

NASHVILLE PUBLIC LIBRARY
A City with a Great Library is a Great City®

LIBRARY BOARD MINUTES

July 17, 2018

12:00 p.m.

Inglewood Branch Library, 4312 Gallatin Pike, Nashville, TN 37216

Members Present: Keith Simmons, Robert Oermann, Joyce Searcy, Katy Varney

Members Absent: Sepi Khansari, Lucy Haynes, Gini Pupo-Walker

Library Staff: Kent Oliver, Larry Price, Susan Drye, Jena Schmid, Andrea Fanta, Noel Rutherford, Lindsey Patrick, Terri Thomas, Suzanne Robinson, and Joanna Roberts

Also Present: Carly Elliott, Metro Department of Law attorney
Mark Naccarato, SEIU representative
Mark Schlicher

I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:21 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

Mark Schlicher is a local professor. He was involved in the efforts to save the William Edmonson home site and has an interest in the Edgehill area.

IV. Approval of Minutes: June 19, 2018

Mr. Simmons noted that an amendment should be made to the minutes from the June meeting. The sentence in question, on page 33 of the July Board packet, reads, “Mr. Simmons moved for approval of Resolution 2018-06.02; Ms. Varney seconded the motion and it passed unanimously.”

The sentence should be amended to read, “Ms. Searcy moved for approval of Resolution 2018-06.02; Mr. Oermann seconded the motion and it passed unanimously.”

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

V. Library Director Report – Kent Oliver, Library Director

a. Metro Finance has set a savings requirement for the library. Mr. Oliver noted several things:

- NPL has been tasked with saving \$812,200.00. NPL plans to meet this goal by allowing positions to remain vacant, not by laying off staff. To illustrate the enormity of this task, Ms. Drye explained that the current 32 vacancies would have to remain vacant until March 2019 in order to meet the savings goal. Mr. Oliver stated that library administration will continue to discuss how to save money. Savings cannot be achieved by altering the collections budget, because funding for the library collection comes out of the 4%, only from the operating budget. Mr. Simmons asked if each Metro department is required to save a similar amount. Ms. Drye replied that the amount varies by department.
- Mr. Oermann asked if volunteers could ease the strain on staff by completing shelving or other tasks. Mr. Oliver replied that volunteers and the reassigned Madison Branch staff are currently helping to fill in the gaps. The Madison Branch reopening is tentatively slated for November 2018.
- Mr. Simmons asked how maintenance has been impacted by the hiring freeze. Mr. Oliver noted that there are maintenance position vacancies and reviewed the Personnel Summary on page 41 of the Board packet.
- Mr. Simmons requested more information about the process for filling vacant positions. Ms. Drye explained that the library must request permission to fill each vacant position, and this procedure has been in place since 2009 under the Karl Dean administration. The library must show that the vacancy is a critical position and that the savings goal can still be achieved if the position is filled. NPL is trying to balance filling front-line, public service positions with filling management positions.
- Mr. Oliver has communicated with Metro administration regarding the increasing number of vacancies and their impact on day to day operations. Each vacancy increases the burden on staff. Mr. Oliver will continue this conversation and meet with the new Chief of Staff. More information regarding savings efforts will be shared at the next Board meeting.

b. There is momentum building behind the creation of the Women’s Suffrage Room. Elaine Weiss, author of *The Woman’s Hour: The Great Fight to Win the Vote*, has become engaged in these efforts. The planning group met with Mr. Oliver this morning. They will present programming examples at the next Board meeting.

- c. On July 16, Mr. Oliver served on a panel with the National Association of Counties to discuss the role of libraries in the 2020 Census. Libraries will take a prominent role by providing meeting spaces and computers for the public to complete the form online.
- d. Mayor David Briley will be making a stop at the Main Library on July 27 to speak about the Nashville Literacy Collaborative. The Nashville Public Education Foundation will make an announcement in the children's area at 10:00 a.m.
- e. Mr. Oliver will send another Doodle poll to the Board members in order to schedule an informal informational meeting about Church Street Park.
- f. Mr. Oliver announced that automatic renewals will be enacted at the end of July. This is a courtesy service that renews checked-out materials that do not currently have holds. Patrons will receive notification that their items have been renewed.
- g. The Board will not meet in August. The September meeting will take place at the Main Library at 10:30 a.m. After the meeting, members will attend the Courtyard Concert with lunch provided.
- h. Mr. Oliver reviewed the year-end statistical summary.
 - There are some very positive figures from the 2018-2019 fiscal year. Despite the Madison Branch closure and the Main Library garage renovations, circulation increased by four percent. The number of items circulated per visit has also increased. Cardholder numbers are staying steady at approximately fifty five percent. The library is making an effort to retain graduating MNPS seniors as cardholders.
 - Ms. Varney asked if the Limitless Libraries (LL) program has had an impact on circulation. Noel Rutherford confirmed that the program does contribute to circulation statistics. Mr. Oliver noted that LL circulation decreased this year due to the implementation of a new ILS and MNPS building staffing issues. However, the outlook for future LL circulation is positive. The new ILS has been in place for a year, and LL is adding an outreach position to serve as a liaison to MNPS staff.
 - Mr. Simmons pointed out that the number of children's programs decreased. Mr. Oliver explained that the decrease is due to the Madison Branch closure, having fewer staff available to lead programs in the building and through outreach, and early voting decreasing available programming space.
 - Mr. Simmons commented that circulation and visits both increased during the last Nashville International Puppet Festival and asked if there were plans for another festival. Mr. Oliver replied that there are currently no plans for another festival. It costs approximately \$300,000 to put on the festival, which would require major donations to the Foundation and it takes about a year to plan the event.

VI. Staff Reports

a. *Civil Society & Collections – Lindsey Patrick*

- Ms. Patrick explained that a series of events, beginning approximately six months ago, precipitated this report. First, Ms. Patrick's team of children's staff participated in Civil Rights and a Civil Society, a diversity education program led by Andrea Blackman. This training proved helpful when patrons informed staff that they were uncomfortable with some children's book content. When one mother asked for books with character diversity, Children's Librarian Greg Hall provided her with diverse book lists. Also after the training, Ms. Patrick read Philip Nel's *Was the Cat in the Hat Black: The Hidden Racism of Children's Literature, and the Need for Diverse Books*. All of these events led Ms. Patrick to ask Mr. Oliver about the library's responsibility in this area. Mr. Oliver paired Ms. Patrick with Noel Rutherford, and the two formed a task force.
- The task force is devising tools that will highlight the diversity of the collection. They are creating book lists and writing blog posts that include diverse children leading joyful lives. This task force is a credit to NPL as they confront these issues and speak about them without fear. The Board members thanked them for their efforts.

b. *Read to Rise Marketing Presentation – Andrea Fanta and Terri Thomas*

- Andrea Fanta brought a Library of the Year mug for each Board member. San Francisco Public Library is the new award recipient.
- Ms. Fanta announced that the Community Engagement and Education division has been working on Read to Rise, a reading campaign that encourages literacy skills for children from birth through age five. The planning committee is comprised of Elyse Adler, Andrea Fanta, Liz Atack and Terri Thomas. The campaign model has been established in other cities, such as Philadelphia, Pennsylvania. The program's goal is for parents and caregivers to read to children for twenty minutes a day. When children start kindergarten, they will graduate from Read to Rise and receive a certificate that also recognizes their parent or caregiver. The prizes are as follows:
 - 90 days - Growth Chart
 - 180 days - Sticker
 - 270 days - Mood Cup
 - 360 days - Free Book
- Ms. Fanta explained that Read to Rise (RTR) will capitalize on the Summer Reading Challenge's (SRC) momentum and its built-in audience by transitioning participants from a summer to a year-round reading program. The SRC ends on August 3, and RTR will launch at 10:30 a.m. on September 12 at the Edmondson Pike Branch. The kick-off event will include a Puppet Truck show of The Frog Prince. Attendees will receive a free book and have

the opportunity to sign children up for My First Library Card. Mr. Oliver will introduce the campaign mascot. The naming contest for the mascot, a raccoon, will run from August 20 – September 4. Patrons will be able to suggest names either online or at a library branch.

- Ms. Fanta outlined the marketing sustainability plan. The mascot will appear on social media and share tips on how to incorporate reading into daily life. Information will also be shared via a monthly newsletter, blog posts, news media, library staff, and Blueprint for Childhood Success partners such as the Nashville Public Education Foundation and MNPS.
- Ms. Thomas has been a children’s librarian at NPL for sixteen years, and the last twelve years have been spent at the Green Hills Branch. Ms. Thomas plans to increase adult involvement in early literacy by encouraging caregivers to read to children after library story time.
- Mr. Oermann suggested creating a club for parents in order to build a sense of community amongst the adults. Ms. Fanta noted that there is a virtual sense of community on NPL’s social media. Ms. Thomas observed that adults tend to socialize before and after story time at the Green Hills Branch. Ms. Varney recommended providing adult reading lists near story time rooms. Ms. Rutherford noted that there is a table of books for adults positioned at the entrance of the Green Hills Branch children’s area.
- Outreach at community events, churches and clinics will help bring awareness to the campaign. Nashville Public Library, Book’em and Imagination Library are the Nashville agencies dedicated to improving early literacy skills. Ms. Varney suggested partnering with the Adventure Science Center, Mr. Oermann suggested Vanderbilt Children’s Hospital, and Ms. Searcy recommended Nashville Children’s Theatre.

VII. New Business

a. Amendment to Fee Schedule Resolution – Susan Drye

Ms. Drye noted that the Fees and Charges Policy lacks the current private event space fees. Mr. Oermann moved to adopt resolution 2018-07.01 with the addition of private event space fees; the motion was seconded by Ms. Varney and passed unanimously.

Nashville Public Library
Board
July 17, 2018

Resolution Title: Fees and Charges Policy

History/Background/Discussion: The Fines, Fees and Charges Policy (formerly F1.1) was last reviewed and revised by the Board on July 1, 2009. Policy F1.1 states the Library Board sets all library fines, fees and charges (see below):

Establishment of Fines, Fees and Charges

The Library Board will set all library fines, fees and charges (F2.1 and F2.2). All assessments to the public will be made in accordance with the above or the most recent revisions as approved by the Library Board.

This policy included **F2.1 Amounts Charged Overdue Fines** (last updated July 1, 2009) and **F2.2 Amounts Charged Fees and Charges** (last updated September 28, 2009). When reviewing this part of the policy, F2.1 and F2.2 included the amounts the Library would charge and procedures to implement those charges.

In an effort to separate the fines, fees and charges set by the Library Board and the procedures to implement those charges, on October 20, 2015 the Library Board approved a Comprehensive Fines and Fees Schedule. However, this schedule was never put into policy form.

On February 21, 2017 the FY 2018 Budget Enhancement Resolution was adopted which included eliminating overdue fines and the non-resident fee for library users outside of Davidson County (for tangible materials, e- content is a \$10.00 fee). With the Board's approval of the Budget Enhancement Resolution, the Comprehensive Fines and Fees Schedule should have been updated to reflect these changes, including having the schedule put into policy form. To date, revising the Comprehensive Fines and Fees Schedule and solidifying that schedule into policy form have not been completed. Additionally, in the same chord as eliminating overdue fines and non-resident fees, Nashville Public Library also wishes to eliminate the \$1.00 non-refundable Lost Card Fee found in the previous Comprehensive Fines and Fees Schedule. In FY2017-2018 only \$70.00 was collected in non-refundable Lost Card Fees. Library Cards currently cost Nashville Public library \$0.35 each.

The Library wishes to revise the Comprehensive Fines and Fees Schedule into the **Fees and Charges Policy** with Overdue Fines, Non-Resident Library Card Fee (for tangible materials) and Lost Card Fee eliminated which would put this schedule into policy form.

Recommendation: The Board approves the proposed **Fees and Charges Policy**

Draftor(s): Susan Drye, Assistant Director for Administrative Services

Person(s) Responsible for Implementation: Felicia Wilson, Susan Drye

RESOLUTION 2018-07.01
Fees and Charges Policy

WHEREAS, Nashville Public Library seeks to update and revise the library's Comprehensive Fines and Fees Schedule which will eliminate the Overdue Fines and the Non-Resident Card Fee

(for tangible materials) and Library Card Replacement Fee from this schedule and put into policy form as the Fees and Charges Policy and

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

WHEREAS, a review and revisions of the Fees and Charges Policy will be ongoing, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the Fees and Charges Policy and that library's policy and procedures be revised to reflect this.

Nashville Public Library
Departmental Policies



Fees and Charges Policy

Policy Information

Approved Date: [Date]
Effective Date: July 17, 2018
Keywords: Fees, Charges

Policy

Establishment of Fines, Fees and Charges

The Library Board will set all library fines, fees and charges. All assessments to the public will be made in accordance with the above or the most recent revisions as approved by the Library Board.

Collection and Deposit of Fees and Charges

The Library's Finance and Purchasing Office is responsible for formulating and implementing procedures for the collection and deposit of fees and charges (US currency only). Procedures will be provided to all staff responsible for collecting these revenues. Finance and Purchasing Staff will periodically audit branches and divisions to ensure compliance with these procedures.

Nashville Public Library
Comprehensive Fee and Charges Schedule

Materials & Card Fees

Item	Charge
Lost pieces of AV materials	\$1.00/item + cost of item
Out-of-County Card Fee for e-content	\$10.00/account
Collection agency fees	\$10.00/account

Default Price List for Replacement Items (when there is no listed price)

Collection	Format	Charge
ADULT	Fiction	\$ 27.47
	Non-Fiction	\$ 25.38
	Trade Paperback Fiction	\$ 15.64
	Trade Paperback Non-Fiction	\$ 20.40
	Paperback Mass Market	\$ 8.30
	Book Club-in-a-Bag Laminated Sheet	\$ 2.50
YOUNG ADULT	Hardback Fiction	\$ 15.33
	Hardback Non-Fiction	\$ 25.38
	Trade Paperback Fiction	\$ 9.95
	Paperback Non-Fiction	\$ 11.00
	Paperback Mass Market (includes series)	\$ 5.99
JUVENILE	Easy (Picture Books)	\$ 18.97
	Fiction Hardback (includes hardback readers & series)	\$ 17.63
	Non-Fiction Hardback	\$ 27.04
	Fiction Paperback (includes paperback readers & series)	\$ 7.90
	Paperback Non-Fiction	\$ 8.45
	Board Book	\$ 6.95
A/V MATERIALS	DVD (per disc)	\$ 22.99
	Music CD (per disc)	\$ 15.65
	Audiobook on CD	\$ 54.75
	Playaway	\$ 53.00

Photocopies and Printouts

Service	Charge
Black & white photocopy	\$0.10/page
Color photocopy (from Financial-Fees & Charges document) <ul style="list-style-type: none"> Library reimburses \$0.50 if federal, state or local government agency document 	\$1.00/page
Microfilm/Microfiche readers	\$0.25/page
Black & white computer printout	\$0.15/page

Color computer printout <ul style="list-style-type: none"> Library reimburses \$0.50 if federal, state or local government agency document 	\$1.00/page
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Special Collections and Archives

Service	Charge	
Archival Certification for legal use of records other than marriages	\$2.00	
Duplication Fees	Photocopies (black/white)	\$.10/page
	Printing from microfilm readers	\$.25/page
	CD duplication	\$5.00 each
	Copy of a Marriage Record (Archives site & document)	\$5.00
	Certified Copy of a Marriage Record (Financial-Fees & Charges procedure)	\$10.00
	Duplication of any record to a CD	\$5.00/scan
Image Reproduction Fees	8 X 10	\$15.00/image
	11 X 14	\$25.00/image
Publication in books, guides, brochures	0-5,000	\$10.00
	5,001-10,000	\$30.00
	10,001-25,000	\$75.00
	25,001 or more copies	\$100.00
Publication in serials, magazines, newspapers	Circulation of 49,999 or less	\$10.00
	Circulation of 50,000 to 99,999	\$25.00
	Circulation of 100,000 and over	\$100.00
Publication in audio, video or electronic medium	Under 500 copies	\$25.00
	Over 500 copies	\$150.00
Motion picture or TV broadcast	Broadcast on PBS or non-commercial outlet	\$50.00
	Commercial broadcast or motion picture	\$150.00
Advertising and Commercial Use	Museum or other non-profit display	\$25.00
	Display in commercial offices, stores and restaurants	\$25.00
	Book jackets, end papers, magazine covers, CD covers	\$100.00
	Advertising	\$150.00
Usage of other novelty items	0-1,000 copies	\$40.00
	1,001-2,000	\$60.00
	2,001-3,000	\$80.00
	3,001-4,000	\$100.00
	4,001-5,000	\$120.00
Publication via the Internet	Commercial and For-profit web pages	\$100.00
	Non-profit web pages	\$25.00

The Library reserves the right to charge more based on size of reproduction.

Conference Center

Room	Business Rates	Nonprofit Rates
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Auditorium	<ul style="list-style-type: none"> • Standard A/V equipment + surround sound, projection screen, and stage • 230 fixed theater seats • Refreshments must be served and consumed outside the Auditorium • \$650 per 4-hour block 	<ul style="list-style-type: none"> • Standard A/V equipment + surround sound, projection screen, and stage • 230 fixed theater seats • Refreshments must be served and consumed outside the Auditorium • \$500 per 4-hour block
Conference Room 1A or 1B	<ul style="list-style-type: none"> • Standard A/V equipment + projection screen • 350 maximum capacity for standing reception • 200 for theater-style setup • 80 for seated meal setup • 50 for classroom setup • \$475 per 4-hour block 	<ul style="list-style-type: none"> • Standard A/V equipment + projection screen • 350 maximum capacity for standing reception • 200 seats, theater-style setup • 80 for seated meal setup • 50 for classroom setup • \$300 per 4-hour block
Conference Room 1 (Large)	<ul style="list-style-type: none"> • Standard A/V equipment + projection screen • 500 maximum capacity for standing reception • 300 for theater-style setup • 200 for seated meal setup • 115 for classroom setup • \$650 per 4-hour block 	<ul style="list-style-type: none"> • Standard A/V equipment + projection screen • 500 maximum capacity for standing reception • 300 for theater-style setup • 200 for seated meal setup • 115 for classroom setup • \$500 per 4-hour block
Conference Rooms 2 or 3 (Small)	<ul style="list-style-type: none"> • Standard A/V equipment • Tables are set in a hollow square to accommodate 20 people • \$35 per hour block 	<ul style="list-style-type: none"> • Standard A/V equipment • Tables are set in a hollow square to accommodate 20 people • \$25 per hour block

VIII. Adjournment

The meeting adjourned at 1:38 p.m.

*Next Board Meeting –
10:30 a.m., September 18, 2018*

Main Library
615 Church Street
Nashville TN 37219

Respectfully submitted by Joanna Roberts