



New Orleans Public Library
Executive Committee Meeting
ZOOM Teleconference
Tuesday, February 22, 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.

NOTICE OF TELECONFERENCE MEETING:

This meeting is being conducted via teleconference per Executive Order 59-JBE-2020 Section 2.C, which states: “All state agencies, boards and commissions, and local political subdivisions of the state shall continue to provide for attendance at essential governmental meetings via teleconference or video conference and such attendance shall be allowed during the pendency of this emergency. All efforts shall be made to provide for observation and input by members of the public. Before any meeting conducted pursuant to this section, the state agency, boards and commission, or local political subdivision of the state shall first provide a written certification that it will otherwise be unable to operate due to quorum requirements. Such certification shall be posted at the same time and in the same manner as the agenda for the meeting. Nothing in this order shall be interpreted to waive any notice requirements.”

MINUTES

I. Call to Order

- A. Committee Chair, Vonda Flentroy-Rice, called the February 22, 2022 Executive Committee to order at 4:35 p.m.

Members Present: Chair, Vonda Flentroy-Rice; Vice-Chair, Dana Henry; Secretary, Andrea Neighbours; Treasurer, Kathleen Coverick

NOPL Staff Present: Interim Executive Director, Emily Painton; Executive Secretary, Tammy Hanson; Budget Director, Michel Thompson; Marketing Director, Jane LeGros

II. Public Comment – 4:36 p.m.

- A. No comments

III. Executive Director Update – 4:36 p.m.

- A. Dixon has resigned from Friends of NOPL and the Friends grant writer, Louise Saenz, is temporarily filling her spot.
- B. Several staff members are attending the PLA conference in Portland at the end of March.
- C. The digital literacy librarian and workforce development librarian positions have been filled. New Orleans East has a new youth services librarian.
- D. To improve the library's organizational culture, we plan on sending out staff surveys to get a sense of how satisfied our staff feel in their roles and what they are interested in at the library. Staff evaluations of their managers will also be useful.
- E. Nix has a leaking roof so opening is delayed. We are still trying to find a contractor to rebuild the bathroom. Mid-city is closed due to potential asbestos issues. The owner said the building was remediated in 1994, but we have hired a professional to test the air and material.
- F. All branches will be closed on March 10th and 11th so the I/T department can perform a system upgrade. A staff team-building and training day is planned.
- G. Mr. Henry asked if the employee who may have spotted the asbestos is on the maintenance staff and if that person touched the material. Ms. Painton responded that the manager saw crumbling material that could possibly contain asbestos but did not touch it.
- H. Ms. Neighbours inquired about whose responsibility it is to pay for testing and possibly removal. Ms. Painton responded that it is the landlord's responsibility and added that Mid-City could be closed for a length of time if asbestos is found.
- I. Both Ms. Neighbours and Ms. Flentroy-Rice think staff surveys are a great idea. Ms. Painton is also looking to the tech industry for survey ideas.

IV. Hiring Rate for Librarians Update – 4:45 p.m.

- A. Ms. Flentroy-Rice submitted the paperwork to Mr. Robert Hagman to Civil Service. They will present it at their next meeting. The request to make the rate retroactive is being considered.

V. Reporting Deadlines – 4:47 p.m.

- A. Ms. LeGros established a schedule on when quarterly reports will be presented at the regular board meetings. This schedule requires each quarter to end before compiling the statistics so performance reports will be presented at the next meeting after that quarter ends.

VI. Regular Board Meeting Agenda – 4:51 p.m.

- A. The board noted some minor changes and added the agenda item "Executive Director Search."
- B. Ms. Neighbours asked Ms. Flentroy-Rice if there was a meeting that defined committee assignments. Ms. Flentroy-Rice responded that the committee

assignments were done when Phala stepped down as board chair. Bill Settoon was replaced by Ms. Kimbrough-Mire on the Foundation board.

- C. Ms. Coverick asked if there will be a sub-committee of the Strategic Planning committee or if the committee's purpose will evolve. In perusing the board bylaws, Ms. Flentroy-Rice stated that another committee could be formed, but the current Strategic Planning committee will also oversee the execution of the Strategic Plan.
- D. Ms. Neighbours asked if the Equity Task Force Committee could be resurrected. Ms. Flentroy-Rice asked what the responsibilities of that committee were. Ms. Neighbours responded that initially it was formed until the staff formed an inclusion committee and now it follows the same concepts as the Strategic Planning committee. Ms. Flentroy-Rice asked Ms. Painton if the city has an Equity Task Force. Ms. Painton said yes, but they are not as active as our Task Force. We have Shukrani Gray who is the head of the AARC and who was certified by E Cornell's Equity and Inclusion program. Ms. Coverick asked if procurement could be added to the financial dashboard. Ms. Thompson responded that in our department there are not many opportunities for this as far as procuring books but we can diversify in our construction projects. We require that winning contracts have at least 30% DBE representation. Ms. Coverick asked if any board member can be selected to fill Mr. Settoon's seat and Ms. Flentroy-Rice responded yes, and Ms. Kimbrough-Mire has taken that seat on the Foundation Board.

VII. Adjournment

- A. Chair, Vonda Flentroy-Rice adjourned the February 22, 2022 Executive Committee Meeting at 5:05 p.m.
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