Minutes of Special Called Meeting on Saturday, November 14, 2026

On Saturday, November 14, 2026, the Red River Parish Library Board of Control met at 9:00 am at the library. President Mike Waters called the meeting to order at 9:06. Present were Merritt Cason, Heather Wren, Michael Waters, Sharon Jenkins, Lillie McDonald, Kathy McDuffy, and Acting Director Mary Adkins. Also present was District Attorney Julie Jones. No other visitors were present. Absent were Tray Murray and Karen Squires. President Waters led the group in prayer, and Dr. Adkins led the group in the pledge of allegiance.

Dr. Adkins read the minutes from the last meeting held on November 5, 2026. There were no corrections to be made. Lillie McDonald made a motion to accept the minutes as read, and Kathy McDuffy seconded the motion. The motion passed unanimously.

President Waters turned over the floor to District Attorney Julie Jones for the open meeting laws training. The training materials came from the Legislative Auditor's office. The District Attorney also gave us copies of other materials which would be helpful to us. The board watched the video and discussed specific items for clarification.

When the board finished watching and discussing the materials from the Legislative Auditor's office, the District Attorney gave each board member a copy of the Background and Reference Check policy and procedures. The first section of the policy is a statement of purpose and coverage. The Red River Parish Library conducts background and reference checks to verify qualifications and to support a safe environment for patrons and employees.

The second section of the policy covers administration and hiring authority. The Library Board of Control adopts this policy. The District Attorney conducts or arranges the background and reference checks on the Library's behalf and is responsible for securing and maintaining the

screening records. The Library Director coordinates recruitment and makes hiring recommendations.

Thirdly, after initial interviews, the Library identifies and notifies the candidates advancing to the final round. The District Attorney obtains written authorization and screens every finalist, including any added later, using the same checks for the position. The Library makes no offer until screening and any required review under sections 5 and 6 are complete.

The fourth section of the policy addresses the scope of screening. Each finalist receives identity verification, a criminal conviction records check a public sex offender registry check, and verification of relevant employment history and references.

Section 5 of the policy addresses the evaluation of results. For criminal history that may lawfully be considered, the library conducts and documents an individual assessment for whether the record has a direct and adverse relationship to the specific duties of the position. Material, intentional misrepresentation concerning information the library may lawfully request may justify removal from consideration after the applicant has an opportunity to address the discrepancy.

In section 6, notice and opportunity to respond is discussed. Finalists may review and respond to adverse criminal history or credit findings before a final hiring decision. Before deciding to exclude or not select a finalist based in whole or in part on a report containing criminal history, credit, or other findings, the District Attorney, acting on the Library's behalf, sends a written pre-adverse action notice, a copy of the report relied upon, and the current Summary of Your Rights Under the Fair Credit Reporting Act.

The final section of the policy explains records and confidentiality. The District Attorney maintains reports, signed authorizations, and other screening records in secure files separate from routine Library personnel files. Access is limited to authorized personnel with a need to know.

After the discussion of the background check policy and procedures as presented by the District Attorney, Sharon Jenkins made a motion to approve the background check policy and procedures. Kathy McDuffy seconded the motion. All members presented voted unanimously to approve the motion.

The question arose if the background check policy included a drug testing policy. The District Attorney said a drug testing policy was not included in the background check policy. Merritt Cason made a motion to ask the District Attorney to look into the drug testing policy used by the Police Jury and to determine if we can use the same policy. Heather Wren seconded the motion, and the motion was approved unanimously.

The next meeting of the Library Board will be held on Thursday, December 17th , at 5:00 pm at the library.

President Waters asked if there was a motion to adjourn, and Merritt Cason motioned that the board adjourn. Sharon Jenkins seconded the motion, which was unanimously passed. The meeting was adjourned at 11:48 am.