



**New Orleans Public Library**  
Board of Directors Regular Meeting  
Main Library Board Room  
Tuesday, January 9<sup>th</sup>, 2018  
4:44 PM

**DRAFT 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—Not Present
  3. Arnel W. Cosey, Ph.D.— Present
  4. Vonda Flentroy-Rice—Not Present
  5. Raquel Dufauchard Baptiste—Not Present
  6. Laurance Eustis III—Present
  7. Phala Kimbrough Mire—Present (arrived after roll call)
  8. Andrea Neighbours—Present
  9. James K. Chassee—Present

**Staff Present**—Charles Brown, John Marc Sharpe, Jessica Styons, Michel Thompson, Jerry Pinkston, Josh McGlothin, Kate Martin and Andie Paloutzian
- III. **Action Item: Approval of Board Meeting Minutes for November 21, 2017**
  - The Board Chair requested motion to approve the minutes for the November 21, 2017 regular Board Meeting minutes.
  - A motion was made by Arnel Cosey. It was seconded by Larry Eustis III. **The motion was carried by a unanimous voice vote.**
- IV. **Reports**
  1. **Friends of NOPL:** —Courtney Kearney, Dixon Stetler
    - Their income is up 70%, without the major gift received in 2017. Income came in around \$170k, with only around \$20k coming from membership.
    - Their Board met January 8<sup>th</sup> to approve the budget, and will be able to up funding for Library programming from \$52k to \$67k. This figure is based on needs identified by NOPL staff departments.
    - Their board has grown to include Jack Neary (with a specialization in Marketing and Public Relations) and Jermaine Smith (with a background as the Major Gifts Fundraiser at Tulane).

- They met with consultant Peter Pearson in December and helped to arrange a conference call for the NOPL Board and NOPL with Mr. Pearson in January.
- They are planning a retreat to develop a new strategic plan in March.
- They have a finance investment committee. Two different firms are vying for the account. An investment policy is being developed. They are seeking a new accountant. They have financial controls in place, with a two-signatory process in place.

2. **Management Reports:**

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

- As of the end of November, NOPL has received \$18,989,000 in millage. \$18 million was budgeted, but as of the end of November 2017, \$989k had been received in excess of projections.
- Operating at 84% of budget, and should remain under through the end of 2017.
- Per Charles Brown, a comprehensive year-end financial report will be presented in March at the next Board meeting.

V. **New Business**

1. **Proposal for overnight “No Trespassing” policy**—Charles Brown, Josh McGlothlin

- There’s been a series of escalating issues with serious vandalism at the Main Library twice in the last 30 days. A solution proposed would be for the library to adopt a “No Trespassing” policy with signs posted, which would then enable law enforcement to help us monitor buildings better and to better ensure the safety of library users and staff.
- NOPL has consulted the NOPD, including the Homeless Assistance Unit, and the Downtown Development District. This is in-line with all other City agencies.
- In addition to posting the signs, NOPL would work to gently roll the new rule out, to diplomatically work with staff and library users to educate, and to create guides to and research community resources for staff and library users.
- The police non-emergency line can be called to help route individuals in need to shelters. If police find individuals in violation of NOPL’s “No Trespassing” policy, a warning will be issued. In cases of repeat offence, they will arrest and the average holding time is 4 to 6 hours.
- There was a discussion about how to proactively inform the public, and staff.

VI. **Action Item: Approval of No Trespassing / No Loitering Policy.**

- *“The New Orleans Public Library Board of Directors authorizes the Library’s Administration to adopt a No Trespassing / No Loitering Policy for all New Orleans Public Library locations, to take appropriate action by posting No Trespassing / No Loitering signs, by offering adequate community notice, and by working with the New Orleans Police Department to ensure appropriate steps are being taken to address issues related to disruptive daytime and overnight behaviors happening outside of library locations, on the library’s grounds – those already contributing to vandalism, and customer and staff unease.”*

- The Board Chair requested motion to approve the No Trespassing policy.
- A motion was made by Arnel Cosey. It was seconded by Larry Eustis. **The motion was carried by a unanimous voice vote.**

#### **New Business—continued**

**2. Foundation Discussion**—Bill Settoon, Andrea Neighbours, Dixon Stetler - *No representative from the NOPLF was present at the meeting. What follows was a discussion by NOPL Staff, Board and Friends of NOPL staff who were present including potential next steps. No motions were made.*

- Bill Settoon verified NOJO has not made their 2<sup>nd</sup> payment to the Foundation. NOPLF has made a request, but it is not due until January 31<sup>st</sup>.
- Bill Settoon is having an on-going conversation with Bob Brown and the Foundation.
- The Friends of the NOPL is working to appropriately act, brand, and channel funds and public interest to the Library, and they are working with consultant Peter Pearson to outline their next steps.
- The NOPL Board is working to make the Library Committee (another funding arm of NOPL) current and viable with two new signatories – Vonda Flentroy-Rice and James Chassee, as well Michel Thompson is filing necessary paperwork to show the Library Committee in good standing with the state.

**3. New Meeting Agenda**—Larry Eustis

*A memo was emailed for review by Larry Eustis prior to the meeting. The discussion was tabled for time.*

**4. Board Committee Proposal**—Larry Eustis

Larry Eustis has presented a proposal for Board Committees, to make them engaged and focused. It was presented in three sections for the Executive, Governance, Finance and Strategic Planning Committees.

He asks:

- Who is currently serving on these committees? Would anyone like to be reassigned?
- Would the committee Chairs create an action plan for carrying out their responsibilities?
- Can committee members consider and report what other governance duties they might be charged with?
- Would the committee Chairs submit their action plans by February 9<sup>th</sup> to the Board Chair?
- Phala Kimborough Mire will provide a template for the review and creation of the action plans.
- Charles Brown offered that he, and three others, are involved in Board development sessions, sponsored by the Greater New Orleans Foundation. A question of whether all of these committees need to continue was raised.

**VII. Action Item: Approval of the Board committee review proposal.**

- The Board Chair requested motion to approve the Board committee review proposal, a process for energizing the committees.
- A motion was made by Larry Eustis. It was seconded by James Chassee. **The motion was carried by a unanimous voice vote.**

VIII. **Public Comments—**

- Regarding the performance appraisal of the Executive Director, Charles Brown said most Boards evaluate their CEO based on the performance and health of the organization. He would prefer not be held to an undefined measurement of maximizing his performance, and instead evaluated based on the growth and success of NOPL.
- William Settoon signed a document for the Secretary of State to make himself the executive authority for our records management obligations (our archive). When Katrina happened, the water nearly made it to the archives. Is this the best location for the archives, and are all the items currently held necessary? When the Strategic Planning Committee meets, can they include the NOPL Archivist and look at culling or digitizing? Jessica Styons mentioned some items are there as NOPL has not had the resources to properly digitize or cull when appropriate. This will be an on-going conversation.

IX. **Attachments—**the Board Chair requested the board to review the attachments to the agenda packet, which included the financials through the end of November 2017, a memo from Larry Eustis on the formatting of the meeting agenda and inclusion of a consent agenda, a proposal from Larry Eustis for reviewing and energizing the committees.

X. **Adjournment—**the Board Chair made a motion to adjourn the meeting. It was seconded by Andrea Neighbours. The motion was carried by a unanimous voice vote. **The January 9th meeting adjourned at approximately 6:01 p.m.**