

**JEFFERSON PARISH LIBRARY BOARD
REGULAR MEETING**

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

**February 28, 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: Marketing/Outreach Manager David Johnson, North Kenner Branch Manager Daniel Perez, and Adult Programming Manager Chris Smith.

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

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

DIRECTOR’S REPORT:

- We have a new meeting room policy that we will use. The policy was updated to be more uniform for all Parish departments with meeting rooms available for the public to rent. It also allows for more access. We will push for people to reserve meeting rooms online; but will still have the paper application available.
- The groundbreaking event for the new Avondale Library last week went well. There were at least 75 people in attendance and several speakers from the community. Everyone was excited about the new library.
- North Kenner’s hours of opening have been adjusted to allow maintenance to perform interior renovations. Storytime hours were not disrupted. The interior renovations should be complete in about 8 weeks.
- The contractor for the Grand Isle Library renovation project have to submit their insurance information before they can move forward with the elevator and roof repairs. Our Maintenance Superintendent is confident the elevator and roof work will flow smoothly.
- A resolution authorizing Purchasing to advertise for a Statement of Qualifications (SOQ) for a vendor to submit designs for a sculpture at Gretna Library will go before the Council tomorrow.

- On March 8, Library and Parish staff will be at the Westwego Library to observe the contractor removing the roof panels and be on site to address any issues. After the roof panels are removed, we will move forward with replacing the flooring inside the library and painting.
- Drawings for the Wagner Library Addition project are complete. We will soon advertise for bids. The additional section of the library will be constructed in the front parking lot area which will include new bathrooms, a foyer, meeting room, and additional study rooms,.
- Eric Krieger was recently promoted to Librarian VI/Patron Services Supervisor. We will soon fill two more positions in Patron Services. Jessica has been visiting branches to conduct one on one meetings with branch managers.
- David, Marketing/Outreach Manager, reported we will soon launch Patron Point, an e-marketing application. Patrons will be able to fill out a survey to help customize the information about events they receive from the library. Libraries all over are using this service which is a new approach to meet the needs and reach patrons. This April we will launch LocalHop, a new system for posting the library's calendar of events. David and Chris met with WRBH to discuss promoting library programs on air. We already have an agreement with WWNO. David and Chris also gave an overview of upcoming library programs which includes staff participating in the Grand Isle Migratory Bird celebratory event. Staff will be on site to distribute nature kits to the children and items from our LoT collection such as binoculars, will be available for patrons to check out. A list of upcoming events can be found on the events page of our website.
- Two Patron Comment Forms complementing the Anime Club at the North Kenner Library and thanking the manager for organizing the event were included with the board packets. Jessica invited North Kenner Branch Manager Daniel Perez to talk about the program. Daniel explained the Anime Club consists of kids between the ages 10-14 in which a few are artistic. They meet once a month on a Saturday for a couple of hours to watch age appropriate Anime cartoons and enjoy snacks. Margaret and other members of the Board praised Daniel for organizing a weekend event that is inclusive and necessary in the community.

OLD BUSINESS:

The board discussed revising Article 4, section 1 of the Library Board bylaws. Megan offered to draft revisions for the board to review and vote on at the next month's meeting.

PUBLIC REMARKS:

Dana Farley and Kathleen Benfield both stated they attended to observe the Library Board meeting.

The next meeting is March 21, 2023 at 1:00 PM.

The meeting adjourned at 1:38 p.m.