

# NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City ®

## LIBRARY BOARD MINUTES

February 21, 2017

12:00 p.m.

**Madison Branch Library, 610 Gallatin Pike South, Madison, TN 37115**

**Members Present:** Keith Simmons, Robert Oermann, Lucy Haynes, Joyce Searcy and Francie Hunt

**Members Absent:** Margaret Ann Robinson and Sepi Khansari

**Library Staff:** Kent Oliver, Larry Price, Jena Schmid, Elyse Adler, Susan Drye, Felicia Wilson, Jessica Piper, Pat Bashir and Beth Deeb

**Also Present:** Bill Pridemore, Metro Councilman  
Claudia Schenck, Interim Director, Nashville Public Library Foundation  
Josh Lee, Metro Department of Law attorney  
Mark Naccarato, SEIU representative

### I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:15 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. Approval of Minutes: December 20, 2016

Robert Oermann moved for approval of the minutes from the December meeting; the motion was seconded by Lucy Haynes and passed unanimously.

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

- a. Mr. Oliver introduced Felicia Wilson, the new Assistant Director of Collections and Technology. She started on January 30, with experience at the Library of Congress as well as a Collection Development manager at Timberland Regional Library in the State of Washington.
- b. Interviews are underway for the new NPLF President.
- c. The parking garage escalators are gone, to be replaced by stairs.
- d. Mr. Oliver will chair the ALA Committee on Legislation next year. It should be a busy time with the new administration as well as a new director for the ALA D.C. office coming in.
- e. The Library will be hosting TLA Legislative Day on March 7; the Board is more than welcome to attend.

- f. Mr. Oliver will be part of two Urban Libraries Council think tank sessions: March 1-2 on educational programs in libraries and March 15-16 on how libraries are addressing racial equity.
- g. We are still trying to secure a site for the new Donelson Branch.
- h. The *Hiding in Plain Sight* exhibit opened on Saturday, with a large crowd in attendance.

## V. Staff Reports

- a. *Madison Branch Library—Jessica Piper*

Ms. Piper introduced herself as the regional manager of the Madison Branch, which includes oversight of the Inglewood, Goodlettsville, and East branches. Madison is a very high use branch—in six of the past twelve months, it had the highest door count (after the Main Library). Program offerings are based on community need; in Madison, this includes digital inclusion, group fitness classes, high school equivalency, and ESL classes. One-on-one job search assistance and Saturday yoga classes have been very popular. The branch also has a large number of teens after school, and offers three story times a week as well as programs for school-age kids and tweens. The branch will undergo a full renovation in the fall which will completely redo the interior and will cause the branch to be closed for nine to twelve months.

## VI. New Business

- a. *Budget Resolution*

Mr. Oliver went over the FY2018 budget requests. In the operational budget, this included shifting some staff positions from NPLF to Metro, addressing personnel needs in basic infrastructure areas, supporting the growth of Limitless Libraries and NAZA, and parking for Main Library staff. In addition, we submitted the elimination of fines and are investigating non-resident fees, which both create barriers to access. As far as capital requests, we included renovations at Main, East and Pruitt, completion of the new Donelson Branch, a replacement of the Richland Park Branch, and acquiring property for future library locations in Antioch and Thompson Lane. Mr. Oliver noted that we pushed the next (and final) round of Friday openings to FY2019, since the needed staff positions were more urgent. Mr. Oermann moved for approval of resolution 2017-02.01; the motion was seconded by Ms. Searcy and passed unanimously.

Nashville Public Library  
Board  
March 20, 2015

Resolution Title: 2018 Budget Enhancement Resolution

History/Background/Discussion:

As requested by the Mayor, the library has submitted this year's budget request consistent with the goals of the Administration. Last year's budget enhancements not funded are resubmitted with some additions included as a three year projection. The requests address areas of the library's recent strategic plan that has been completed, but remain essential as we move forward. We continue to be focused on:

- Shifting program support from the library foundation to Metro operational where those programs have become core services
- Addressing personnel needs in basic infrastructure areas

- Continuing to support Limitless Libraries and NAZA growth
- Attempting to provide parking benefits to solve the inequitable staff parking situation at the Main Library

These requests are detailed in the Operational Budget Request summary on page 23.

In addition, the library would like to submit a budget that shows no fine revenue and effectively eliminates fines for overdue library material beginning in the coming budget year. Board members attending the scheduled February 2017 Board meeting discussed this change and its benefits for the community and the library. The amount submitted as a reduction was \$159,000. As noted last month, this amount has been steadily declining over the last few years as e-formats have become more popular. Fines are not collected for e-book circulations since they automatically are “returned” at the due date.

There has also been some preliminary discussion around the topic of eliminating the non-resident fee for library users outside of Davidson County. While we are still assessing the implications of that change a reduction of \$58,800 was submitted for that fee as well.

### **Capital Requests**

At the end of 2016 the Board approved *The Nashville Public Library Facilities Master Plan 2016-2040*. The capital requests submitted reflect the direction taken within this document. The budget request includes:

- Renovations at Main, the East Branch Library and the Pruitt Branch Library
- Funds that will complete the Donelson Branch Library
- Funds to begin the replacement library at Richland Park
- Acquiring property for the future projects in Antioch and Thompson Lane

These requests are detailed in the Branch CIB Budget FY2018 - 2024 on pages 24 & 25.

Recommendation: The Board supports these budget enhancements, capital budget requests and the elimination of fines as presented to the Metropolitan government for consideration as part of the 2018 budget.

Drafter(s): Kent Oliver, Library Director

Person(s) Responsible for Implementation: Library Administrative Staff

### RESOLUTION 2017-02.01 2018 Budget Enhancement Resolution

WHEREAS, the Nashville Public library is valued as an educational, informational, technological and community resource for Nashville and Davidson County, and

WHEREAS, Nashville and Davidson County looks to its public library as a leader to enhance and advance literacy, education and learning,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the Board endorses the proposed budget enhancement packages and capital requests as submitted to Metro government by the library's staff and encourages their adoption as part of the Metropolitan Government's 2018 budget and,

BE IT FURTHER RESOLVED that the library board endorses the elimination of patron fines beginning July 1, 2017 and directs staff to develop procedures implementing this policy.

b. *State Aid Resolution*

Nashville, Memphis, Chattanooga, and Knox County are planning to pursue State funding streams for urban libraries as a group. As it is now, State funding is inequitable, with most funds going towards rural libraries. Mr. Oliver noted that seeking these funds would not negatively impact the rural and regional library systems. Ms. Haynes moved for approval of resolution 2017-02.02; the motion was seconded by Mr. Oermann and passed unanimously.

Nashville Public Library  
Board  
February 21, 2017

Resolution Title: Metro Libraries State Funding

History/Background/Discussion:

Nashville Public Library along with the libraries in Memphis and Chattanooga are seeking a dedicated funding stream in State Aid that will begin correcting the existing funding imbalance between urban and rural libraries. Along with these libraries, and we anticipate Knoxville, NPL would like to begin advocating this legislative session seeking such a sustained funding source. The Metropolitan Government of Nashville and Davidson County has included this request in its legislative agenda. On Thursday, January 5<sup>th</sup> the above mentioned libraries met with Secretary of State Tre Hargett indicating their need and desire to create this fund.

Public Libraries in the State of Tennessee receive some funding directly through State Aid, the Library Services and Technology Act from the federal government allocated through the State Library and Archives and miscellaneous direct contract grant appropriations. In FY 2014 NPL received \$133,000 in direct grants. Metro libraries in total received \$277,000. \$9.7 million in State Aid alone was allocated that year to rural libraries. (Please see the accompanying document for additional details and comparisons.) Libraries other than metros currently receive funding at a \$2.40 per capita level: metro libraries \$0.13.

Recommendation: That the Library Board endorse the effort to receive increased state appropriations in 2017 and in the future

Draftor(s): Kent Oliver

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

RESOLUTION 2017-02.02  
Metro Libraries State Funding

WHEREAS, libraries in Chattanooga, Memphis, Nashville and Knox County are essential materials, literacy and educational resources for their service districts and all Tennessean's; and

WHEREAS, the State of Tennessee has declared that advancing education and literacy within the state is a priority; and

WHEREAS, these metro areas have growing and diverse populations in need of appropriately supported library resources; and

WHEREAS, the communities these libraries serve have demonstrated a local commitment to funding library service; and

WHEREAS, there currently exists a severe deficit in per capita state funding allocated to metro library service area populations in comparison to rural libraries and regional library systems; and

WHEREAS, the metro libraries seek to correct this imbalance of support from the State of Tennessee without harm to funding sources in place for the rural libraries and regional library systems;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nashville Public Library Board endorses the creation of a sustainable, dedicated State funding source of financial aid for the four urban library systems of Chattanooga, Memphis, Nashville and Knox County and supports the Library Director in seeking those funds.

c. *Archives Resolution*

Mr. Oliver explained that currently when records are transferred to the Archives, the Library doesn't own them. This means that we do not have the authority to make collection management decisions that are necessary for the maintenance of the collection. The Metro Records Commission has recommended a change to the Metro Code to transfer the title of records to the Archives, and Metro Legal has worked on the wording for the Council action. Ms. Searcy moved for approval of resolution 2017-02.03; the motion was seconded by Ms. Haynes and passed unanimously.

Nashville Public Library Board  
February 21, 2017

Resolution Title: Archives Title to Historical Metro Records

History/Background/Discussion:

The Metro Government Archives currently maintains records of enduring historical value for the Metropolitan Government of Nashville. The Metro Archives also maintains selected records of the judicial system of Metro Nashville and Davidson County.

In order to achieve the greatest efficiencies in delivering this mission the Nashville Public Library and Metro Archives seek a change in title transfer procedure/legislation that will align itself with the Tennessee Code addressing this process at the state level. The relevant section is:

- TCA 10-7-307: Title to and destruction of records transferred to state archives. Title to any record transferred to the state archives is vested in the state library and archives. The state librarian and archivist may destroy originals of such records if such records have been microfilmed or converted to microform media of such quality which shall meet the minimum

standards of the United States government. History: [Acts 1978, ch. 544, § 4; T.C.A., § 15-407; Acts 1991, ch. 362, § 1.]

Under the current system, records are either appraised by the Metro Archives for retention of those with enduring historical value or are transferred to the Archives at the end of their active departmental use. The appraisal process includes not only assessment for historical value, but administrative, legal, fiscal or intrinsic value. Records not meeting these criteria may be destroyed. Other government records with statutory or regulatory mandates as permanent are automatically transferred to the Archives after a set retention period.

The Metro Records Commission has recommended transferring the title of records to the Archives. Metro legal has drawn up Council legislation to acknowledge this change in process for records title. The current wording of the proposed code is:

*Upon the transfer of possession of any record to the Archives division of the Nashville Public Library, such records shall become the permanent property of and permanently retained by the Archives division of the Nashville Public Library. The Archivist, under the direction of the Library Director, shall have the authority to destroy originals of such records if such records have been converted to media of such quality which shall meet the minimum standards of the United States government or are judged by the Archivist to lack historical or legal value as a permanent record.*

Recommendation: The Board endorse the change of records title to the Archives.

Draftor(s): Kent Oliver, Library Director

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

RESOLUTION 2017-02.03  
Archives Title to Historical Metro Records

WHEREAS, the Metro Archivist is charged with preserving and organizing the historical records of the Metropolitan Government of Nashville and Davidson County, and

WHEREAS, receiving title of such records is a key component of managing the collection and making it accessible and searchable, and

WHEREAS, the legislation being proposed to Metro Council will facilitate best practices in management of the Archives;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that it endorses the practice that Metro government records transferred to the Archives shall become the permanent property of the Archives division of the Nashville Public Library.

d. *Summer Challenge Fine Amnesty Resolution*

Pat Bashir, Chair of the Summer Challenge committee, explained that fine amnesty is a very popular incentive for participation in Summer Challenge, and increases awareness and excitement about the program. This year, in addition to focusing more on STEAM activities, we will also be automatically registering all 80,000 Limitless Libraries students. Fine amnesty would be offered if participants reached the citywide goal of 1,000,000 points. (It was noted that this incentive may change if we eliminate fines.) Ms. Haynes moved for

approval of resolution 2017-02.04; the motion was seconded by Mr. Oermann and passed unanimously.

Nashville Public Library  
Board  
February 21, 2017

Resolution Title: Summer Learning Challenge Fine Amnesty

History/Background/Discussion:

The Nashville Public Library's Summer Learning Challenge encourages patrons to participate in activities related to literacy, STEAM, and community over the course of the summer months by rewarding points for completing a series of goals. The city-wide goal is to earn 1,000,000 points. If reached, the Library would like to offer a fine amnesty week, August 13<sup>th</sup> – August 19<sup>th</sup> to participating patrons.

Objectives of the Fine Amnesty Week:

- To increase awareness and excitement about Summer Learning
- To motivate a city-wide initiative to participate
- To encourage patrons who otherwise would not participate in Summer Learning
- To provide library patrons, particularly children and teens, who are unable to take advantage of the Food for Fines program, with another way to get their card in good standing and to continue to checkout library materials
- To get lost library materials back to the library and into circulation

Based on past Food for Fines program participation, it is estimated that the total fines waived would be close to \$25,000.

Recommendation: The Board approves the proposed fine amnesty week for Summer Learning Challenge participants.

Draftor(s): Jena Schmid, Assistant Director for the Main Library.

Person(s) Responsible for Implementation: Pat Bashir, Librarian 2, Chair of the Summer Challenge Committee.

RESOLUTION 2017-02.04  
Summer Learning Challenge Fine Amnesty

WHEREAS, the mission of the Nashville Public Library is to "Inspire Reading, Advance Learning and Connect our Community", and

WHEREAS, Libraries contribute to the intellectual growth of children and teens during the summer through reading programs, and

WHEREAS, the Fine Amnesty Week is designed to be a special community-wide effort and will spread goodwill throughout the community, and

WHEREAS, an amnesty program has proven to be popular and successful by giving library patrons who have fallen behind the opportunity to return to good standing and thus again make use of beneficial library resources;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the Board wishes to reward participants of the Summer Learning Challenge for reaching city-wide goals by authorizing a fines amnesty period as specified above August 13 – August 19, 2017.

**VII. Adjournment**

The meeting adjourned at 1:06 p.m.

***Next Board Meeting—***

***12:00 p.m., March 21, 2017***

Pruitt Branch Library

117 Charles E. Davis Boulevard, Nashville TN 37210

*Respectfully submitted by Beth Deeb*