

**AGENDA
FOR SPECIAL WORKSHOP OF THE
EAST BATON ROUGE PARISH LIBRARY BOARD OF CONTROL
EDEN PARK BRANCH LIBRARY
MEETING ROOM
5131 GREENWELL SPRINGS ROAD
BATON ROUGE, LA 70806
FEBRUARY 4, 2012
9:30 A.M. - 12:30 P.M.**

- I. ROLL CALL
- II. LIBRARY TRUSTEE TRAINING – STATE LIBRARY OF LOUISIANA
- III. COMMENTS BY THE LIBRARY BOARD OF CONTROL

ALL MEETINGS ARE OPEN TO THE PUBLIC

THE PUBLIC IS ALLOWED TO MAKE COMMENTS RELATIVE TO AN AGENDA ITEM AT THE DISCRETION OF THE LIBRARY BOARD PRESIDENT. ANY COMMENTS NOT RELATED TO AN AGENDA ITEM MAY BE RECEIVED AND DISCUSSED OR DEFERRED TO A FUTURE MEETING UNDER PROCEDURES DIRECTED BY THE LIBRARY BOARD PRESIDENT.

Minutes of the Special Workshop of the
East Baton Rouge Parish Library Board of Control

February 4, 2012

A special workshop of the East Baton Rouge Parish Library Board of Control was held in the Meeting Room of the Eden Park Branch Library at 5131 Greenwell Springs Road on February 4, 2012. Ms. Kizzy Payton, President of the Board, called the workshop to order at 9:40 a.m. Members of the Board present were Mr. Stanford O. Bardwell, Jr., Ms. Tanya Freeman; Mr. Jason Jacob; Mr. Chip Mills and Ms. Beth Tomlinson. Mr. Derek Gordon was absent from the meeting. Also in attendance were Ms. Mary Stein, Assistant Library Director of Administration and Co-Director; Ms. Patricia Husband, Assistant Library Director of Branch Services and Co-Director; Ms. Rhonda Pinsonat, Library Business Manager; Ms. Liz Zozulin, Executive Assistant to the Library Director; Ms. Tuesdai Miller, Senior Administrative Assistant to the Deputy Director; and Ms. Celia Cangelosi, outside counsel to the Library Board.

Ms. Rebecca Hamilton, State Librarian, presided over the workshop. Ms. Meg Placke, Associate State Librarian, also presented information to the Board members.

The purpose of the meeting was to provide an overview of the role of the State Library and its staff members, the responsibilities of library board members and the library director.

Ms. Freeman arrived at 9:55 a.m.

Ms. Hamilton began with a history of the State Library and of library services in Louisiana. She then discussed the function of the State Library and the services it provides to public library systems.

Ms. Hamilton then talked about the responsibilities of the library board and the director in eight areas; those being policy making, administration of the library, personnel, budget, board meetings public relations, continuing education, and planning for the library's growth.

The Board members and Ms. Hamilton then reviewed the research done by Mr. Bardwell and Ms. Tomlinson about the procedures to be used in regard to hiring a new library director. They talked about the salary range for the position, the possible use of a search firm for finding candidates, the role of City-Parish Human Resources and the need for criminal and financial background checks.

Ms. Tomlinson left the meeting at 10:45 a.m.

Throughout the workshop, Ms. Hamilton offered very practical information and her assistance and that of the staff of the State Library during this transition period. The members of the Board and Library staff thanked Ms. Hamilton and Ms. Placke for their presentation.

There were no further comments, and so with no further business, the meeting was adjourned on a motion by Ms. Freeman, seconded by Mr. Bardwell at 12:15 p.m.

Kizzy Payton, President

Patricia Husband, Co-Director

Mary Stein, Co-Director