

**JEFFERSON PARISH LIBRARY BOARD
REGULAR MEETING**

East Bank Regional Library – Administration Conference Room
4747 W. Napoleon Ave., Metairie, LA 70001

**January 17, 2023
MINUTES**

BOARD MEMBERS PRESENT: Lisa Conescu, Patricia Cox, Becky Knight, Judy Mills, James Simmons, and Margaret Thompson

BOARD MEMBERS ABSENT: None

LIBRARY STAFF PRESENT: Irene Lunkin, Melissa Muhoberac, Antoinette Scott, and Jessica Styons

OTHER PARISH STAFF: Cherreen Gegenheimer, CAA and Megan Grantham, Parish Attorney for Library

GUEST: Chris Smith, Adult Programming Manager

Margaret called the meeting to order at 1:00 p.m.

Mills/Conescu made a motion to dispense with the reading of the December minutes and accept them as written. Motion carried.

Thompson/Conescu made a motion to accept the recommendations of the Nominating Committee, Becky Knight as President and Patricia Cox as Vice President for 2023. All in favor. Motion carried.

DIRECTOR'S REPORT:

- The American Library Association will have its 2023 Mid-Winter Conference: LibLearnX here in New Orleans, 1/26 – 1/29. We have registered 18 of our employees to attend. We welcomed staff to participate in courses the State Library of Louisiana is offering this year and have had a great response. Some of the courses include Summer Reading Program workshops for youth and adult librarians, reference courses, genealogy, and customer service classes. In addition, our Innovative & Strategy Librarian is working on a project to implement Spanish language in person instructions for Library staff and if all goes well, we will offer this as a template to other Parish departments. The goal is to have the project start in April; it depends on the instructor.
- Jessica is impressed with our maintenance staff; they do a great job. They have updated the lighting in North Kenner Library and will soon do exterior and interior renovations to prepare for the Library of Things (LoT) collection. In doing so, additional study rooms will be added. The library will not have to close for this project. Jessica and Marketing & Outreach Manager David recently visited Grand Isle Library and spoke with staff to hear their concerns and ideas about the library. Maintenance will start the floor installation project at Grand Isle after the North Kenner project. During this time, the roof and elevator work will have started. We are waiting on the report from the roofing specialist advising how to proceed with the roof installation at Westwego library. Bids for the construction of Avondale Library came in and are likely to be accepted at the February Council meeting. Plans for the Wagner

Library addition project are being discussed. The addition project will include adding a meeting room, foyer, and additional study rooms.

- We have added 50 WiFi hotspots to our collection to circulate to the public. Patrons without internet services at home are able to check out the hotspots for a period of 3 weeks. Because of its popularity, we may add more to the collection. In terms of expanding technology availability, we also are considering adding Chromebooks (laptops) to our collection for patrons to borrow. Three of our librarians conducted Martin Luther King, Jr, storytimes followed by a craft at the Ogden Museum yesterday. This is a good example of how we are amplifying our outreach and coordinating with our museum partner by cross promoting. Our most recent program events include the Murder Mystery event at Lakeshore Library, which was well received; two people submitted letters of compliments about the event. We recently had our first cooking demonstration at EBR, one is scheduled at WBR tomorrow night. The genealogy seminars hosted by Gwen has started.

NEW BUSINESS:

Margaret agrees with the suggestion from the attorney Megan that only the time of the meeting be changed in the Library Board bylaws and that all other parts of the bylaws be written in simple plain terms. Lisa asked if the bylaws should include a clause about remote/virtual meetings. Megan suggested a clause about virtual meetings not be included in the bylaws. In accordance with the Parish Charter, boards can have virtual meetings. However, members participating in meetings virtual are not able to vote, it states members must be present to vote. James mentioned he was part of the committee to change the Parish Charter to include hybrid meetings and stated that participating in a meeting virtually will count as an attendance. Margaret asked board members to review the bylaws and bring suggestions to the next meeting to be discussed. She asked that members keep in mind that the more generic the bylaws are the easier it will be to function as a board.

Chris reported AARP will begin tax preparation services at EBR on Mondays, Tuesdays, and Thursdays until 4/13. A volunteer from Vita will be on site to provide tax assistance at Live Oak library on Tuesdays starting 1/31. He mentioned a budget is in place for adult programming and he plans to purchase a food demonstration table for our food demonstration events. A list of upcoming programs and events are listed on our website.

Margaret thanked everyone for their help and cooperation during her tenure as Library Board President. Judy thanked her for serving.

The next meeting is February 28, 2023 at 1:00 PM.

The meeting adjourned at 1:45 p.m.