

NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City ®

LIBRARY BOARD MINUTES

December 12, 2017

12:00 p.m.

Main Library, 615 Church St, Nashville TN 37219

Members Present: Keith Simmons, Lucy Haynes, Gini Pupo-Walker, Joyce Searcy, and Katy Varney

Members Absent: Robert Oermann and Sepi Khansari

Library Staff: Kent Oliver, Elyse Adler, Susan Drye, Jena Schmid, Felicia Wilson, Larry Price, Andrea Fanta, Vickie Starks, and Beth Deeb

Also Present: Carly Elliott, Metro Department of Law attorney

I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:07 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

Mr. Simmons welcomed Gini Pupo-Walker to the Board.

IV. Approval of Minutes: October 17, 2017

Katy Varney moved for approval of the minutes from the October meeting; the motion was seconded by Lucy Haynes and passed unanimously.

V. Library Director Report—Kent Oliver, Library Director

- a. NPLF is in the process of unifying with the Friends of the Library; Shawn Bakker has drawn up the MOU between the two organizations. The result will be that the Friends will be better able to coordinate grassroots fundraising. The MOU will be brought before the NPLF Board for approval, to be implemented July 1.
- b. The garage renovation completion date has been moved to April 2018. Mr. Oliver hopes to get more parking spaces for staff as part of the project.
- c. Mr. Oliver attended the Project Register kickoff yesterday, whose goal is to increase voter registration. People can already register to vote at libraries, but Mr. Oliver would like to make this opportunity more obvious to patrons. We could also promote online voter registration.

- d. String City was at the Country Music Hall of Fame again over Thanksgiving weekend, and had great attendance numbers.
- e. There will be a special event with Congressman Cooper commemorating what he read into the congressional record regarding the Library of the Year award. Board members will be invited to this event.
- f. At last night's special Council meeting, members discussed a process for rating capital projects on a scorecard. In this scenario, every Council person would get 100 points to disperse between all of the projects on the list, and the resulting ranking would then go to the Mayor. There were six library projects on the list, and two council people (from Richland Park and the Smith Springs/Antioch area) named those libraries as their top priority.
- g. Mr. Oliver noted that for the first time in quite a while, we have under twenty open positions. Special thanks to Susan Drye and Sherry Adams.

VI. Staff Reports

a. Donelson Library Update—Kent Oliver

Mr. Oliver explained that we have been meeting with a developer who wants to turn Donelson Plaza into a new downtown area. The Library would be the cornerstone of the development, and it would also include retail, commercial, and residential space. However, the developer wants Metro to fund some of the accompanying infrastructure (road changes, for instance). There is another meeting this Thursday between the developer and Metro.

VII. New Business

a. Foundation Budget Discussion—Kent Oliver

Mr. Oliver reported that the NPLF Finance Committee is recommending a \$450,000 cut for FY18/19, which would bring this year's \$2.7 million budget to \$2.2 million. The undesignated funds from the capital campaign are running out, so NPLF is attempting to increase fundraising and we are going to reduce spending. Mr. Oliver has been working with Elyse Adler to prioritize Foundation-funded projects, and will also be requesting to move some Foundation-funded staff to Metro. Mr. Oliver will make sure that the Mayor's Office understands that there is some urgency to this year's requests and engage the Library Board in advocacy efforts.

b. Private Events Update & Private Events Policy Resolution—Jena Schmid

Last year at this time, the Board approved renting out spaces in the Library for private events. NPL hosted its first wedding in September, and we have five weddings and a bat mitzvah booked for next year. We receive about twenty requests per month, but the high fees prevent some people from renting the space. Therefore, we are proposing that two fees be lowered because they take less staff time and labor to prepare: the courtyard (if they use the furniture that's already there) and the lobby. We would also like to extend a 50% employee discount to library staff.

In addition, the original policy included some procedures, so those are being removed from the policy and placed into the procedures manual. Joyce Searcy moved for approval of Resolution 2017-12.01; Ms. Varney seconded the motion and it passed unanimously.

Nashville Public Library
Board
12/12/17

Resolution Title: Private Events Policy Revision

History/Background/Discussion:

After reviewing the current Private Events Policy, the library proposes three changes:

1. It has determined that some of the fees were not congruent with the amount of labor required to prepare the space for a special event. The proposed fee schedule shows a decrease in cost in some spaces where less labor is required.
2. Library staff members have expressed interest in renting library facilities for their own private events. The library would like to make its rental spaces more accessible to staff by offering an employee discount.
3. When the Private Events Policy was originally approved by the Library Board, it contained some library procedures. It has been rewritten to remove procedure from policy.

Recommendation: The Board approves the proposed revisions to the Private Events Policy.

Drafter(s): Jena Schmid, Susan Drye, Georgia Varble

Person(s) Responsible for Implementation: NPL Facilities Coordinator

RESOLUTION 2017-12.01
PRIVATE EVENTS POLICY

WHEREAS, the Nashville Public Library Board of Trustees is required to authorize all fees charged by the Nashville Public Library, and

WHEREAS, there exists a need to update the current fees for private events so that they correspond to the amount of labor required, and

WHEREAS, the Nashville Public Library seeks to support library employees who would like to celebrate their personal momentous occasions at the library, and

WHEREAS, the Nashville Public Library has revised the Private Events policy to separate library procedures from the policy

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the board endorses the proposed changes to the Private Events Policy.

c. *Main Meeting Room Policy Resolution—Jena Schmid*

Ms. Schmid presented a few proposed changes to the policy for use of the Conference Center at the Main Library. First, procedures would be removed from the policy. Then, wording was removed that said that after-hours and social events weren't allowed (since they are now allowed through our Private Events Policy). Finally, wording was added to explain that library-sponsored events are open to the public and the media, but those who pay a rental fee to use our space determine whether their events will be open to those groups (this wording has been approved by Metro Legal). Ms. Haynes moved for approval of Resolution 2017-12.02; the motion was seconded by Ms. Varney and passed unanimously.

Nashville Public Library
Board
12/12/17

Resolution Title: Changes to the Policy for the Use of Library Facilities & Meeting Rooms at the Main Library

History/Background/Discussion:

The Policy for the Use of Library Facilities and Meeting Rooms at the Main Library was last revised and approved by the Library Board in October, 2009. Policies and procedures were blended together in one document. It has been rewritten to remove procedures from the policy.

Recommendation: The Board approves the proposed changes to the Policy for the Use of Library Facilities and Meeting Rooms at the Main Library

Draftor(s): Jena Schmid

Person(s) Responsible for Implementation: NPL Facilities Coordinator

RESOLUTION 2017-12.02
CHANGES TO THE POLICY FOR THE USE OF LIBRARY FACILITIES & MEETING ROOMS AT
THE MAIN LIBRARY

WHEREAS, the Policy for Use of the Library Facilities and Meeting Rooms at the Main Library, last review in 2009, contained many procedures that should be removed from the policy, and

WHEREAS, the library wants to optimize the rental of library meeting spaces,

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.

- d. *One-Time Waiving of Fees for MNPS Students Resolution—Susan Drye*
Ms. Drye explained that this proposal is a collaborative effort between Community Engagement and Education/Limitless Libraries, Collections & Technology/Shared Systems, Finance, and MNPS. The issue being addressed is that when we migrated to Carl X in July, NPL fees for materials lost by MNPS students were migrated to the new system. This prevents students with fees from checking out MNPS items from their school libraries as well from NPL, making it an access issue.

The total to be waived would be somewhere around \$165,000. After this one-time waive, the involved departments would meet again in May 2018 to re-evaluate. Ms. Searcy moved for approval of Resolution 2017-12.03; the motion was seconded by Ms. Haynes and passed unanimously.

Nashville Public Library Board
December 12, 2017

Resolution Title: One-Time Waiving of Fees for MNPS Students

History/Background/Discussion:

As part of Nashville Public Library's transition to the new Integrated Library System (ILS) CARL•X in July 2017, past and current NPL fees of Metro Nashville Public Schools (MNPS) students were migrated from NPL's previous ILS, Millennium, to the new system.

NPL proposes a one-time waive of current and past fees accrued by MNPS students to be approved by the Board of the Nashville Public Library. Waiving current and past fees will allow school access for MNPS students with accounts blocked due to NPL items. **Currently, an**

individual student account block for NPL items inhibits student checkout of MNPS items from their school libraries as well as from NPL. This is an issue the migration team did not anticipate in July during the ILS migration.

The current estimated total to be waived is \$164,725.03. However, since these accounts change daily, an exact figure won't be available until NPL actually begins to waive the fees. Totals reflect fees dating back from pre-2010 through 2017. Approval of this one-time waive would allow all fees accrued by MNPS students to be waived over Christmas break, which begins December 18, 2017.

Going forward, the NPL divisions involved with this process (Community Engagement and Education/Limitless Libraries, Finance, Collections & Technology/Shared Systems, and the Director of Library Services for Metro Nashville Public Schools) will evaluate the number of NPL-owned items not returned by MNPS students against the number of items circulated in May, 2018.

The following are two tables that break down fee amounts per Media Type and By Year. Grades listed are the students' current grades and not the grades students were in when fees were acquired.

**Fees Owed by MNPS Students
for NPL Materials**

Media type	Amount billed
dvd	\$45,622.19
music cd	\$2,928.94
kit	\$76.85
book	\$68,709.08
cd audio book	\$4,009.75
blu-ray, circ 1-week	\$127.96
videogame	\$246.86
equipment - circulating	\$2,194.49
paperback book	\$26,547.56
dvd, circ 3-weeks	\$5,833.33
dvd, r-rated	\$59.19
playaway	\$7,483.17
bookpack	\$885.66
Total	\$164,725.03

	pre-2010	2010	2011	2012	2013	2014	2015	2016	2017	Totals
Pre-K student									\$140.85	\$140.85
Kindergarten student									\$340.90	\$340.90
First grade student									\$397.16	\$397.16
Second grade student									\$267.32	\$267.32
Third grade student								\$217.19	\$4,995.82	\$5,213.01
Fourth grade student				\$34.90			\$589.46	\$5,722.56	\$12,236.89	\$18,583.81
Fifth grade student	\$48.96			\$31.75			\$2,163.91	\$6,314.94	\$7,627.15	\$16,186.71
Sixth grade student		\$15.16	\$49.52	\$90.38	\$103.27	\$61.94	\$158.11	\$4,870.60	\$9,426.92	\$14,775.90
Seventh grade student	\$95.51	\$76.65	\$118.78	\$137.85	\$59.83	\$287.38	\$4,597.57	\$8,533.17	\$7,868.12	\$21,774.86
Eighth grade student	\$122.42	\$272.65	\$91.89	\$314.89	\$253.39	\$707.95	\$4,095.52	\$5,130.29	\$5,639.34	\$16,628.34
Ninth grade student	\$955.76	\$641.38	\$367.63	\$662.13	\$1,004.02	\$991.74	\$2,458.72	\$4,148.32	\$5,021.78	\$16,251.48
Tenth grade student	\$1,258.74	\$454.73	\$426.04	\$447.79	\$1,377.08	\$1,430.99	\$2,937.60	\$3,410.65	\$4,247.73	\$15,991.35
Eleventh grade student	\$1,592.46	\$383.10	\$988.11	\$1,266.13	\$1,000.80	\$855.89	\$1,704.83	\$2,582.31	\$3,121.30	\$13,494.93
Twelfth grade student	\$2,325.56	\$717.60	\$886.08	\$1,305.69	\$1,302.56	\$1,202.11	\$2,067.54	\$4,312.95	\$4,909.60	\$19,029.69
Elem School - no delivery								\$22.97	\$316.78	\$339.75
Middle School - no delivery	\$166.49				\$145.90	\$171.52	\$535.03	\$1,002.89	\$1,090.31	\$3,112.14
High School - no delivery	\$178.91	\$14.85	\$89.98	\$43.18	\$20.93	\$21.99	\$255.69	\$946.29	\$625.01	\$2,196.83
TOTALS	\$6,744.81	\$2,576.12	\$3,018.03	\$4,334.69	\$5,267.78	\$5,731.51	\$21,563.98	\$46,713.80	\$68,272.98	\$164,725.03

Recommendation: The board approves the proposed one-time waiving of fees for MNPS students

Drafter(s): Susan Drye

Person(s) Responsible for Implementation: Community Engagement and Education, Limitless Libraries, Finance, Collections & Technology, Shared Systems, and the Director of Library Services for Metro Nashville Public Schools

RESOLUTION 2017-12.03 One-Time Waiving of Fees for MNPS Students

WHEREAS, as part of Nashville Public Library's transition to the new Integrated Library System (ILS) CARL•X in July 2017, past and current NPL fees of Metro Nashville Public Schools (MNPS) students were migrated from NPL's previous ILS, Millennium, to the new system, and

WHEREAS, NPL proposes a one-time waive of current and past fees accrued by MNPS students to be approved by the Board of the Nashville Public Library. The current estimated total to be waived is \$164,725.03 but since these accounts change daily, an exact figure won't be available until NPL actually begins to waive the fees. Totals reflect fees dating back from pre-2010 through 2017, and

WHEREAS, Waiving current and past fees will allow school access for MNPS students with accounts blocked due to NPL items. Currently, an account block for NPL items inhibits student checkout of MNPS items from their school libraries as well as from NPL, and

WHEREAS, Going forward, the involved departments (Community Engagement and Education/Limitless Libraries, Finance, Collections & Technology/Shared Systems, and the Director of Library Services for Metro Nashville Public Schools) agree to meet in May 2018 to evaluate the number of NPL-owned items not returned by MNPS students against the number of items circulated, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board that the One-Time Waiving of Fees for MNPS Students be approved.

e. *Non-resident Card LOA & Non-resident Card Resolution—Kent Oliver*

Mr. Oliver explained that this initiative is meant to increase library access, and that almost every public library system across middle Tennessee will be participating. If the Board adopts the proposed LOA, non-residents will be able to check out any physical materials for free. If they also want electronic content, they would have to pay a \$10 fee to satisfy our

contractual obligations with our e-content providers. Mr. Simmons wondered what will happen to hold queues for our e-books and e-audiobooks if people from other parts of the country can pay \$10 to access our e-collections. Ms. Schmid noted that to sign up for one of these cards, a person has to actually visit one of our library locations. Ms. Haynes wondered if we could add a “buy it now” feature for when our hold queues are too long. Felicia Wilson explained that this is an option from Overdrive (and the Library would receive a percentage of the proceeds), but Metro cannot currently process credit card payments. Mr. Oliver said that he would set a meeting with Metro Finance to revisit this issue. Gini Pupo-Walker moved for approval of Resolution 2017-12.04; the motion was seconded by Ms. Varney and passed unanimously.

Nashville Public Library
Board
December 12, 2017

Resolution Title: Letter of Agreement for Reciprocal Lending and the Elimination of Out-of-District Service Fees

History/Background/Discussion:

As part of the fiscal year 2018 Metro budget process NPL received approval to eliminate non-resident card fees. As was reported to the Board earlier this year, during the 2016 fiscal year 278 library users paid the \$50 non-resident fee, for a total of \$13,900.

This fall with the encouragement of the Tennessee State Library a meeting took place including representation of most mid-Tennessee public library systems to discuss non-resident usage fees. As a result of that meeting the libraries in attendance requested that the Tennessee State Library create a letter of agreement demonstrating their support of free non-resident library usage by nearly all the libraries in attendance. A number of libraries attending were already providing free non-resident access.

Libraries expected to participate in this agreement include those from Wilson, Sumner, Robertson, Williamson, Rutherford, Cheatham counties.” The Bentwood Public Library is not expected to participate. Other Tennessee libraries are eventually expected to join this movement.

As NPL prepares for the non-resident fee change one challenge has been the contractual agreements between NPL and its online electronic information providers. A number of those contracts limit free access to their data bases to residents within the library’s legally defined service district. In NPL’s case that is Davidson County residents. In addition, the fees associated with these services are based on per use of item access.

As part of the attached Letter of Agreement free non-resident use includes print materials and acknowledges the potential of a required fee for non-resident use of electronic (e-)content (online materials).

As such, it is recommended that NPL implement a \$10 fee for those non-resident users wishing to access the library’s e-content as well as checkout print materials. This should satisfy the contractual agreements of our electronic content vendors. NPL’s online system will allow us to create a patron type designation if a non-resident card has paid for electronic access when signing on to the system. A print materials only card will be free to all non-residents requesting one. The current verification requirements of proof of address will apply.

Recommendation: The Board approves the proposed Letter of Agreement and implements a \$10 fee for those non-residents who wish to access the libraries e-content resources.

Draftor(s): Kent Oliver

Person(s) Responsible for Implementation: Kent Oliver, Library Director

RESOLUTION 2017-12.04
Letter of Agreement for Reciprocal Lending

WHEREAS, the Nashville Public Library currently charges a \$50 fee for non-resident checkout of library materials, and

WHEREAS, the Library Board expressed their intent to eliminate non-resident fees with the submission of the 2018 budget and,

WHEREAS, other regional public libraries have joined the Nashville Public Library in their support of universal access and reciprocal lending of public library materials by all libraries in Mid-Tennessee, and

WHEREAS, elimination of non-resident fees by public libraries creates greater access to information and books for all Tennesseans,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board that effective January 1, 2018 NPL eliminates the \$50 non-resident library materials use fee on print materials for all non-residents of Davidson County and,

BE IT FURTHER RESOLVED that effective January 1, 2018 a \$10 fee be charged to non-residents wishing to use NPL's e-content material subscriptions and,

BE IT FURTHER RESOLVED that NPL enthusiastically endorses and agrees to the attached Letter of Agreement for Reciprocal Lending and Elimination of Out-of-District Service Fees.

**Letter of Agreement for Reciprocal Lending
and
Elimination of Out-of-District Service Fees**

WHEREAS, the Nashville-Davidson County Public Library recognizes the importance of sharing public library resources, and has agreed to eliminate non-resident borrower's fees;

WHEREAS, public libraries throughout the State of Tennessee recognize the importance of promoting access to intellectual materials available in locally supported public libraries;

WHEREAS, the parties to this agreement desire to fulfill their mission of providing access to resources for the betterment of the communities served;

HEREBY, the undersigned libraries agree to provide residents within the service area of each other's public libraries with:

- Free and open lending of (circulating) physical library materials with no extra fees or charges for non-residents.
- Free and open use of public library computers for internet access.

The undersigned parties also agree to the following measures:

- Each library shall establish its own criteria for patron registration.
- Each library shall establish its own policies for circulation, including fines or late fees and charges for lost or damaged materials.
- Libraries may limit non-resident access to online resources, and special services and collections.
- Patrons will be responsible for returning materials directly to the lending library.

The undersigned parties also agree to:

- Publicize this agreement once in place.
- Track and share non-resident usage data.

Name of Library
Date

Authorized Signature/Title

VIII. Adjournment

The meeting adjourned at 1:24 p.m.

Next Board Meeting—

12:00 p.m., January 16, 2018

Main Library

615 Church Street, Nashville, TN 37219

Board retreat January 19, 2018

Respectfully submitted by Beth Deeb