



New Orleans Public Library
Regular Board Meeting
Nora Navra Conference Room
Tuesday, May 13, 2025
4:30 p.m.

MINUTES

- I. **Call to Order**
- II. The May 13, 2025 Board of Directors meeting was called to order at 4:40 p.m.
- III. **Roll Call** (4:40 p.m.)
Members Present: Dana Henry, Joel Ross, Andrea Neighbours, Kathleen Coverick, Monique Robinson
Members Absent: Alexis Parent-Ferrouillet, Clarice Kirkland
Staff Present: Emily Painton, Tamyka Miles, Heather Riley, Michel Thompson, Tammy Hanson, Shukrani Gray, Katy Hepner, April Martin, Mary Ann Marx, Shannan Cvitanovic
Public: Andrea
- IV. **Action Item: Approval of Consent Agendas** — (4:42 p.m.)
 - A. Approve March 12, 2025 board meeting minutes
 - B. Approve May 6, 2025 Special Executive Meeting Minutes
 1. Ms. Neighbours inquired about missing portion of the March 12 minutes where the emergency fund was discussed. Ms. Thompson helped her locate them.
 2. Ms. Neighbours moved to approve the previous meetings' minutes and Ms. Ross seconded. Motion passed unanimously.
- V. **Action Item: Approval of Executive Director Performance Review** — (4:44 p.m.)
 1. Mr. Henry explained that another vote was required due to changes to the previous document. This will be a review for all future directors.
 2. Ms. Neighbours moved to approve the previous meetings' minutes and Ms. Ross seconded. Motion passed unanimously.
- VI. **Information Items** (4:50 p.m.)
 - A. Friends of NOPL Update
 1. The Crescent City Classic was a success with 21 runners anticipated and 60 participating. This garnered \$21k in sponsorships. Following participation will take place in two years.

2. The Big Book Sale was rained out and will be held this weekend (May 17th).
3. Due to the denial of the federal grant Friends requested, GenFest will be funded by alternate donors. It will be held at Delgado.

*Ms. Coverick left the meeting.

B. Director's Update

1. The Children's Resource Center will be closed for the next year for remodeling and repairs. Norman Mayer remains closed with an anticipated re-opening next week.
2. The branch-wide HVAC projects have entered the bidding phase. The affected branches are Norman Mayer, Main, Algiers, ENO, and Keller.
3. The Facilities Director position has been posted. HR is meeting with the City recruiter to help promote this position. The position is posted on the library website or Ms. Painton can be contacted directly.
4. The Black History Month Art Contest was held at the REACH Center. There were 75 families in attendance. The event next year will be at a larger venue.
5. The Archives hosted GenFest at Dillard on April 6. There were over 600 attendees and 60 genealogical organizations. Five presentations demonstrated how to use our Archival services.
6. Mr. Ross asked how many applicants we have for the Facilities position. Ms. Painton responded that we have one. Mr. Ross will promote this position on his professional forums.
7. Summer Fun Reading has begun and off to a great start.
8. Mr. Henry asked where advertising for Black History Month events were promoted. Ms. Painton responded that we advertise on several platforms including social media and the City website.

C. Financials Update

1. \$14.5m of Fund Balance has been committed to building projects and operating expenses.
2. Actual millage tax and other revenue received/posted was \$19.8m, of that, \$19.7 is millage revenue and \$82k in other revenue. 11% of total budgeted revenue has yet to be realized.
3. Total Fund Balance and Revenue received/posted was \$34m; \$2.9m or 8% of budgeted has yet to be realized.
4. Personnel cost expended was \$3.8m or 22% of budget and Operating cost expended was \$3.9m or 27% of budget.
5. The overage on book and pamphlets is due to encumbrances that have not been realized. Ms. Neighbours inquired why we are not budgeting for this amount of overage. Ms. Thompson responded that the budget was based on prior year's activity and either all encumbered will not be realized or absorbed by other unspent expense line items. Line items are adjusted within operating expense line items as needed.
6. Ms. Neighbours asked if a calendar was or could be developed that shows events the board should be aware of (i.e. budget due dates, operational plan

due dates). Ms. Riley replied that a draft should be available soon. Mr. Henry also requested a bi-monthly, budgeted vs. actual chart of the operational plan.

7. Ms. Neighbours asked if we have spent any monies for the new security updates. Ms. Painton responded that the library security company is hired through the City.
8. Ms. Neighbours inquired about the budget personnel spending. The current numbers suggest a potential \$2 million surplus at year's end. Ms. Thompson agreed and stated that \$2 million reflects amount budgeted for unfilled positions and will decrease as positions are fulfilled.
9. Mr. Henry suggested a monthly metric that shows how we are accomplishing our strategic goals.

D. Q1 Performance Update

1. Ms. Riley reported that usage remains high.
2. Ms. Neighbours commented that we have used most of our marketing budget. Ms. Riley responded that due to the contracts we have with several partners and networks, the POs are paid for the entire year up front.
3. Ms. Neighbours asked if a chart could be developed that explains where the specific dollars are targeted. Ms. Riley responded that at this time we are not able to provide this.
4. Mr. Henry stated that we are very diverse in our marketing strategies but asked if we are using the correct tools to target a particular audience. Ms. Riley responded that we are definitely noticing a correlation and initial numbers are positive.
5. Mr. Henry inquired if library visits increase in the summer months. It does. Mr. Henry suggested partnering with area schools to develop more summer activities. Ms. Robinson suggested visiting with local organizations (Job One, etc.) to bolster our summer programs. Ms. Riley responded that we are constantly expanding our partnerships and we are always open to more suggestions.
6. Ms. Neighbours initiated a conversation regarding branch usage and opening on Sundays.

VII. **Discussion Items**

A. Summer Fun

1. Ms. Riley presented a PowerPoint that provides information on our Summer Fun Reading Program and had a sample of this year's art work as well as a showing of our marketing commercial. Readers of all ages will receive prizes for completing reading and activity goals over the summer.

VIII. **Attachments**

A. Board Packet

IX. **Adjournment**

- A. The May 13, 2025 Board of Trustees meeting was adjourned at 6:00 p.m.

B. The next meeting will be held on July 8, 2025 at Algiers Regional library.