

# NASHVILLE PUBLIC LIBRARY

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## LIBRARY BOARD MINUTES

February 20, 2018

12:00 p.m.

**Main Library, 615 Church St, Nashville TN 37219**

**Members Present:** Keith Simmons, Sepi Khansari, Robert Oermann, Gini Pupo-Walker, Joyce Searcy, and Katy Varney

**Members Absent:** Lucy Haynes

**Library Staff:** Kent Oliver, Elyse Adler, Susan Drye, Jena Schmid, Felicia Wilson, Sherry Adams, Amy Pierce, Helen Sanders, Ken Fieth, Andrea Fanta, Liz Atack, and Kate Rose

**Also Present:** Shawn Bakker, Nashville Public Library Foundation President, and Corey Harkey, Metro Department of Law attorney, Dr. Shari Barkin, Department of Pediatrics, Vanderbilt University School of Medicine, and Juan Escarfuller, Department of Pediatrics, Vanderbilt University School of Medicine

### 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

Ms. Adler and Ms. Atack welcomed and introduced Dr. Shari Barkin and Juan Escarfuller.

### IV. Approval of Minutes: December 12, 2017

Sepi Khansari moved for approval of the minutes from the December meeting; the motion was seconded by Katy Varney and passed unanimously.

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

- Provence Breads and Café closed abruptly on Friday 2/16/18 without giving reason to the public or to their landlord, NPLF. There is no news about what might occupy the space in the future.

- There are major drainage issues with the Courtyard leaking into the parking garage. There is a meeting later this week about possible fixes, but Mr. Oliver fears that solutions will be expensive.
- Mr. Oliver is closely monitoring the gun bills in the House and the Senate around people with gun permits entering posted locations.
- Mr. Oliver handed the floor over to Shawn Bakker:
  - Ms. Bakker shared that NPLF created an endowment in Margaret Ann Robinson's name and NPLF has currently raised \$600K towards a \$1 million goal. The endowment is meant to recognize Ms. Robinson's passion and commitment to Nashville Public Library. Donors who contribute six figures or their time (volunteers who donated 4000+ hours) are entered into the Red Jacket Society.
  - She also mentioned that NPLF journals are available.
- Mr. Oliver discussed his meeting at the Mayor's Office last week, where attempts were made to lay out NPL's case for budget improvements. There is currently a freeze on new positions unless previously approved or considered "critical." Also, NPLF is working to reset their budget, realizing that restricted funds are drying up. Expected reductions are 10% this year, and 15% next year. Budget meeting with Metro Finance is on March 16<sup>th</sup>, with the public Mayoral meeting on May 19<sup>th</sup>.

## VI. Staff Reports

- Madison Library Renovation Budget Update—Kent Oliver*  
In response to a question Mr. Simmons posed about the Madison Branch renovation, Mr. Oliver discussed that the budget was coming in much higher than original for several reasons. \$1.7M was budgeted, but costs are coming in around \$3M due to construction cost increases of 25–30% in Nashville since the time of the bid. Susan Drye confirmed that from the time the RFP was submitted there have been significant increases in construction. In addition to the time lapse, electrical and HVAC issues have been discovered.
- GROW—Dr. Shari Barkin, MD, MSHS*  
From 2010–2017, NPL and Vanderbilt University Medical Center partnered to develop and test parent-preschool pair programming that was longitudinal, allowing for building new relationships between the library and 610 underserved families in the community. The goal was to enhance the knowledge of how to use the library resources to support success into school transitions for these children. Once over, 90% of families chose to stay engaged.

## VII. New Business

- Board Meeting Locations—Kent Oliver*  
Mr. Oliver recognized that coming downtown for meetings can be challenging. Mr. Simmons prefers that Board meetings be held in alternate locations (such as branch locations) in the future.
- A/V Policy and Resolution—Felicia Wilson and Ken Fieth*  
In September, 2017, the Audio Visual Conservation program was transferred from Production Services to the Metro Nashville Archives. The acquisition, stabilization, physical and digital storage of diverse historically significant media are procedures which fall within the Archives permanent preservation activities. The Archives' historically significant audio visual collections require a change in our Collection Development

Policy that reflects the specialized nature of media content.

Nashville Public Library  
Board  
February 20, 2018

**Resolution Title: Metro Nashville Archives Audio Visual Collection Policy**

**History/Background/Discussion:**

In September, 2017, the Audio Visual Conservation program was transferred from Production Services to the Metro Nashville Archives. The acquisition, stabilization, physical and digital storage of diverse historically significant media are procedures which fall within the Archives permanent preservation activities. The Archives' historically significant audio visual collections require a change in our Collection Development policy that reflects the specialized nature of media content.

**Recommendation:** The Board approves the proposed Metro Nashville Archives Audio Visual Collection Policy

**Draftor(s):** Ken Fieth, Metro Nashville Archivist, Kelli Hix, Audio Visual Archivist

**Person(s) Responsible for Implementation:** Ken Fieth, Metro Nashville Archivist

RESOLUTION 2018-02.01  
Metro Nashville Archives Audio Visual Collection Policy

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees,

WHEREAS, a Collection Development Policy is a fluid document, needing constant refreshing to keep it accurate as well as relevant, and

WHEREAS, the Metro Nashville Archives is now managing the conservation and preservation of our historic audio and visual collection, the collection development plan is in need of revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised audiovisual collection policy, included in Nashville Public Library's Collection Development Plan as presented effective upon adoption.



**[Policy title should be a concise one-line summary]**

## Policy Information

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**Approved Date:** February 20, 2018

**Effective Date:** [Date]

**Keywords:** [Please list 5 keywords (or key phrases) in the order of importance, separated by commas]

## Background

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In September, 2017, the Audio Visual Conservation program was transferred from Production Services to the Metro Nashville Archives. The acquisition, stabilization, physical and digital storage of diverse historically significant media are procedures which fall within the Archives permanent preservation activities. The Archives' historically significant audio visual collections require a change in our Collection Development policy that reflects the specialized nature of media content.

## Policy

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### I. Mission Statement

The Metropolitan Government Archives, a division of the Nashville Public Library, collects and preserves the historically valuable records of Metropolitan Nashville and Davidson County, as well as other records of historical or documentary significance reflecting the history of our city. The Archives has ongoing programs to maintain and develop its collections, and welcomes researchers to come explore its treasures. The Archives has over 5 million records dating from the 1780's to the present.

The audiovisual collection and preservation program is founded to conserve, preserve, and make accessible the moving image and sound collections in the Metro Archives and to collect and care for audiovisual records vital to the history and culture of Davidson County and Middle Tennessee. The archive seeks to preserve and increase awareness of Southern history and culture, create positive

partnerships with other archives and the public, and support and contextualize artifacts and documents under the care of Metro Archives.

## **II. Collection Development Policy**

The Metro Archives audiovisual collection collects moving image and sound material documenting the culture and history of Davidson County, Tennessee and the broader South, including the work of filmmakers, audiovisual content creators, and artists with strong ties to the region. The archive accepts donations of audiovisual material in any format which meets its collection policy and for which rights to preserve, reformat, and provide reasonable measure of access is granted at the time of donation.

Materials which are a danger to the existing collection (items containing mold, infestation, or transmittable chemical or physical decay) may be turned away in order to ensure the safety of the greater collection. The Archive accepts donations only; loans cannot be accepted. Curatorial discretion may be used at any time to determine the relevance of a donation to the collection.

## **III. Preservation and Conservation Policy<sup>[1]</sup>**

Metro Archives considers three main factors when prioritizing for preservation:

### **1. Rights**

The institution should have the legal right to copy, preserve, and provide access to the material.

### **2. Uniqueness and quality of content**

Content of the media should be unique and the best quality available. Content should also be central to the department or institution's mission statement.

### **3. Condition**

Material in poor or rapidly decaying condition may be prioritized for preservation. Material in good condition but considered of high cultural value may be prioritized for preservation if the format or playback equipment is obsolete.

## **IV. Access Policy**

Access to collection descriptions and media content is currently available to the public and to non-Metro Archives staff on a case-by-case basis via individual research request. Research and pull requests may be directed to the Nashville Metro Archives. Research fees, reformatting fees, and licensing fees may apply. The archive's goal is to provide reasonable access to appropriate portions of the collection via online streaming and public finding aids under conditions which take into account rights, general privacy and sensitivity considerations, and donor agreements. We are currently in the process of researching and vetting online access platforms.

## **V. Procedures for Reviewing the Policy and its implementation**

This policy will be reviewed at least every five years for effectiveness and appropriateness. All revisions will be consistent with professional standards and principles and will not revoke previously negotiated donor agreements.

#### **VI. Deaccession Policy**

Assets which present a danger to other collection items due to contagious decay (vinegar syndrome for example), infestation, fungus, off-gassing, etc. may be prioritized for preservation and/or deaccessioned. Assets which do not meet the collections policy of the archive are generally not accepted; however, such assets may be deaccessioned per curatorial discretion. In keeping with best practice standards for audiovisual collections, after digitization, the physical media is retained until it is no longer viable or until it is a danger to other collection items. In the case of exact content duplicates on the same format, after digitization, only one copy on each format is retained by the archive. As film is considered a long-term storage and preservation format due to its physical stability and often high quality, every effort to retain original or best quality film copies is made by the archive. The preferred method of disposal of any material from the archive is recycling.

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[1] For the purposes of this document, “preservation” includes all activities related to the stabilization, re-housing, storage, cataloging, and reformatting of audiovisual assets. “Conservation” refers to stabilization and continuous care of the materials, including both analog original assets and digital derivatives. “Reformatting” and “digitization” refer to the process of re-creating audio visual content from an obsolete or endangered medium onto a contemporary medium for access or preservation purposes. “Preservation copy” refers to a high quality copy of obsolete or endangered av content according to international standards of highest quality. “Access copy” refers to a copy of obsolete or endangered material according to contemporary or internal standards for editing, streaming, or general viewing of content.

Sepi Khansari moved for approval of Resolution 2018-02.01; Mr. Simmons seconded the motion and it passed unanimously.

#### **VIII. Adjournment**

The meeting adjourned at 1:19 p.m.

***Next Board Meeting—  
12:00 p.m., March 20, 2018***  
Location to be determined

*Respectfully submitted by Kate Rose*