

St. Tammany Parish Library
Board of Control Special Meeting
February 23, 2021
1112 W. 21st Avenue
Covington, LA 70433
6:30 p.m.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Carmen Butler, Mary Reneau, Ann Shaw, Becky Taylor

Absent: Dr. Argiro Morgan

1. NEW BUSINESS

A. Strategic Planning Request for Proposal (RFP)

B. Taylor welcomed Assistant District Attorney Emily Couvillon to the meeting.

K. LaRocca welcomed and introduced the following members of the committee who, along with herself, worked on the RFP: Becky Taylor, Ann Shaw, Sally Gill, Jennifer Rifino, Brent Geiger, and Tanya DiMaggio. Kelly explained that the committee reviewed 7 different libraries' RFPs and their strategic plans to get ideas of how to best write an RFP that reflects what the library hopes to accomplish. Kelly thanked Emily Couvillon for her help and for the time she dedicated to reviewing the document. A copy of the document was sent to each board member for review before the previous board meeting on February 9, 2021. The document was posted on the library's website in the board packet for this meeting.

Kelly explained that the purpose of this meeting is to discuss the structure of the document, the reasons for each section, and the overall purpose of the RFP. Changes were made previously based on feedback received from board members. Kelly stated that they would address questions about scoring, advertising, and a potential timeline. The RFP document was visible during the live feed of the board meeting, allowing the public and board members to follow along during the discussion.

Kelly stated that the purpose of developing a strategic plan is to ensure that the library's mission, vision, and goals line up with what patrons and the community want from the library. Input from

the community, staff, library board, library administration, users and non-users of the library is a key component to helping us meet our communities' needs.

T. DiMaggio reviewed sections of the document and noted the areas where changes were made following previous suggestions from board members. Additional changes to the phrasing of statements were suggested by board members during the meeting. Library administration and the Board worked together by discussing and analyzing the sections of the document in detail. They edited, rephrased, and clarified sentences after exchanging views on how to best describe the content in the RFP. Edits and changes were completed in real-time while the meeting was streaming live.

Kelly stated that the strategic plan will be a 5-year plan covering January 1, 2022 through December 31, 2026. Tanya emphasized that this will be a collaborative process between the consultant, the Library Board of Control, and St. Tammany Parish Library staff.

Emily Couvillon answered questions from board members that were previously forwarded to her by K. LaRocca. The first question was "Can any member of the public see how the Proposers are graded?" E. Couvillon confirmed that the scoring is subject to public records law and can be viewed if requested.

The second question was "How much of the scoring is open to interpretation?" E. Couvillon stated that the interpretation is up to the creators of the RFP. She explained that the RFP process is not based on a state statute and the library is creating the process. B. Allin asked if Proposers would have any grounds to sue or object to the results. E. Couvillon stated that generally, anyone can sue at any time for any reason.

The third question was "Would the committee score individually or as a team?" E. Couvillon explained that there are no specific criteria that the library has to follow, as they are creating the process themselves. There could be open discussion as a team during scoring, but generally each member of the committee uses a score sheet based on the scoring specifics referenced in the RFP. The individuals would go through the proposals, score each section, then submit it to the Board.

The fourth question was regarding the points awarded to each category of the evaluation. Kelly asked if the numbers could be changed any further or if there is a set standard for each category. E. Couvillon said that it can be rated however the committee chooses. It just needs to be specified in the RFP how it will be weighted.

B. Allin expressed concern about how much weight will be given towards the overall approach. After discussion, the Board agreed that there should be more emphasis on the quality of the work plan. Five points were added to the “Quality of work plan, methodology, and overall approach to complete the Scope of Work” category, raising the weight of that category to 25 points. Five points were removed from the “Proposal Quality” category, lowering the weight of that category to 10 points.

Kelly asked if anyone had any other concerns about the content and structure. B. Allin commented that the RFP is very well done. E. Couvillon pointed out conflicting language on pages 17 and 20 regarding protests to the RFP. After discussion, it was decided that the word “Protests” on page 20 should be changed to “Notice of such alleged defects or restrictions”.

There was discussion regarding the potential timeline of the RFP process. Kelly explained that if the board were to approve the RFP document today, the RFP could be advertised by the week of March 1st. Submissions would be due the week of April 12th. Depending on how many submissions are received, the committee could potentially grade and submit them to the board by the April 27th library board meeting. The Board and library administration further discussed the evaluation and presentation portion of the RFP process. Kelly stated that library board members Becky Taylor and Ann Shaw are already part of the committee and other board members are welcome to be part of the scoring process. She noted that any meeting that includes more than 3 board members is considered a Library Board of Control (LBOC) meeting and would need to be streamed live for public viewing. B. Allin volunteered to serve on the committee. A. Shaw offered her spot on the committee to make room for Mr. Allin if necessary. After receiving input from E. Couvillon, it was decided that the evaluation committee will recommend up to 3 of the top scoring Proposals for LBOC consideration. These Proposers will be interviewed by the LBOC and will be invited to present a short presentation of their Proposal. The Board will rank the Proposers based on these interviews and the Proposals. The library will begin negotiation of a contract with the highest-ranked Proposer.

Kelly reviewed the advertising process. The RFP document will be posted on the library’s website and the notice will be published in *The St. Tammany Farmer*, *The Baton Rouge Advocate*, and *The Times-Picayune | The New Orleans Advocate*. The advertisement will be sent to the following: A list of consultants supplied by the State Library of Louisiana, a listserv for the Library Consultant Interest Group, the American Planning Association, Library Consultants.org, the Chamber of Commerce, all of the consultants that were reviewed by the committee during the writing process, and any consultant who requests the RFP document. E. Couvillon stated that Revised Statute 39:1595 requires that the advertisement appear at least 30 days before the last date that the proposals will be accepted. The potential timeline adequately fulfills that requirement.

B. Taylor asked for a two-minute public comment period. K. LaRocca stated that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream. B. Taylor asked for clarification on whether or not the Board will make their selection at the same meeting as the presentations are given. E. Couvillon clarified that discussion would have to occur during an open meeting, but does not have to be during the same meeting as the presentations. It could be during a regular or separate special meeting.

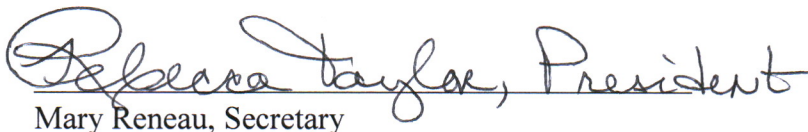
B. Allin moved to approve the RFP for a Strategic Planning Consultant. It was seconded by A. Shaw. Five were in favor, none were opposed, and one was absent.

2. Public Comment

B. Taylor asked for a two-minute public comment period. There was no public comment.

3. Adjournment

There being no further business, a motion to adjourn was made by M. Reneau and seconded by A. Shaw. Five were in favor, none were opposed, and one was absent. The motion carried.


Mary Reneau, Secretary