NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City®

LIBRARY BOARD MINUTES

March 20, 2018

12:00 p.m.

Bordeaux Branch Library, 4000 Clarksville Pike, Nashville TN 37218

Members Present:	Keith Simmons, Robert Oermann, Joyce Searcy, and Katy Varney
Members Absent:	Lucy Haynes, Sepi Khansari, Gini Pupo-Walker
Library Staff:	Kent Oliver, Elyse Adler, Susan Drye, Jena Schmid, Dan Padilla, Sherry Adams, Libby Cain, Amy Pierce, Helen Sanders, Larry Price, Andrea Fanta, Jessica Piper, and Kate Rose
Also Present:	Lora Fox, Metro Department of Law attorney

I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:09 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. Oliver handed the floor to Susan Drye who introduced Dan Padilla, the new Facilities Manager at NPL who started on February 26th.

IV. Public Comment

Mr. Oliver mentioned that Andrea Blackman and Megan Godbey were nationally recognized for their work and announced as *Library Journal* Movers and Shakers online.

V. Approval of Minutes: February 20, 2018

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

VI. Library Director Report—*Kent Oliver, Library Director*

a. The Violins of Hope exhibit is coming to the Main Library on March 26, through May.
b. Jessica Piper is the interim branch manager at Bordeaux while the Madison branch is being renovated.
c. Mr. Oliver attended a budget meeting at the Mayor's office recently and NPL was guaranteed no increases.
d. Mr. Oliver is on an advisory panel today at the Tennessee Broadband Summit to discuss Digital Inclusion.

VII. Staff Reports

a. HR Diversity Report—*Sherry Adams, HR Manager*
Ms. Adams mentioned that the HR Department at NPL includes Libby Cain, Craig Ellis, and Volunteer Services: Amy Pierce and Helen Sanders. As far as the Diversity Report, NPL currently measures 3 areas: Race, Gender, and Age. NPL has maintained our numbers over the last few years, and is currently maintaining a 69% score as far as Metro-wide factor scores, which equates to "Above Average."
    - The largest-growing staff group at NPL is currently Millennials (30.86% in 2015 → 38.20% in 2017).
    - Ms. Adams reported that diversity is more than numbers, and NPL wants to live our statement: NPL: where everybody counts."
    - Next steps: HR will be focusing on:
        - EDI training
        - Inclusion
        - Bi-lingual keyboards at select branches
        - Employee Research Group (ERG), which is a voluntary employee group that focuses on a specific topic and is supported by a member of the Admin team. HR has reached out to BCBS and Dollar General to learn more about their ERGs.
        - Badge Talkers: name badges that list languages spoken
        - More sign language classes for staff
        - If budget allows, a bilingual new staff member who would hold additional story times at branches (NPL currently has staff members that speak 25+ languages.)

b. Volunteer Update—*Amy Pierce, Volunteer Services Supervisor*
    - 379 people currently work for NPL and 490 people volunteered in 2017.
    - In 2017, volunteers gave NPL 23,311 hours of service.
    - The value of that volunteer time would be $562,727, based on the 2016 value of a volunteer hour ($24.14).
    - NPL offers a wide range of opportunities from digital literacy class assistants, job lab helpers, Talking Library readers, to more traditional tasks such as book shelving and pulling holds.
    - The volunteer recognition parties will be held at branches this year: 5/4/18, Hermitage; 5/5/18, Green Hills; 5/9/18, Edgehill.
    - Susan Drye mentioned that it would take an NPL employee 11.2 years to complete what our volunteers do in 1 year.
    - All divisions at Main and all branches have volunteers except for Watkins Park.

- 2018 goal: Further NPL's mission of inclusivity by working to ensure the volunteer team is a reflection of the city as a whole.

c. Intern Program—*Helen Sanders*
To fill the internship positions at NPL, Ms. Sanders invites staff proposals and promotes at local and regional levels. HR vets applications and projects so interns aren't completing part-time work for staff. NPL is currently offering internships in Interior Design and Community Health. She schedules intern presentations at the end of April.

d. Provence Café—*Kent Oliver*
NPLF owns the space, and they have created a task force to entertain options. Most people would like to see a café occupy the space again. Provence has continued to pay rent thus far, so NPLF is not currently losing money on the empty space. Mr. Oliver is in contact with Lee Molette, Owner of Molette Investment Services, who is researching current market costs. Hopefully the space will be occupied again by this summer.

VIII. Old Business

a. Board Meeting Locations through December 2018—*Kent Oliver*
We'll try to adhere to this location schedule, as noted on page 23 of the Board packet:

2018 Board Meetings Dates / Locations

	Date	Location
February	2/20/2018	Main Library
March	3/20/2018	Bordeaux
April	4/17/2018	Main Library
May	5/15/2018	East
June	6/19/2018	Main Library
July	7/17/2018	Inglewood
August	No Meeting	
September	9/18/2018	Main Library
October	10/16/2018	Richland Park
November	11/20/2018	Main Library
December	12/18/2018	Looby

IX. New Business

a. Rescinding Obsolete Policies Resolution—*Jena Schmid*

Nashville Public Library
Board
March 20, 2018

Resolution Title: Rescindment of Obsolete Policies

History/Background/Discussion: The Nashville Public Library's Procedure Review Committee has undertaken the project of reviewing all current library policies. The committee determined that several policies still on the books are no longer in practice or are redundant to existing policy.

Policy Title	Date Issued	Reason for Rescinding
Building Décor New Main Library	5/1/2001	Outdated & Unnecessary Internal document
Staff Fine Free Policy	9/16/2014	Obsolete NPL is now fine-free for all users
Computer Classroom	7/15/2008	Outdated & Unnecessary Mostly procedural, policy covered under Branch Meeting Room Policy
Use of Library Facilities and Meeting Rooms Main Library Study Rooms	7/18/2001	Outdated & Unnecessary Mostly procedural, policy covered under Branch Meeting Room Policy
Use of Library Facilities and Meeting Rooms Main Library Writer's Rooms: Guidelines and Application	3/22/10	Outdated & Unnecessary Mostly procedural, policy covered under Branch Meeting Room Policy

Recommendation: The Board approves the rescindment of the listed policies.

Draftor(s): Jena Schmid

Person(s) Responsible for Implementation: NPL Administration

RESOLUTION 2018-03.01
RESCINDMENT OF OBSOLETE POLICIES

WHEREAS, the Director of the Nashville Public Library recommended the Procedure Review Committee to establish a process for the regular review of existing Nashville Public Library polices, and

WHEREAS, a review of institutional policies has been undertaken by the Procedure Review Committee in order to remove outdated policies, and to modify and update policies, and

WHEREAS, as a result of the review several policies were found to be obsolete or redundant;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nashville Public Library Board of Trustees approve the rescindment of the following policies: Building Décor New Main Library; Staff Fine Free Policy; Computer Classroom; Use of Library Facilities and Meeting Rooms Main Library Study Rooms; Use of Library Facilities and Meeting Rooms Main Library Writer's Rooms: Guidelines and Application.

Building Décor, New Main Library

In order to ensure a clean, welcoming, and professional working environment for staff and public, the Library adopts the following procedures for the care and decoration of the new building.

1. Staff may personalize their individual work stations with photographs, posters, or art that is framed. All personal items must be fully contained within each workstation, and not hung on building walls or exterior walls of partitions, or in windows, either exterior or interior. Employees may use magnets, tacks (on bulletin boards or tack boards only), or hanging hardware specifically designed for use in workstations. Employees are asked to remember the diversity of our workplace, and refrain from personalizing their workspace with items that may offend others. Administration reserves the right to remove materials as deemed necessary.

2. Artwork may be installed or hung in fully enclosed offices. Only art that is properly framed and mounted may be installed in offices. To ensure that we do not mar new walls, only maintenance personnel may hang art.

3. Tack boards and bulletin boards, where provided, may be used by appropriate staff. All corridors, both public and private, and all other walls (except office walls) will remain free of decoration or signage except that which is determined by administration.

4. To maintain a unified appearance from the exterior, no items (either work-related or decorative) may be placed on windowsills.

5. Staff may not furnish their work areas and offices with items from home such as lamps, rugs, tables, chairs, fans or heaters.

6. No tape of any kind may be used to apply material to any surface of the building for any purpose.

7. Service desks in public areas will remain free of personal items.

8. Live, potted plants or cut flowers are acceptable in enclosed office space and personal workstations, provided that all surfaces are protected from water, and that the plant is adequately maintained. Plants may not be hung from the ceiling, in windows, or from any fixture in the building. Potted plants or cut flowers may be placed in public areas only by library administration.

Building Décor, New Main Library

9. Temporary, hand-lettered signs are not permissible in any public area.

10. Two staff lounges are available for staff to eat meals or otherwise consume food or beverages. Staff may also take advantage of the outdoor courtyard during breaks and lunchtime. Drinks are allowed in staff work areas that are not visible to the public, but not in areas or on surfaces where library materials are being handled. Beverages must not be placed near computers. Personal appliances for heating, cooling, or otherwise preparing food or drink may not be placed in work areas. Administration may establish coffee stations in specified work areas. Light refreshments may be served in work areas on special occasions.

11. Specific smoking areas will be established on the lower level for staff to use during breaks. Smoking is prohibited on library grounds anywhere but these areas.

12. For personal security, purses, coats and other personal belongings are to be secured in locked staff lockers. Locks will be provided by employees.

Building Décor Main Library potted plants artwork decorations bulletin boards tack offend home corridors walls windows window sills cut flowers drinks beverages coffee smoking eat drink purses coats staff lockers hand-lettered signs locks

The Nashville Public Library (NPL), Computer Classroom at the Main Library, is available at no charge for use by qualifying groups. Branch computers, computer labs, and homework centers may not be booked for group use. The Computer Classroom is intended for computer classes or other classes where the use of a computer is necessary for students. The Computer Classroom is not intended to be a general meeting space, and may not be booked for purposes other than computerized teaching. No fees, tuition, or donations may be accepted by the group or individuals in connection with classes held in the Computer Classroom. The NPL does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age, sexual orientation or disability. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Metropolitan Library Board, the NPL or Metropolitan Government.

I. RESERVATION PRIORITIES

NPL in its sole discretion will determine the classes to be held in the Computer Classroom.

A. The Nashville Public Library has first priority on all dates.

B. The Library Foundation and Friends of the Library have second priority on all dates.

C. Other Nashville Metropolitan Government agencies have third priority on all dates.

D. Other agencies of the state and federal government have fourth priority on all dates.

E. All other nonprofit and charitable groups have fifth priority on all dates.

F. No other reservations will be accepted.

II. SCHEDULING REQUIREMENTS

A. The Computer Classroom should be reserved at least 2 weeks in advance, but no more than one year in advance.

B. Classes may be held only on days and evenings that the Library is scheduled to be open for public service.

C. A group may not book multiple dates for regularly scheduled classes (i.e. weekly or monthly). No regularly scheduled classes are permitted; only one such class may be on the calendar at a time. (If an organization holds a

class that lasts 2 or more consecutive days, then this type of use will be considered a single class and approved as set out in this policy.)

III. PROCEDURE FOR RESERVING COMPUTER CLASSROOM (Procedure*)

A. A completed *Reservation Request Form* (or email with all details included in the request form) must be submitted by the requesting party, and then approved by the Nashville Public Library, as set out in this policy.

B. A Certificate of Insurance naming the Metropolitan Government of Nashville and Davidson County as an additional insured must be submitted with all *Reservation Request Forms.* Insurance Policy Limits for general usage of meeting rooms and facilities: $1,000,000.

C. All reservations for Computer Classroom use must be made through Kyle Cook, kyle.cook@nashville.gov or Jenny Ellis, jenny.ellis@nashville.gov.

D. A reservation is not considered binding until the Library staff person in charge has received a

completed Classroom Request Form, Certificate of Insurance, and has returned a confirmation

of the reservation to the group requesting use. Please review the confirmation and make sure all

information is correct.

E. If the teacher wishes to preview the Computer Classroom, a meeting must be arranged in advance.

IV. CANCELLATION POLICY

A. Cancellations must be made at least 48 hours in advance.

B. If the class is cancelled by the NPL, the Library will provide you notice of the cancellation as early as possible, and the class will be rescheduled if possible.

V. ROOM USAGE

A. You and your participants must remain in the designated area during the class.

B. The Computer Classroom must be vacated at the end of the scheduled reserved time. Groups will not be admitted to the library prior to its opening time, nor will they be permitted to remain after closing. All groups must leave 15 minutes prior to closing time.

C. At any time, Library staff or representatives may enter the premises.

D. The Library cannot accept messages for you or your participants.

E. Groups must return the room to its original order, and remove any unused class materials.

F. All Library facilities are non-smoking facilities.

VI. DENIAL OF USE OF LIBRARY FACILITIES

A. The Library reserves the right to accept or deny usage of the Computer Classroom at any time, in accordance with this policy.

B. The NPL has the right to preempt any class for a Library class. In such rare instances, the Library will put forth every reasonable effort to assist in reserving another date or Library Computer Classroom.

C. Use of the premises may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library service, abusive or dangerous to individuals, the building, Library materials, exhibits, or furnishings in the building.

VII. DAMAGES AND LIABILITY

A. Any individual, group or organization using the Computer Classroom shall be held responsible for willful, intentional, negligent or accidental damage to the Library building, grounds, collections, software or equipment caused by the group or organization, its members or those attending its program.

B. Any individual, group, or organization using the Computer Classroom must fully release and discharge the Nashville Public Library Board, the Metropolitan Government, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the class.

C. They must further indemnify and hold harmless and defend the Nashville Public Library Board, the Metropolitan Government, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the class.

VIII. SIGNAGE AND DECORATIONS

A. Nothing may be affixed or mounted in any way to the walls of the Computer Classroom.

IX. LIBRARY EQUIPMENT, SERVICES AND FACILITIES (Procedure*)

A. The hardware available in the Computer Classroom consists of:
   a. 1 Teacher's Computer with pull down screen to mirror
   b. 1 ADA [large screen] monitor and computer for student use
   c. 29 student computers
   d. Printer

B. The software available in the Computer Classroom consists of:
   a. Adobe Reader 7
   b. Microsoft Access
   c. Microsoft FrontPage
   d. Microsoft Word
   e. Microsoft PowerPoint
   f. Microsoft Publisher
   g. Internet Explorer 6

h. Windows XP operating system

C. Groups must provide their own teachers and handouts, except for groups requesting tutorials on the Library's resources.

D. The group is responsible for bringing any office supplies that will be needed, and for removing them at the end of the class.

E. Groups may not install or request the installation of additional software. No changes to the network settings are permitted.

F. The group is responsible for testing the website in the classroom prior to training.

G. Guests may not download or store files on classroom computers. They may save files using their own portable storage devices or online storage. It is the responsibility of the teacher to convey this in advance to students.

X. PUBLICIZING CLASSES

A. Publicity materials, invitations, flyers, and press releases may not list the NPL as a co-sponsor of any class unless the class has been officially approved and designated by the NPL or its agents as Library-co-sponsored.

B. We request that you use the street address of the library as your location. A line stating "at the Nashville Public Library" is allowed on your printed materials.

C. Copies of all, flyers, posters or press releases must be submitted to the Public Relations Dept. of the NPL prior to the time the materials are issued to the public.

D. NPL phone numbers may not be listed for information on your class. The Library requires that all printed material, press releases, posters and other information regarding your class include a contact phone number for your group.

E. The Library reserves the right to take photographs of classes for its own records and usage. Attendance at said classes is permission for such usage. Clients are responsible for communicating this to attendees.

XI.FOOD AND BEVERAGES

NO FOOD OR DRINK WILL BE ALLOWED IN THE COMPUTER CLASSROOM AT ANY TIME.

*** Procedures are operating practices that may be changed by library administration, based on library needs. The policy portion of this document required approval by the Library Board.**

Approved by the Library Board July 15, 2008

LIBRARY PROCEDURES MANUAL	**POLICIES** **Use of Library Facilities and Meeting Rooms** **At The Main Branch – Study Rooms**	**POLICY** **Date: JULY 18, 2001**
	Replaces issue dated: September 19, 2000	Page 1 of 1

STUDY ROOMS/MINI-CONFERENCE ROOMS

1. *Study Rooms and Conference Rooms* will be made available on a first-come/first served basis, at no charge.
2. To use a *Study Room or Conference Room* the patron must sign in at the Service Desk closest to the room. A Library staff person will unlock the door for the patron.
3. The Library is not responsible for any personal items or for any damages incurred to your personal equipment.
4. Patrons may not charge for activities performed in or for use of *Study Rooms and Conference Rooms.*

Reservable Rooms

The following Study Rooms and Conference Rooms may be reserved in advance by contacting the appropriate Department of the Library:

Location:	**Room Designations:**	**Contact (nearest Service Desk) to reserve room:**
3rd Floor	**Rooms 5044, 5088, 5089**	**Reference Department**

Rooms may be used for a 2-hour time period only. If no one is waiting to use the room at the end of 2 hours, then up to 30 additional minutes may be added incrementally.

Non-Reservable Rooms

These rooms are available on a first-come, first-served basis.

Location:	**Room Designations:**	**Contact (nearest Service Desk) to sign in for room**
3rd Floor	**Rooms 5045, 5046, 5086**	**Reference Department**

Rooms may be used for a 2-hour time period only. If no one is waiting to use the room at the end of 2 hours, then 30 additional minutes may be added incrementally.

Approved by the Library Board 9/19/00

Study Rooms Mini-Conference Rooms Main Library Resercable Non-Reservable Reference

1. Writer's Rooms may be booked up to one year in advance.

2. Writer's Rooms may be used for up to six months. If no one else is waiting to use the room, additional time up to three months may be booked at the end of the initial reserved time period. Applications will be considered quarterly in January, April, July and October during the first full workweek of the month. A letter of notification will follow the next week.

3. Usage of a Writer's Room is restricted to persons who have a signed publisher's contract, are underwritten by a third party, have been formerly published (with evidence of previous publication), who have a letter of interest from a publisher, journalists possessing valid press credentials, visiting scholars and academicians (current and retired).

4. A three-member committee, comprised of library staff members and a community representative, will determine priority usage of the rooms. Preference will be given to authors using the Nashville Public Library collections. The Library Director, the Main Administrator, or Special Collections Division Manager may approve short-term Visiting Scholars' requests for Writer's Room assignment on a space-available basis for a period not to exceed one month.

5. There is no charge for usage of a Writer's Room

6. To reserve a room, submit a completed Writer's Room Request Form and supporting material as listed in item 3 electronically to tricia.bengel@nashville.gov

   Or via U.S. mail to

   Main Library Administrator
   Nashville Public Library
   615 Church Street
   Nashville, TN 37219

   Forms may be obtained from the library's website (www.library.nashville.org) under Services or at the service desk in the Nashville Room on the second floor of the Library.

7. Writers wishing to check out library materials will need a Nashville Public Library card. Library cards are available at the Return Desk on the first floor. If the writer is from outside Davidson County, the fee for a card will be waived. The card will expire at the end of the Writer's Room assignment.

8. Writers may borrow materials for three weeks at a time with unlimited renewals, unless another person has a hold on the item(s).

9. Reference materials must be returned at the end of each day.

10. The writer must abide by all the rules, regulations and policies of the Nashville Public Library.

11. While the room will be assigned to one writer exclusively during the period approved, library staff may enter Writer's Rooms, as necessitated in the normal daily operation of the facility.

12. The Library is not responsible for loss or damage to personal items left in the assigned room.

13. The Nashville Public Library welcomes donations of published materials produced, in whole or in part, utilizing the resources of the Nashville Public Library.

14. Questions about policy and procedures may be directed to the Main Library Administrator, 862-5806.

15. Exceptions:

    a. If writer requests an extension following the six-month period, time limits indicated above should reflect appropriate limits.

    b. Visiting Scholars, by the nature of the classification, are short-term users and are from outside what would be considered reasonable daily travel for library use. This classification must meet the criteria indicated above, but time limit will be in weeks or month. Time limits indicated above should reflect appropriate limits.

Writer's Room Application

Main Library Administrator
Nashville Public Library
615 Church Street
Nashville, TN 37219-2314

Date Submitted _____

Writer's Room Request For:

Name _____

Address _____

_____

Daytime Phone _____ Home Phone _____

Email Address _____

Use of Room Requested:

From: _____/_____/_____ To: _____/_____/_____
Month Day Year Month Day Year

Please submit one of the following as well as a summary of the project you plan to work on in the writer's room. All documents should be submitted electronically to tricia.bengel@nashville.gov:

- ☐ Publisher's Contract
- ☐ Journalist Credentials
- ☐ Academician Credentials
- ☐ Letter of Support from underwriting source
- ☐ Copies of Former Publications
- ☐ Publisher's Letter of Interest
- ☐ Visiting Scholar Credentials
- ☐ Other

Applications are reviewed in January, April, July, and October during the first full work week of the month. Notice of assignment will be sent the following week.

I have reviewed, understand and agree to comply with policies and procedures on *The Use of Library Facilities and Meeting Rooms at the Main Branch – Writers Rooms and Library Rules of Conduct.*

Signature

_____

Committee Action: _____ Approved

_____ Not Approved

Letter of Notice Sent

_____

Main Administrator Date

Staff Fine Free Policy

Policy Information

Approved Date:	September 16, 2014
Effective Date:	February 20, 2018
Keywords:	Staff Fine Free

Policy

Many public libraries have adopted the practice of a fine free policy for library staff to encourage their use of the materials collection and reading. It is beneficial for the library to have a staff active in reading and familiar with literature and the resources the library provides. Fines for staff members may discourage their use of the collections. The Library Director would like to establish a fine free environment for the library staff with elements that include:

- Employees do not pay fines for overdue materials.
- Employees are expected to abide by circulation limits and loan periods.
- Employees are responsible for lost and damaged materials.
- Employees may be sent to the collection agency.
- Employees may have three Claimed Returned items.
- Employees may have items out for an extended length of time due to library related projects.

Resolution

Nashville Public Library
Board
September 16, 2014

Resolution Title: Staff Fine Free Policy

History/Background/Discussion:

Many public libraries have adopted the practice of a fine free policy for library staff to encourage their use of the materials collection and reading. It is beneficial for the library to have a staff active in reading and familiar with literature and the resources the library provides. Fines for staff members may discourage their use of the collections. The Library Director would like to establish a fine free environment for the library staff with elements that include:

- Employees do not pay fines for overdue materials.
- Employees are expected to abide by circulation limits and loan periods.
- Employees are responsible for lost and damaged materials.
- Employees may be sent to the collection agency.
- Employees may have three Claimed Returned items.
- Employees may have items out for an extended length of time due to library related projects.

Recommendation: That the Board adopt the following resolution

Draftor(s): Kent Oliver, Library Director

Person(s) Responsible for Implementation: Kent Oliver

RESOLUTION 2014-09.01
Staff Fine Free Policy

WHEREAS, it is beneficial for the public to have a well read and knowledgeable library staff regarding library materials and resources, and

WHEREAS, library staff may require extended loan and materials use periods in the delivery of service;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the Library Director will establish a fine free policy and corresponding procedures for library employees that includes the following elements effective October 1, 2014 and waiving staff fines accumulated prior to that date.

- Library employees do not pay fines for overdue materials.
- Library employees are expected to abide by circulation limits and loan periods.
- Library employees are responsible for lost and damaged materials.
- Library employees may be sent to the collection agency.
- Library employees may have three Claimed Returned items.

- Library employees may have items out for an extended length of time due to library related projects.

Robert Oermann moved for approval of Resolution 2018-03.01; Katy Varney seconded the motion and it passed unanimously.

X. Adjournment

The meeting adjourned at 1:03 p.m.

Next Board Meeting—
12:00 p.m., April 17, 2018
Main Library, 615 Church Street, Nashville, TN 37219

Respectfully submitted by Kate Rose