



**New Orleans Public Library**  
Board of Directors Regular Meeting  
Main Library Board Room  
Tuesday, November 21, 2017  
4:32 PM

**Minutes**

**AGENDA**

- I. **Call to Order**—Board Chair, William Settoon
- II. **Roll Call**—Executive Assistant, Andie Paloutzian
  1. William A. Settoon—Present
  2. Bernard Charbonnet—Present
  3. Arnel W. Cosey, Ph.D.—Not Present
  4. Vonda Flentroy-Rice—Not Present
  5. Raquel Dufauchard Baptiste—Not Present
  6. Laurance Eustis III—Present
  7. Phala Kimbrough Mire—Present
  8. Andrea Neighbours—Present
  9. James K. Chassee—Not Present

**Staff Present**—Charles Brown, Veleaka Jordan, John Marc Sharpe, Jessica Styons, Michel Thompson, Robin Goldblum, Laura Bevins, Kate Martin, Jordy Stiggs and Andie Paloutzian

- III. **Action Item: Approval of Board Meeting Minutes for September 19, 2017.** The Board Chair requested motion to approve the minutes for the September 19, 2017 regular Board Meeting minutes. A motion was made by Bernard Charbonnet. It was seconded by Laurance Eustis III. **The motion was carried by a unanimous voice vote.**
- IV. **Reports**
  1. **Friends of NOPL:** FNOPL President Courtney Kearney, and FNOPL Executive Director Dixon Stetler, gave an update on the FNOPL's activities and balances (report provided).

Highlights:

    - Funds were raised for the Alvar guard impacted by the incident in October. This included public and staff contributions, as well as a match from FNOPL.
    - FNOPL is conducting their year-end appeal and encouraged all Board Members to join.
    - FNOPL is actively managing six grants for NOPL as the fiscal agent, and has supported 16 library programs during 2017.

- FNOPL was awarded a significant bequest this year and is making plans for that dispensation. The total income for FNOPL has increased 57%.
  - FNOPL has engaged Peter Pearson, co-founder and lead consultant with Library Strategies for pro-bono assistance in December.
2. **New Orleans Public Library Foundation**—Charles Brown presented a short report compiled by NOPL Foundation President Robert Brown (report provided).

Highlights:

- NOPL Foundation has terminated the contractual relationship for administrative support with Kellie Gleason.
- NOPL Foundation has secured the services of Carriere & Dunn, Tax and Accounting Services for financial management.
- NOPL Foundation has taken under review the foundation's Articles of Incorporation and By-laws.

3. **Management Reports:**

A. **3rd Quarter Dashboard**—Jessica Styons presented the 3rd Quarter statistics dashboard and added some additional acknowledgements (dashboard provided).

Highlights:

- Circulation at ENO is up 30% and 35% at MLK.
- The number of programs offered is down, but the overall attendance is up, illustrating the quality and purpose behind program planning.
- New library card sign-ups are up.

B. **Strategic Plan progress**—Kate Martin presented a report on NOPL's progress towards achieving the goals of the strategic plan (report provided).

Highlights:

- Christine Sabathia McCourtney, Youth Services Librarian at the Smith Branch, has been selected to serve as NOPL's first ever Early Childhood Literacy Librarian.
- YES! Education Services has expanded its services offered to a third NOPL location, the Norman Mayer Branch.
- NOPL hired its first ever training coordinator, Jordy Stiggs, who is assessing the needs of staff.
- The Intranet team has selected software and has communicated with other libraries utilizing it.
- The Louisiana Division and the Adult Programs Team are planning a lecture series for 2018, "New Orleans 300."

C. **Fiscal Status**—Michel Thompson (report provided)

D. **Transition Memo**—Charles Brown (report provided)

Highlights:

- Very well-received by the consultants
- To be used as a transition tool for the new Mayor

- John Marc Sharpe will send a complete eCopy to the Board

4. **Best Buy Teen Tech Center Update**—Laura Bevins

Highlights:

- It is a combination of 3 grants.
- Only in 3 other libraries (Hennepin, Las Vegas, No Cleveland Public)
- Furniture in March, soft opening in April, and grand opening in May
- The register just closed for the coordinator, the interviews will begin the first week of December.

5. **Equity Efforts within NOPL:**

A. Equity Council—Andrea Neighbours (report provided)

Highlights:

- Had 1<sup>st</sup> meeting of the Equity Council of the Board
- Established Equity Statement for their council, and asked for endorsement.
- Proposed Equity Statement: The New Orleans Public Library is committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our library can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library system will work to achieve equity in the communities we serve by: *Eliminating racial and social equity barriers in library programs, services, policies and practices, staffing, salaries and leadership structures* 2. *Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role* 3. *Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice.* 4. *Serving as a convener and facilitator of conversations and partnerships to address community challenges* 5. *Being forthright on tough issues that are important to our communities.*

**Action Item:** A motion was made by Bernard Charbonnet, and was seconded by Laurance Eustis III, to endorse and adopt the statement for the Equity Council of the Board. The motion was carried by a unanimous voice vote.

B. Equity Staff Task Force—Charles Brown

Highlights:

- Several months ago a staff equity task force was establish to pull a diverse group of NOPL staff from across the system.
- That group has already viewed a webinar on two types of programs presented by the Urban Libraries Council. It can be shared digitally for those interested.

C. Urban Library Council—Jessica Styons

Takeaways:

- Be intentional, go from organizing knowledge to organizing communities
- Move from being transactional; checking out a book to being transformative
- Be a center for civic dialogue and create spaces for citizens
- Go from serving citizens to empowering our citizenry
- Communities underserved are uninvited, and libraries need invite
- Shift those underserved from being outsiders to being civic insiders

V. **Old Business**

1. Partnership Discussion: Literacy Alliance of Greater New Orleans, Amistad Research Center—Charles Brown

VI. **New Business**

1. Introductions—Charles Brown  
Jordy Stiggs, Training Coordinator  
Andie Paloutzian, Executive Assistant to City Librarian / Executive Director
2. 2018 Post-Election Board Advocacy Efforts—Charles Brown

VII. **Action Item: Approval of 2018 Library holiday calendar:**

- New Year's Day—January 1, 2018
- Martin Luther King, Jr. Day—January 15, 2018
- Additional Mardi Gras closings, TBA—(example provided from 2017)
- Mardi Gras—February 13, 2018
- Good Friday—March 30, 2018
- Easter Sunday—April 1, 2018
- Memorial Day—May 28, 2018
- Independence Day—July 4, 2018
- Labor Day—September 3, 2018
- Thanksgiving Eve—November 21, 2018 (closing early at 5 pm)
- Thanksgiving—November 22, 2018
- Veterans Day (observed) —November 23, 2018
- Christmas Eve—December 24, 2018
- Christmas Day—December 25, 2018
- New Year's Eve—December 31, 2018 (closing early at 4 pm)

VIII. **Action Item: Approval 2018 Board Meeting schedule:** per Board preference as indicated by survey, moved to the second Tuesday of the month. The Library Board Chair requested a motion to continue a bi-monthly calendar for the 2018 calendar year. *Unless otherwise noted, all Board Meetings are held in the Board Room, 3rd floor, Main Library, 219 Loyola Avenue, and convene at 4:30 p.m.*

- January 9, 2018
- March 13, 2018
- May 8, 2018

- July 10, 2018
- September 11, 2018
- November 13, 2018

The motion was made by Laurance Eustis III, and was seconded by Phala Kimbrough Mire. **The motion was carried by a unanimous voice vote.**

- IX. **Public Comments**—there were no public comments made.
- X. **Attachments**—the Board Chair requested the board to review the attachments to the agenda packet.
- XI. **Adjournment**—the Board Chair requested unanimous consent to adjourn the meeting. There was no longer a quorum, as one member departed after the final Action Item. The Board Chair made an Executive Action to adjourn, and the remaining Board Members offered no objection. **The November 21<sup>st</sup> meeting adjourned at approximately 5:57 p.m.**