



New Orleans Public Library
Executive Committee Meeting
3rd Floor Conference Room MAIN Library
Tuesday, May 3, 2022
4:30 PM

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

AGENDA

- I. Call to Order — (4:37 p.m.)**
- II. Roll Call – (4:37 p.m.)**
Present: Vice-Chair, Dana Henry; Secretary, Andrea Neighbours; Treasurer, Kathleen Coverick; Executive Director, Emily Painton; Executive Secretary, Tammy Hanson; Budget Manager, Michel Thompson
- III. Public Comment – (4:38 p.m.)**
A. No public comment
- IV. Update on Executive Director Position – (4:38 p.m.)**
A. Emily Painton was offered and has accepted the NOPL Executive Director/City Librarian position.
- V. Executive Director Update – (4:40 p.m.)**
A. Ms. Painton is working with the Civil Service Department reclass the Office Assistant positions to a Library Assistant position. Civil Service did a job study on the Director of Public Services position so recruiting can begin soon.
Mr. Henry asked if the Office Assistants and Library Associate positions are both city classifications. Ms. Painton responded that they are both city titles so to raise the salary of our Office Assistants, all Office Assistants would need to get a pay adjustment. Ideally, she would like to create a Library Assistant title that is comparable to Office Assistants.

Ms. Neighbors inquired if a Library Clerk position could be created which would not need a degree. Ms. Painton responded that a Library Assistant would be like a clerk. Ms. Neighbours also asked if there are pathways to promotions in these positions. Ms. Painton responded that there are only a couple promotional steps and that she would like to have annual raises implemented. Mr. Henry suggested awarding stipends to those employees we would like to stay.

Mr. Henry asked if temporary hires are possible. Ms. Painton responded that we need to establish baselines for each branch. She added that we use Orangeboy that shows us the areas we need to reach.

VI. Strategic Planning Quarterly Report – (5:03 p.m.)

- A. Ms. Painton went through a handout that demonstrates the operational goals we are working on. All are on track. We are looking into software that can assist with assigning tasks and goals and provide quarterly reports. Our new youth programming librarian is attending book mobile conference.
- B. Mr. Henry suggests the board plan another strategic planning retreat to revisit the operational plan. Ms. Coverick suggested having the Foundation pay for the software.

VII. Hiring Rate for Librarians Update – (5:24 p.m.)

- A. This initiative has been approved and library staff will see the pay increase on their May payday.

VIII. Regular Board Meeting Agenda – (5:25 p.m.)

- A. Ms. Neighbours asked if doing Zoom meetings is an option. Emily responded that meeting in person is necessary. Mr. Henry suggests offering the Zoom link to the public so they can follow the meetings.
- B. Voting on the fund balance will be added as an action item.
- C. Ms. Neighbours asked about the film policy. Ms. Painton didn't feel like the written policy was restrictive enough. Mr. Henry would like to revisit a policy that is lucrative. Ms. Neighbours suggests a subcommittee to determine if the additional revenue is beneficial.

IX. Adjournment

- A. Chair, Dana Henry, moved to adjourn. Motion was seconded by Andrea Neighbours. The May 3, 2022 Executive Committee meeting adjourned at 5:39.
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