



New Orleans Public Library
Regular Board Meeting
Norman Mayer Conference Room
Tuesday, November 12, 2024
4:30 p.m.

MINUTES

- I. **Call to Order**
 - A. Board Chair, Dana Henry, called the November 12, 2024 regular board meeting to order at 4:39 p.m.

- II. **Roll Call – 4:39 P.M.**

Members Present: Dana Henry, Kathleen Coverick, Alexis Parent-Ferrouillet, Andrea Neighbours, Clarice Kirkland **Tentative Members:** Joel Ross
Staff Present: Emily Painton, Tamyka Miles, Heather Riley, Tammy Hanson, Katy Hepner, Amy Wander, Jane LeGros, Michel Thompson, Sarah Simpkins, Shukrani Gray
Partners Present: Shannan Cvitanovic
Others: Andrea Scott

- III. **Action Item: Approval of Consent Agenda – 4:39 P.M.**

Public Comment

 - 1. Approval of September 17th Regular Board Meeting minutes
 - 2. Approval of November 4th Executive/Finance Committee minutes
 - 1. Mr. Henry motioned to approve the consent agenda. The board approved unanimously.

- IV. **Action Item: Approval of 2025 Board of Trustee Meetings – 4:40 P.M.**
 - A. Community member, Andrea Scott, thanked the board and library staff for varying the board meeting venues.
 - B. Ms. Parent-Ferrouillet made a motion to approve the 2025 board meeting schedule and Ms. Coverick seconded. The motion passed unanimously.
 - A. Ms. Coverick made a motion to add an action item to the agenda to approve the Executive Director evaluation tool. Dana Henry: aye, Kathleen Coverick: aye, Alexis Parent-Ferrouillet: aye, Andrea Neighbours: Aye. Item was added to the current agenda as item VI.

- V. **Action Item: Approval of 2025 Library Closures – 4:44 P.M.**
 - A. Ms. Parent-Ferrouillet asked what closures other than Mardi and Lundi Gras do we anticipate being closed. Ms. Painton responded that it will depend on the parade schedules which may change. Branches that are affected will be closed.

- B. Ms. Coverick inquired if All Staff Day will again occur in October. Ms. Painton responded yes and Ms. Riley elaborated on the speaker that is lined up.
- C. Ms. Parent-Ferrouillet made a motion to approve the 2025 library closures as outlined in the board packet. Ms. Neighbours seconded and the motion passed unanimously.

VI. Action Item: Approval of Executive Director Tool – 4:43 P.M.

- A. Mr. Henry made a motion to approve the Executive Director Tool and Ms. Parent-Ferrouillet seconded. Motion passed unanimously.

★ **Board member Clarice Kirkland arrived at 4:49 p.m.**

VII. Information Items -- 4:53 P.M.

A. Friends of NOPL Update – (Shannon Cvitanovic)

- 1. The funds for Summer Fun have arrived. Friends received \$15k from ? to fund next year's GenFest. GenFest was well-attended and feedback included lack of space at the Main library and no adequate parking. Friends will not be perusing the Primetime Program due to low participation numbers.

Ms. Cvitanovic attended the budget hearings and Friends of NOPL are monitoring how the Capital Projects funding impacts our branches.

The Friends Really Big Book Sale is November 16, 9 a.m. to 3 p.m. at the Latter library.

Mr. Henry took a moment to welcome and introduce our newest board member, Joel Ross, to the board. Mr. Ross gave members a brief background on his experience in architecture and construction.

B. Director's Update – (Emily Painton)

- 1. Algiers is closed due to a power surge that affected the HVAC system. The work on Main's boilers and backflow preventer has begun with an expected completion of August 2025. Elevator and HVAC repairs are in the construction documents phase and work is anticipated to be completed in 2026. In 2019, we requested \$2 million from Capital Project for roof repairs and HVAC repairs and replacements for five branches: ENO, Rosa Keller, Algiers Regional, Smith, and Norman Mayer. The project is currently in the construction design phase with the expectation of having additional funding. We are crunching numbers to see how much funding the library budget can provide. Ms. Neighbours asked if any meetings with council members have been set. Ms. Painton responded that she has been out of town attending a Directors' Summit. Ms. Neighbours asked if Mr. Ross can help facilitate the critical facilities work to be completed sooner. Mr. Ross replied that early procurement may be an option. Mr. Henry added that the facilities committee will tackle some of these issues. The library facilities coordinator may be able to come to the next meeting and discuss some of the issues. Civil Services has approved the Facilities Director position and we are waiting for Council approval.
- 2. Ms. Painton attended the library director summit that was held at the Richmond Public library in South Carolina. She also presented at the Junior Civic Leadership Academy at the Mayor's Youth Advisory Council.

3. In September, we began the NOLA Opportunity Pass which provides RTA transportation to young people ages 16-24.
4. The library participated in the certified welcoming focus groups to assist the Mayor's office of Equity and Inclusion in creating a strategic plan to be a four-star welcoming city.
5. At the all supervisor's meeting last month, the office of the inspector general spoke to staff about laws and ethics.
6. The staff development day was successful and Ms. Painton is developing a letter for the Foundation.
7. Due to the Taylor Swift concert, branches had to close early. Duncan Plaza is now fenced and closed during evening hours.
8. Two of our libraries served as voting sites during the recent election.
9. Ms. Kirkland asked if we have contacted Unity for the Homeless. Ms. Riley answered that we have.

C. Financial Report

1. Ms. Thompson went over the budget numbers as of October 31, 2024. Billing for property tax for 2024 is \$23 million. Two percent goes to the assessor's office and 2% to the City. We should receive \$22.9 million. We budgeted \$22.3, so anything above this amount will shift into our reserve fund. \$13 million is what is unobligated in reserves.
2. The Foundation has contributed \$54k towards library programming and various endeavors.
3. Ms. Coverick suggested that the board create a message that surmises the challenges our libraries face and why we need reserve monies to cover them.

D. 3rd Quarter Performance Report

1. Digital circulation is still up. Two more programs were added with another 42 people above Quarter 3 in 2023. New library card accounts have increased from 2023. Our marketing campaigns are big contributors to this increase.
2. Ms. Scott asked about the signage for the Central City library. Ms. LeGros responded that it will arrive within two weeks.
3. Ms. Parent-Ferrouillet asked for demographics of patrons who are attending programs and signing up for library cards. Ms. LeGros answered that we do not require patrons to scan their cards, but we can locate the zip codes that have new cards cross-referenced to the marketing in that area.

VIII. Discussion Items

A. Summer Fun Recap

1. Youth Programming Librarian, Amy Wander, held a PowerPoint presentation to demonstrate the success of the Summer Fun book program. There were a record number of sign-ups and many diverse activities for all age groups. There were 1000 more attendees and 1000 more items being borrowed. It is the second year using the Beanstack app. The teen group had 68 programs and 300 attendees. In early childhood there were 150 programs and 2500 attendees. Kids group had 118 programs and over 1500 attendees.

B. Book Sanctuary

1. Circulation and Customer Experience Librarian, Sarah Simpkins, presented and explained to the board of directors how book sanctuaries can inform our patrons about intellectual freedom. If NOLA Public Libraries are officially designated book sanctuary status, it will mean that it is a safe space for staff to explain the new laws that affect our patrons.

IX. **Attachments**

- A. Board Packet

X. **Adjournment**

1. Ms. Parent-Ferrouillet moved to adjourn and Ms. Coverick seconded. Board Chair, Dana Henry, adjourned the November 12, 2024 board meeting at 6:54 p.m.

APPROVED:  DATE: 3/18/25
Alexis Parent-Ferrouillet, Secretary