create and consider a resume of the material which can include:
 - A brief synopsis
 - Reviews in standard evaluation guides
 - Topical information concerning the material
 - Circulation information
 - Information about holdings in other public libraries
 - Awards received
 - Biographical information about the author/producer
 - Library of Congress Subject Headings
 - Publisher, vendor, and/or reviewer audience recommendations
 - Indication that purchase was made per patron request, if that information is available
 - Number of copies sold in the United States, if that information is available
- c. Consider the suitability for age level of current placement
- d. Consider present and potential relevance to community needs
- e. Conduct a discussion to reach a decision
- f. Submit a written report to the Director with the decision made based on the result of the committee's efforts.

4. The Director shall notify the complainant in writing of the committee's decision and their right to appeal that decision to the Library Board of Control, except as provided in La. R.S. 25:225C(2)(d)(ii). A copy of the decision will be mailed to each member of the Library Board of Control.

5. Pursuant to La. R.S. 25:225C(2)(d)(ii), any Statements of Concern of a library material that may include sexually explicit material available to minors shall be reviewed by the Library Board of Control under the procedures outlined in Subsection C(2-5) of this Section.

C. Right to Appeal

1. The complainant may appeal to the Library Board of Control by contacting the Assistant Director **in writing** within 30 days of mailing of the committee's decision and requesting to be placed on the agenda of the next available scheduled board meeting. The Assistant Director must notify the Library Board of Control of the appeal being placed on the agenda.
2. A complainant will have five minutes to address the Library Board of Control about the specific challenged material on the original Statement of Concern form.
3. A period of public comment will precede any action taken by the Board.

4. The Library Board of Control shall vote to affirm, modify, reject, or take under advisement the committee's decision. Matters taken under advisement shall be renoticed for a future meeting. Upon modification or rejection of the decision of the committee, the Board shall decide what action will be taken in response to the Statement of Concern. The decision of the Board shall be rendered by a majority vote. In the event there is a tie, the committee's decision is affirmed.
5. The complainant(s) will be notified in writing of the decision of the Library Board of Control.

D. The decision on a Statement of Concern about specific materials, programs, or displays will remain in effect for five years. Within this five-year period complainants submitting a new Statement of Concern on a decided title, program, or display shall receive a copy of the current decision.

Statement of Concern about Library Resources

Intellectual freedom in a public library necessitates selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive include use of profanity, divergent viewpoints, controversial authors, sexual content, and depictions of violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. The selection criteria used by the St. Tammany Parish Library must remain broad and flexible in order to provide a collection that supports the broad range of interests and diverse backgrounds of the citizens of St. Tammany Parish.

Have you read the attached St. Tammany Parish Library Collection Development policy?

Yes _____ No _____

Have you read the attached St. Tammany Parish Library's Statements of Concern About Library Resources policy? Yes _____ No _____

Please note that processing a Statement of Concern form entails significant cost and time commitments. Therefore, anyone who has a concern about library resources is encouraged to discuss their concerns with a library staff member before filing a Statement of Concern form.

Date _____ Library Card Number _____

Name _____

Residence Address _____

City _____ State _____ Zip _____

Mailing Address _____

If different from Residence Address

City _____ State _____ Zip _____

Telephone _____

Email _____

How would you prefer to receive correspondence about this Statement of Concern?

Email _____ Residence/Mailing Address _____

1. Resource on which you are commenting:

Book _____	Audiovisual _____	Magazine/Newspaper _____	Other: _____
Library Program _____	Display _____	Electronic Resource _____	_____

2. Title _____

Form continues on the next page

Statement of Concern about Library Resources

3. Author/Producer _____

4. Is this complaint related to LA R.S. 25:225 (Access of Materials to Minors)?

Yes _____ No _____

If you answered Yes, please identify specific page numbers that concern you?

5. At which branch library or in which electronic resource did you encounter this material or resource?

6. What brought this resource to your attention?

7. Did you review/read the entire item? If not, what sections did you review/read?

8. What course of action do you recommend in regard to this resource?

Form continues on the next page

Statement of Concern about Library Resources

9. Please state your reasons for making this recommendation. To what in the resource do you object? Please be specific: cite pages, scenes, or sections. Please comment on the resource as a whole, as well as being specific on the matters which concern you.

10. In its place, what material or resource would you recommend on this topic?

NOTE: This statement will be forwarded to Library Board of Control. You will be advised in writing of the decision. Thank you for your concern and input. Information submitted to a public body, such as this form, may be subject to public records requests pursuant to the provisions of the Louisiana Public Records Law, La. R.S. 44:1, et seq.

Suggestions for Discussion

- No discussion or Statements of Concern on books or other materials intended for adults - only Children's or Teen
- More than two Statements of Concern at a time - board can set time limit for discussion and hear all public comments at once
- Must be specific about page numbers (if the book has them) when expressing concerns
- Books that meet the definitions of La. RS 25:225 can be reviewed (by the board) without reading the entire book. Books that have been accused of obscenity under La. RS 14:91.11 must be read in entirety
- If the complainant does not show up to the meeting, the concern is thrown out.

Section 209 – Limits of Library Use – B. Overdue Fees

- Any patron having overdue materials shall be prohibited from checking out additional materials until the total fines accrued for overdue materials is less than \$5.00 and all materials are returned and fines addressed or paid.
- A bill for the replacement cost of a long overdue item will be sent to the patron after an item is 90 days overdue.
- Partial payments may be made on the cost of overdue items.
- Patrons may check out additional materials when the total of fines and fees is below \$5.00.
- Fines for overdue materials are listed below. There is a 3-day grace period—if items are returned within the 3 days. On the fourth day, fines begin inclusive of the 3-day grace period.
 1. Books and Audios \$.10 (10 cents) per day up to a max of \$5.00
 2. Magazines \$.10 (10 cents) per day up to a max of \$5.00
 3. Compact Discs \$.10 (10 cents) per day up to a max of \$5.00
 4. Audio Visual \$.25 (25 cents) per day up to a max of \$5.00
 5. Inter-library Loan Materials \$1.00 per day.

Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged overdue fines.

Section 209 – Limits of Library Use – C. Other Fees

- An annual fee of \$30.00 (thirty dollars) shall be charged to nonresident patrons to obtain a St. Tammany Parish Library card.
- Patrons, whether parish residents or out of parish library card holders, shall be charged a fee of \$3.00 (three dollars) to replace a lost, damaged, or stolen card.
- Patrons are required to pay for lost items, damaged items, or missing parts.
 - Partial payments may be made on the cost of a lost item, but the patron may not check out additional materials until the fees on the patron's account are below \$5.00 (five dollars).
 - Fines on lost items will be waived at the time the patron pays for the item.
 - The lending library will set the cost of a lost Interlibrary Loan item.
- Black and white printing from PCs, Mobile Devices, Internet, Microforms is \$.10 (10 cents)/per page.
- Color printing from PCs, Mobile Devices, Internet, Microforms is \$.50 (50 cents) per page.
- Each patron is given \$.50 (fifty cents) per day towards five (5) black and white prints or 1 (one) color print.

Exception: Patrons who are United States Military active duty service members, reservists, and veterans and members of the Louisiana National Guard shall not be charged fees to print with identification determined by staff. Identification accepted include: Common Access Card, Uniformed Services ID Card, Veteran ID Card, Veteran Health Identification Card, Department of Defense Identification Card, or a Veteran's designation on a state-issued driver's license or ID.

Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged damaged fees or replacement costs.

- There are no fees for sending and receiving faxes.

106 Board Membership

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.

106 Board Membership

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.
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.

Code of Conduct for St. Tammany Library Board of Control

Mission Statement: Cultivating discovery, creativity and lifelong learning by offering access to resources, programs and services for everyone in a welcoming environment.

Vision Statement: To empower, enhance and enrich the quality of life for every resident of St. Tammany Parish through services, programs, facilities, technology and physical and digital collections.

Purpose

This Code of Conduct outlines the expectations for behavior and responsibilities of the Members of the Library Board of Control (LBOC). It ensures that LBOC Members operate with integrity, accountability, and a respect for work-life balance, while maintaining their commitment to the mission of the library. All LBOC Members should follow the Code of Conduct so they are not operating beyond the scope of their board membership.

1. Commitment to Mission and Public Service

- LBOC Members shall act in the best interest of the library, fellow LBOC Members and STP library staff/patrons at all times.
 - Personal or professional interests must never conflict with the mission of the library.
 - LBOC Members should act professionally and respectfully at all times.
 - As LBOC Members, it is not within our scope of membership to direct employees/staff.
 - LBOC Members have the ability to write policy for LBOC approval but the STP Library Director and staff have the responsibility to implement the policies.
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2. Professionalism and Ethical Behavior

- LBOC Members will conduct themselves with integrity, honesty, and transparency and with a civil tone.
- Respectful and civil communication is expected at all meetings and in all interactions whether by phone, text, email or in person.
- LBOC Members should never be pressured into voting a certain way or disparaged by their decision following a vote.
- Requests by individual LBOC Members for documents or information held by the library must be submitted in writing to and approved by the STP Library Director or obtained by the passage of a resolution. The LBOC President shall be copied on all requests for documents and information. If approved, the receipt of requested documents and/or information is expected to be worked into the library's ongoing

business at hand and remitted to the requester within a reasonable time frame and as permitted by law.

- The use of technology during LBOC meetings by members should be minimized to avoid distraction, ensure engagement, and comply with LA Open Meeting Laws.
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3. Respect for Time – Personal, Family, and Volunteer

- LBOC Members shall recognize that LBOC service is a volunteer commitment and that members have personal and family responsibilities.
 - Meetings will be scheduled with reasonable notice and consideration for LBOC Members' availability.
 - All meetings or gatherings of LBOC Members shall comply with LA Open Meeting Laws.
 - Board leadership will avoid unnecessary meetings.
 - LBOC Member's communications are encouraged to occur between the hours of 8:00 AM -5:00 PM, Monday-Friday, unless there is an emergency. LBOC Member's work obligations should always be taken into consideration regarding expectations of response time to Board communications.
 - LBOC Members are encouraged to establish and respect personal boundaries and not feel obligated to respond to disrespectful communications and/or non-urgent matters outside of regular hours.
 - Emails and text messages between LBOC Members shall comply with LA Open Meeting Laws. Discussion shall be limited to administrative matters.
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4. Attendance and Participation

- LBOC Members are expected to prepare for, attend and participate in LBOC Meetings.
 - LBOC Members are encouraged to attend relevant STP Library events as their personal schedules allow to show support and advocate for the library.
 - All LBOC Meetings, regular or special, are to take place in STP Council Chambers except or unless for exigent circumstances.
 - Absences due to personal, family, or health reasons are respected, with open communication encouraged. The LBOC President and Library Director should be notified of expected absences. Under Rules & Regulations of the St. Tammany LBOC, Section 106, F.4, Members must attend 66% of the regularly scheduled meetings and not miss 2 consecutive meetings without good cause.
 - If an LBOC Member is interested in introducing a resolution for consideration by the full Library Board of Control to modify or add to STPL policy and/or procedures, the resolution must first be presented to the Rules & Regulations Committee prior to placement on a meeting agenda for discussion and/or vote.
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5. Confidentiality and Discretion

- LBOC Members shall respect the confidentiality of sensitive information and the privacy of LBOC Members and library staff/patrons.
 - Internal LBOC matters, such as Executive Sessions, should not be discussed outside appropriate channels.
 - Letters of Resignation are to be sent to the Library Director and LBOC President. The Library Director will then notify the STP Council President and the LBOC.
 - Information requested by LBOC Members shall be used solely in relation to their service on the LBOC and cannot be disseminated to anyone outside of the STP Library or LBOC except in accordance with LA Public Records Law.
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6. Collegiality and Collaboration

- LBOC Members will foster a positive, inclusive, and respectful board culture.
 - Members will support each other in balancing service with personal commitments.
 - Under Rules and Regulations for the STP LBOC, Section 113, D, the President is the spokesperson for the LBOC. LBOC Members should notify the President of any requests from media outlets.
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7. Accountability

- LBOC Members agree to uphold the Code of Conduct and support its application among all members.
 - Concerns about behavior should be addressed constructively and privately.
 - Failure to comply with this Code of Conduct may result in removal from the LBOC.
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Acknowledgment

I, the undersigned, acknowledge that I have read and agree to abide by this Code of Conduct as a Member of the Library Board of Control.

Name: _____

Signature: _____

Date: _____