

Lincoln Parish Library Open Meeting Disability Accommodation Policy

The Lincoln Parish Library Board of Control, in accordance with Act 393, will provide for participation via electronic means on an individualized basis by people with disabilities.

People with disabilities are defined as any of the following:

1. A member of the Library Board of Control or public with a disability recognized by the Americans with Disabilities Act (ADA).
2. A designated caregiver of such a person.

Written public notice for an open meeting, as required by R.S. 42:19, will include:

1. Name, telephone number and email address of the designated agency representative to whom a disability accommodation may be submitted.
2. Time frame in which the request must be submitted.

Upon receipt of an accommodation request, the Library representative is only permitted to ask if the requestor has an ADA-qualifying disability or is a caregiver of such a person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment or medical condition to support a disability accommodation request.

The Library representative shall provide a Board requestor with the accommodation that best suits their personal needs. Any links and/or phone numbers for participation via electronic means will be provided as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

If the requestor is a member of the public, the Library representative shall ask the requestor to submit a list of questions. The Library representative will then provide the requestor with a number to call to participate in the meeting via a conference call. All questions of the requestor will be read aloud in the meeting by the Board Chair or designee.

Lincoln Parish Library Board of Control members participation via electronic means shall count for purposes of establishing quorum and voting.

Adopted by the Lincoln Parish Library Board of Control, December 21, 2023.