

# NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City ®

## LIBRARY BOARD MINUTES

April 18, 2017

12:00 p.m.

Green Hills Branch Library, 3701 Benham Ave, Nashville, TN 37215

**Members Present:** Keith Simmons, Robert Oermann, Joyce Searcy and Sepi Khansari

**Members Absent:** Lucy Haynes and Francie Hunt

**Library Staff:** Kent Oliver, Larry Price, Jena Schmid, Elyse Adler, Susan Drye, Felicia Wilson, Heidi Berg, Terri Thomas and Beth Deeb

**Also Present:** Shawn Bakker, President, Nashville Public Library Foundation  
Mark Murray, Metro Department of Law attorney  
Mark Naccarato, SEIU representative

### I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:02 p.m.

### II. Metro Ordinance required to be announced at all Board Meetings

*"Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met."*

### III. Introduce Visitors

Terri Thomas attended from the Green Hills staff, and Mr. Simmons introduced new NPLF President Shawn Bakker.

### IV. Approval of Minutes: February 21, 2017

Robert Oermann moved for approval of the minutes from the February meeting; the motion was seconded by Joyce Searcy and passed unanimously.

### V. Library Director Report—Kent Oliver, Library Director

- The dedication plaques for Southeast and Bellevue will be ordered soon; Mr. Oliver distributed the proofs and asked that any changes be sent to Larry Price.
- Joyce Searcy will be reappointed to the Board tonight. The resolution stipulating that Metro Records be transferred to the Archives so that the library will own them and can digitize/discard as appropriate will be on second reading as well this evening.
- There is a new ordinance related to the posting of all Metro departments' Board agendas and minutes. A policy resolution will be submitted to the Board next month to formalize compliance.
- This year's budget hearing will be May 23 at 4:30 p.m. Mr. Simmons asked all Board members to attend, if possible.

- Mr. Oliver has been working with Ms. Bakker on the FY17/18 NPLF budget. There will be no increases this year. The budget will be presented to the NPLF Finance Committee on April 20.
- This is a busy week at the library, with a David Baldacci Salon, a Studio NPL showcase, and the Witness Walls reception.
- It was agreed that Board meetings would take place at the Green Hills Branch for the next several months while the Main Library parking garage is under renovation. The visits to various branches will resume next fall.
- The amendment regarding state aid to libraries will be introduced in the Senate Finance Committee this week or next by Senator Dickerson.

## VI. Staff Reports

### a. *Green Hills Branch Library—Heidi Berg*

Ms. Berg introduced herself as the regional manager of the Green Hills Branch, which includes oversight of the Bellevue and Edgehill branches. Green Hills is one of the busiest locations, with the highest terminal activity and the third largest circulation after e-media and the Main Library. It has a staff of twenty full-time and five part-time employees. There is a strong emphasis on programming, with several weekly programs for children. Green Hills also opened the first Studio NPL in the system in 2014, which is used by 20-50 teens each afternoon. Adult programs include computer classes, health and wellness workshops, and gardening/Seed Exchange programming. Green Hills has an active Friends group that funds projects such as landscape maintenance, re-upholstery, signage, and other improvements to the branch.

### b. *ILS Migration—Felicia Wilson*

Ms. Wilson distributed a timeline for the migration to Carl-X. “Train the trainer” sessions will take place April 13-21, followed by data testing. Starting June 6, all bibliographic records will be frozen, which means that no new materials will be processed until the migration is complete. Pending Board approval, all library locations will be closed Sunday, July 2 through Tuesday, July 4 for the migration, with Carl-X going live on July 5 (closures are typical during ILS migrations). During the closure, online databases will remain available, possibly including Overdrive and Hoopla. Mr. Oermann moved to approve the closure on July 2 and 3 to allow for the migration; the motion was seconded by Joyce Searcy and passed unanimously. Library employees will be given administrative leave for those days.

## CARL-x Migration Timeline

### April 13<sup>th</sup> to April 14<sup>th</sup>

CARL-x Administration Training

### April 17<sup>th</sup> – April 21<sup>st</sup>

Train NPL trainers

April 17<sup>th</sup> – April 18<sup>th</sup> **Cataloging**

April 19<sup>th</sup> **Acquisitions**

April 20<sup>th</sup> – April 21<sup>st</sup> **Circulation**

April 24<sup>th</sup> – May 5<sup>th</sup> **Data Testing**

May 6 <sup>th</sup> – May 26 <sup>th</sup>	<b>Functional Testing</b>
May 6 <sup>th</sup> – May 26 <sup>th</sup>	<b>Third Party Applications Setup &amp; Testing</b>
	<ul style="list-style-type: none"> <li>• SIP</li> <li>• EDI</li> <li>• I-tiva</li> </ul>
June 19 <sup>th</sup> – June 30 <sup>th</sup>	<b>Install CARL-x client on all staff workstations</b>
May 26 <sup>th</sup>	<b>Freeze Authorities in Millennium</b>
May 26 <sup>th</sup>	<b>Extract Authority Records from Millennium</b>
May 30 <sup>th</sup> – June 2 <sup>nd</sup>	<b>Load Authority Record</b>
June 5 <sup>th</sup> - 16 <sup>th</sup>	<b>Staff Training held in Branches</b>
June 19 <sup>th</sup> – June 30 <sup>th</sup>	<b>Staff Training held at Main</b>
June 5 <sup>th</sup> – June 7 <sup>th</sup>	<b>Review Authority Records</b>
June 6 <sup>th</sup>	<b>Freeze (Parameters) Settings in Test Database</b>
June 6 <sup>th</sup>	<b>Copy (Parameters) Settings into Production</b>
June 6 <sup>th</sup>	<b>Freeze Bib Changes In Millennium (Library)*</b>
June 6 <sup>th</sup>	<b>Freeze Bib Changes in CARL-x (Schools)</b>
June 6 <sup>th</sup>	<b>Extract Bib Databases (School &amp; Library)</b>
	<ul style="list-style-type: none"> <li>• *Libraries <u>WILL NOT</u> receive new materials until after we go live.</li> </ul>
June 10 <sup>th</sup> – June 21 <sup>st</sup>	<b>Load Bib Databases into CARL-x</b>
June 22 <sup>nd</sup> – June 28 <sup>th</sup>	<b>Review Bib Files</b>
July 1 <sup>st</sup>	<b>Freeze Transaction Files</b>
July 1 <sup>st</sup>	<b>Load Transaction Files</b>
July 1 <sup>st</sup>	<b>Extract Transaction Data (LS for Schools; ILL for Library)</b>
July 2 <sup>nd</sup> – 4 <sup>th</sup>	<b>Libraries closed for Migration</b>
July 3 <sup>rd</sup>	<b>Build Final LS2 PAC database (Schools)</b>
July 4 <sup>th</sup>	<b>Any Required Parameter (Setting) Updates from Millennium completed in CARL-x</b>
July 4 <sup>th</sup>	<b>I-tiva and PIKA over to CARL-x Production</b>

July 5 <sup>th</sup>	<b>Libraries reopen with CARL-x Live</b>
July 5 <sup>th</sup>	<b>No New Bib or Acquisitions Orders or Edits</b>
July 6 <sup>th</sup>	<b>Staff Create and Process Small File of Bib Records for NPL and MNPS</b>
July 6 <sup>th</sup>	<b>Staff edits Small File of Bib Records in Combined Database</b>
July 6 <sup>th</sup>	<b>Staff Review New and Edited BIB and Acquisitions Records</b>
July 7 <sup>th</sup>	<b>Resume Normal Bib and Acquisitions Activity</b>
July 5 <sup>th</sup> – July 21 <sup>st</sup>	<b>Transition to Standard Support</b>

**VII. Board Officer Election**

The following slate was proposed: Keith Simmons as chair, Lucy Haynes as vice chair, and Robert Oermann as secretary. Ms. Khansari moved to elect the slated officers; the motion was seconded by Ms. Searcy and passed unanimously.

**VIII. Old Business**

a. *Events Policy Amendment—Jena Schmid*

In March, the library began taking reservations for private events. Ms. Schmid reported that many patrons have asked for a smaller, more affordable wedding option as an alternative to a courthouse ceremony. In response, she is proposing an amendment to the private events policy, a \$500 Elopement Package, for events that would take place during normal library hours in spaces that wouldn't disrupt library service (the courtyard, the Grand Reading Room, and the Banner Room). These would be standing ceremonies of 25 guests or less, requiring no liability insurance because alcohol cannot be served. The only setup the library would do would be to provide stanchions. The Library would need at least one week's notice, and would require half of the fee at the time of booking. The overall events policy would also still apply (i.e., we can only host civil ceremonies, not religious). Ms. Searcy moved to approve the amendment; the motion was seconded by Mr. Oermann and passed unanimously.

Nashville Public Library  
 Board  
 April 18, 2017

Resolution Title: Amendment to Private Events Policy

History/Background/Discussion:

Since Nashville Public Library initiated the Private Events Policy, we have received several requests for an opportunity for those who would like to have a small, affordable wedding at the library as an alternative to a courthouse ceremony. To fill this need, the library is proposing a special Elopement Package. In order to cut the cost of a wedding at the library, while still offering a memorable and romantic ceremony, considerations were made about the schedule, the location, the size, and the required labor.

Recommendation: The Board approves the proposed amendment to the Private Events Policy

Drafter(s): Jena Schmid

Person(s) Responsible for Implementation: NPL Facilities Coordinator

RESOLUTION 2017-04.01  
Amendment to Private Events Policy

WHEREAS, the Nashville Public Library would like to offer the community the opportunity to have an intimate, affordable wedding ceremony at the library, and

WHEREAS, library weddings showcase Nashville's lovely Main Library building and engage with potential new library card holders,

WHEREAS, the library elopement ceremonies will occur during library operating hours at minimal disruption to library services, and

WHEREAS, funds raised by the elopement ceremonies will be directed to the private event special account which is allocated to building equipment and maintenance, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the amendment to the Private Events Policy be approved, to become effective immediately.

Nashville Public Library

Private Events - Elopement Package

The elopement package is offered as a less costly alternative to the usual space rental fees for private events. With the following exceptions, all other rules in the Private Events policy apply.

- A. Library spaces available for Elopement Ceremonies include the Margaret Ann & Walter Robinson Courtyard, The Memorial Foundation Grand Reading Room, and the Nashville Banner Room.
- B. Rental fee is \$500, to be paid in full at the time the Rental Agreement Form is submitted.
- C. Elopement ceremonies are scheduled during library operating hours only.
- D. Standing ceremonies only; chairs not provided.
- E. A maximum of 25 guests is allowed.
- F. Liability insurance is not required.

**IX. New Business**

a. *Branch Organization Discussion—Larry Price*

Mr. Price distributed the new branch cluster organization. There will now be seven clusters instead of five. Southeast and Bellevue have been added as cluster heads, which means that those branch managers will be Manager 3 positions and will oversee an average of 30 staff. This new structure also anticipates the new buildings and renovations included in the Facilities Master Plan (for example, the new Donelson Branch will be larger, so will become a Manager 2 position, but will still be in the Hermitage cluster). Mr. Price expects that these Manager 3 positions will provide the future leaders of the library.

## Branch Clusters

Bordeaux – Manager 3  
Looby – Manager 1  
North – Manager 1

Edmondson Pike – Manager 3  
Thompson Lane – Manager 1

Southeast – Manager 3  
Pruitt – Manager 1

Green Hills – Manager 3  
Edgehill – Manager 1

Hermitage – Manager 3  
Donelson – Manager 1  
Old Hickory – Manager 1

Madison – Manager 3  
Goodlettsville – Manager 2  
East – Manager 1  
Inglewood – Manager 1

Bellevue – Manager 3  
Hadley Park – Manager 1  
Richland Park – Manager 2  
Watkins Park – Branch Coordinator

Kdb 4/17/2017

### X. Other Business

#### a. *Safety procedures at branches*

Mr. Oermann mentioned a recent shooting in the Pruitt area and asked whether the Library had taken any precautions. Mr. Price confirmed that several locations, including Pruitt, have remote lockdown so that staff do not have to approach the door to secure the building. Staff then communicate with the police to determine when the lockdown should end. Mr. Price also mentioned that Mark Crowder is constantly conducting staff trainings related to security, and that a training is being offered on May 10 regarding crime prevention through environmental design that will be used during the Madison renovation.

#### b. *Introduction of Shawn Bakker*

Ms. Bakker introduced herself and explained that she is looking forward to discovering how NPLF can best support the mission of the library. She and her family have lived in Nashville for three years, where she has been serving as the Executive Publisher of the Upper Room. Before that, she worked in communications and fundraising for Global Ministries, the United Methodist Church's mission arm. Because her prior positions were more international, she is

excited to work locally and meet the people being benefitted by the Foundation's activities.  
Mr. Simmons expressed the Board's confidence in the future of NPLF under her leadership.

**XI. Adjournment**

The meeting adjourned at 12:55 p.m.

***Next Board Meeting—***

***12:00 p.m., May 16, 2017***

Green Hills Branch Library

3701 Benham Ave, Nashville, TN 37215

*Respectfully submitted by Beth Deeb*