



New Orleans Public Library
Special Executive Committee Meeting
ZOOM
Thursday, May 16, 2024
9:00 a.m.

MINUTES

- I. **Call to Order**
Ms. Fazande called the Special Executive Committee meeting to order at 9:02 a.m.

- II. **Roll Call**
Present: Shannon Fazande, Dana Henry, Andrea Neighbours, Kathleen Coverick, Tammy Hanson
Absent: Alexis Parent-Ferrouillet

- III. **Welcome and Introductions**
A. Introductions were extended.

- IV. **Stakeholder Roles and Responsibilities**
 - A. Identify NOPL Key Stakeholders
 - 1. Ms. Fazande will first need a list of contacts that the Executive Director interacts with routinely. Ms. Neighbours will provide this list by May 20th.
 - 2. To get an understanding of the NOPL environment, she will need to know how the Executive Director role intersects with other stakeholder roles.
 - 3. Ms. Painton is also considered a stakeholder and will be sought out to inform the consultants of her roles and responsibilities.
 - B. Point(s) of Contact
 - 1. Mr. Henry will be the point of contact to disperse and collect information to the board members.
 - 2. The leadership team includes: Michel Thompson, Fiscal Director; Tamyka Miles, Assistant Director; Heather Riley, Director of Public Services; Tammy Hanson, Executive Secretary to the Director; Jane LeGros, Marketing Director.

- V. **Project Overview**
 - A. Review of Scope
 - 1. To get an accurate timeline, interviewing stakeholders and hold a meeting with the Executive Committee to review some tools that will need board approval.
 - B. Timeline and Milestones

1. The entire project is will be tentatively complete before the July 7th board meeting.
2. Ms. Fazande will create a dashboard in Google Docs to track progress.

C. Date Requests

- A. The consultants will need the Strategic Plan and Emily's reports to the board.
- B. Selection of metrics to measure and what success looks like in the role's criteria.

D. Needs Assessment

- E. Decide whether evaluations will be performed annually, semi-annually, etc.
- F. Assess what tools are relevant (how tech savvy, etc.).
- G. Determine what the budget is and adjust accordingly. What kind of leadership does this role provide and what fiscal responsibility does it have.

VI. **Q&A and Next Steps**

- A. Ms. Fazande suggests meeting on a weekly basis and provided a list of materials she needs to begin.
- B. The next meeting will be announced.

V. **Adjournment**

- a. The Special Executive Committee meeting adjourned at 10:02 a.m.