

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

LIBRARY BOARD MINUTES

May 15, 2018

11:45 a.m.

East Branch Library, 206 Gallatin Avenue, Nashville TN 37206

Members Present: Keith Simmons, Lucy Haynes, Sepi Khansari, Robert Oermann, Gini Pupo-Walker, Joyce Searcy

Members Absent: Katy Varney

Library Staff: Kent Oliver, Elyse Adler, Jena Schmid, Larry Price, Susan Drye, Felicia Wilson, Sara Morse, Andrea Fanta, Joanna Roberts

Also Present: Carly Elliott, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County; Juli Mosley; Margaret L. Behm, Attorney at Dodson, Parker, Behm & Capparella; Jeanie Nelson, Founder, Land Trust for Tennessee; Elham Daha, Capital Improvement Budget Planner at Metropolitan Government of Nashville and Davidson County

I. Call to Order / Roll Call

Mr. Simmons called the meeting to order at 11:47 a.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: April 17, 2018

Mr. Simmons moved for approval of the minutes from the April meeting; the motion was seconded by Mr. Oermann and passed unanimously.

IV. Library Director Report – Kent Oliver, Library Director

- a. Mr. Oliver presented to Metro Council during a budget hearing on May 22.
- b. Mr. Oliver announced that Nashville has been selected as the host city of the Public Library Association (PLA) Conference to be held from February 25 - 29, 2020. PLA will confirm their plans with NPL within the next six months. If Nashville is the host, NPL will host an event during the conference.
- c. Mr. Oliver relayed concerns held by Green Hills community members regarding the lack of lighting in Sally Beaman Park, which is immediately adjacent to the Green Hills

Branch Library. The community is requesting additional lighting to potentially act as a crime deterrent. As the park is library property, NPL is tasked with procuring a solution to improve lighting. There are currently no lights in the park, rendering this a cost-prohibitive project.

V. Board Elections

Mr. Simmons announced the following open positions: Chair, Vice-Chair and Secretary.

- a. Ms. Searcy nominated Mr. Simmons for Chair; Ms. Khansari seconded the motion and it passed unanimously.
- b. Mr. Simmons nominated Ms. Haynes for Vice-Chair; Ms. Searcy seconded the motion and it passed unanimously.
- c. Ms. Khansari nominated Mr. Oermann for Secretary; Ms. Searcy seconded the motion and it passed unanimously.

VI. Staff Reports

a. Women's Suffrage Space, *Kent Oliver*

- Mr. Oliver noted that Mses. Behm, Mosley and Nelson approached NPL with a proposal to create a Women's Suffrage Space in the Main Library. The proposed space would be complementary to the Civil Rights Room and offer similar programming.

Ms. Behm discussed the historic ties between women's suffrage and Nashville:

- The 100th Anniversary of the Passage of the 19th Amendment will take place in 2020. Several historic events leading up to the ratification occurred within walking distance of the Main Library, such as the War of the Roses at the Hermitage Hotel and the special session at the Tennessee State Capitol. Tennessee played a pivotal role in the passage of the 19th Amendment as it was the last state to vote.

Ms. Mosley noted that:

- Financial concepts for this project are still under discussion. Mses. Behm, Mosley and Nelson plan to expand their donor base and work diligently in collaboration with the NPLF Board and staff. Their fundraising will fall under the auspices of the NPLF President and Board. They will develop a budget and fundraising plan that will support both the creation of the space and its programming needs.

Ms. Haynes asked where the space would be located.

- Mr. Oliver stated that the Banner Room could be an option, but it has current commitments for the Writer's Rooms and for housing the rather large and significant Nashville Banner collection. There may also be a commitment to the naming of the rooms. Further discussion and investigation will be required.

Mr. Oliver noted that he and NPLF President Shawn Bakker share the opinion that fundraising should be kept isolated within NPLF. Additional funding from Metro will be necessary. Mr. Oliver then opened the floor up to hear reservations and concerns.

- Mr. Oermann asked if fundraising efforts will be aimed at voters. Ms. Mosley replied that this is not currently a part of the fundraising plan.

- Ms. Nelson remarked that initial discussions of this project have been quiet, as this space will likely cause a lot of excitement.
- Mr. Oermann noted that the space would fit well within NPL's mission.
- Ms. Haynes asked if NPLF would be responsible for initial and continual fundraising. Mses. Behm and Mosley responded by saying that they will raise the necessary funds without burdening existing donors.
- Mr. Oliver noted that further discussions of the project's scope, space and programming will require the presence of one NPL Board member. Ms. Searcy and Ms. Haynes will share this responsibility and attend the ad hoc committee meetings.

Mr. Simmons motioned to proceed with budget and space planning for a Women's Suffrage Space; Ms. Khansari seconded the motion and it passed unanimously.

Tennessee's War of the Roses
100th Anniversary
Nashville Public Library Board Meeting
May 15, 2018

100th Anniversary. On August 24, 2020, our nation will celebrate the 100th Anniversary of the Passage of the 19th Amendment to the US Constitution, which gave women the vote. That vote was won because in Nashville, two blocks from the Nashville Public Library at the State Capitol, Tennessee became the deciding state when it ratified the 19th Amendment by a margin of only one vote in the state House.

After 70 years of trying to get the vote, Tennessee's legislature was the last chance. The story of how a 24 year old legislator changed his vote due to the note of his mother is a powerful story and conveys the importance of what one person can do with the vote to make a difference.

The fight for the vote was waged at the Hermitage Hotel, one block from the Library, by the Suffragists (who wore yellow roses) and the Antis (who wore red roses). The fight was called the "War of the Roses".

On this 100th anniversary, there will be a big national celebration. The Library has the opportunity to tell this story and make a lasting contribution, inspiring generations to come.

Room. We propose a Room, similar to the Civil Rights Room, which tells the dramatic and pivotal story that altered the course of our nation's history. The suffragists and anti-suffragists mobilized masses of people in a widespread and colorful campaign with themes regarding the role of women still relevant today.

This Room further complements the Civil Rights Room, for the nonviolent strategies and tactics of several generations of women shaped future campaigns, such as the civil rights movement, and the strategies and tactics of today.

Programs. We also propose that the Room be a platform for programming, exploring the role of women in our state, particularly Nashville, and the importance of the right to vote. Programming can involve the core themes of American and Tennessee history—race, class, money, gender, states' rights, power and democracy—all which came into play in Nashville. An important focus will be women's stories, similar to other Library projects, for such stories are often not told, collected or given appropriate recognition. With voting such a cornerstone of our democracy and the threats we see today, we want to engage young and older minds alike and inspire action that preserves and protects our democracy and right to vote.

Unique Exhibit. This exhibit and programming is unique in our country. There are very few exhibits that chronicle the accomplishments of women. Although there is a museum in Seneca Falls which tells the suffrage story, we know of no exhibit which tells the dramatic story of what it took for women to win their own freedom and Nashville's role in making it happen.

b. Church Street Park, *Kent Oliver*

Mr. Oliver noted that:

- A recent article in the Tennessean, “Critics Decry Cost, Process in \$25M Plan to House Homeless in Downtown Nashville,” prompted today’s discussion. A number of downtown stakeholders are concerned about public-safety in Church Street Park, and discussions regarding development have been ongoing. The park is located across the street from the front entrance of the Main Library.

Mr. Oliver then opened the floor up to hear concerns.

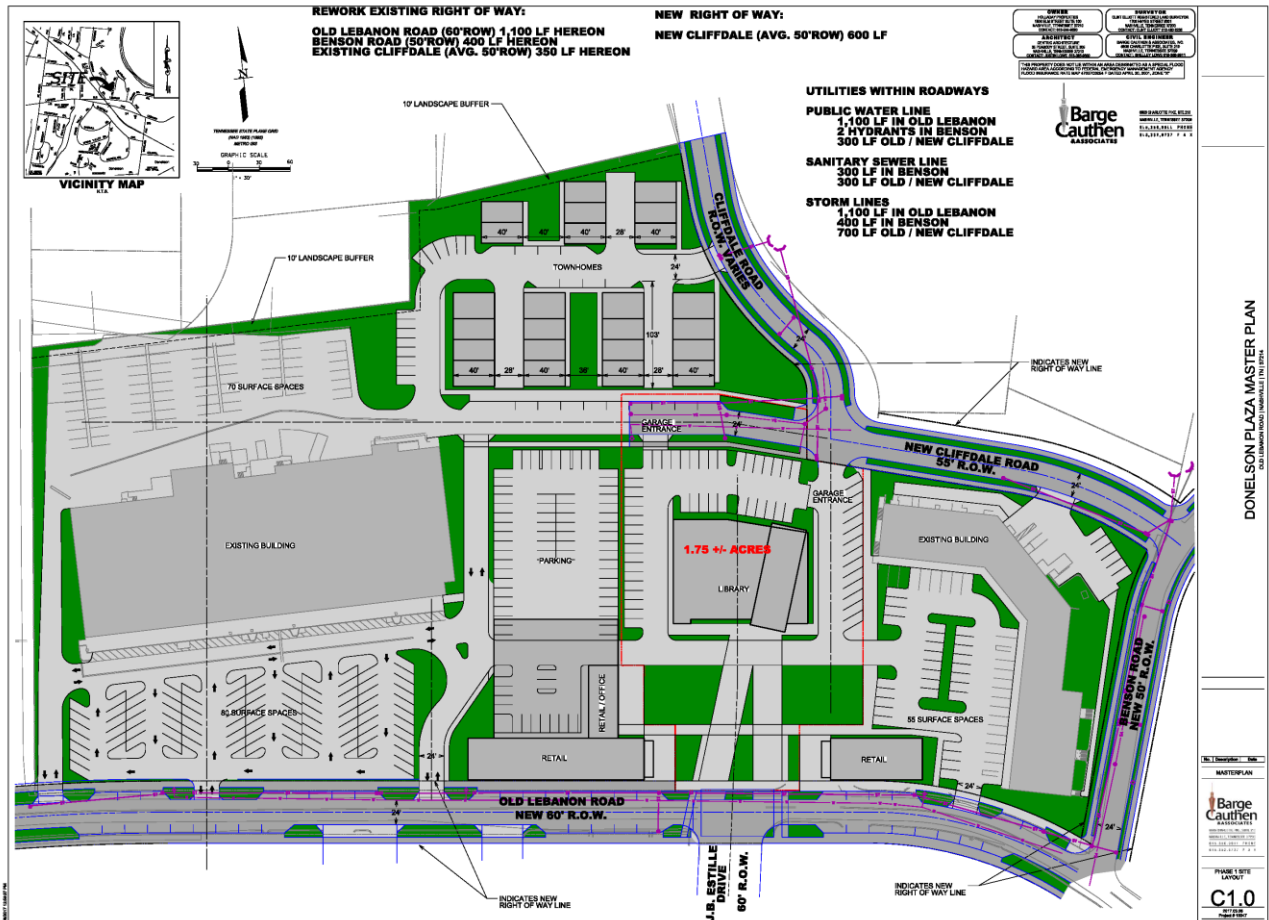
- Mr. Simmons expressed a hope that the architecture of the new development will not depreciate the value of the Main Library. Mr. Simmons also noted that a new high-rise across the street would box-in the Main Library.
- Mr. Oermann shared a concern that the lot is not large enough for new construction of the scope being discussed.
- Ms. Haynes noted that a new mixed-use high rise could attract a new patron base.
- Ms. Khansari relayed the opinions of fellow downtown residents who are in favor of new development.
- Ms. Searcy expressed an interest in meeting with the developer and asked if a council member could also be included. Mr. Oliver stated that he will convey NPL’s interest in being part of developer discussions in a letter to the Mayor and notify District 19 Council Member Freddie O’Connell as well.

c. Donelson Branch Library, *Kent Oliver & Larry Price*

Mr. Price noted that:

- The former Donelson Plaza is owned by Plaza 2750 Properties, LLC. Metro Council passed on third reading of an ordinance to help fund the new Donelson Branch Library on this site. The existing 6,054-square foot branch was built in 1966. The new branch will be 4.5 times larger at approximately 25,000 square feet and consist of two levels. A pervious pavement parking lot and surrounding green space will be included in order to meet LEED requirements.
- Mr. Oliver noted that NPL has been in discussion with the Metro Arts Commission regarding the inclusion of a gallery or black box theatre space within the new branch.
- Construction cannot begin until two road changes occur and a former department store is demolished. Cliffdale Road needs to be rerouted, and Benson Road needs to be extended into Cliffdale. Patrons will have access to the library’s parking lot via Cliffdale Road.
- Mr. Price distributed his short guide to building projects entitled, “Nashville Public Library: Typical Building Project Milestones and Timelines.” After the Metro transaction for purchase of the property, the developer will have 120 days for demolition. In early June 2018, Gobbell Hays Partners will begin design work, and 720 Design will assist with space allocations and adjacencies. In early 2019, a request for proposals package will go out. The estimated opening for the branch is early 2021.

- Mr. Oliver noted that stakeholders will be able to share their vision for the new branch during community meetings.



Nashville Public Library Typical Building Project Milestones and Timelines

1. Site Selection and Acquisition
2. Building Programs (4 months)
 - a. Reviews community demographics, statistical data, and library use projections.
 - b. Conducts community and stakeholders meetings for their vision of their library.
 - c. Gains understanding of the library role in the community.
 - d. Calls out the key service area, space allocations, and space adjacencies.
 - e. Calls out the furniture, fixtures, and equipment (FF&E) needs.
 - f. Prepares FF&E fit test based on the conceptual design.
3. Building Siting and Conceptual Design (3 months; should be concurrent with Building Program)
 - a. Determines the best way to site the building on the property.
 - b. Prepares a conceptual design for the building based on the space requirements.
4. Request for Proposals (RFP) from General Contractors (3 months)

- a. The RFP package includes a bridging document from the building program and the conceptual design to inform proposals and pricing.
- b. Requires bidders to conform to the Metro Design and Construction Guidelines spelled out by Metro General Services and by NPL.
5. Evaluation of Proposals (1 month)
 - a. Reviews and scores the proposals for completeness, capacities and capabilities to perform, team experience, methodologies proposed, designs, and pricing.
 - b. In the case of Design/Build projects, previous collaborative projects done by the General Contractor and the Architect is of paramount significance.
 - c. Demonstrated experience in public library projects during the past 5 years is also a significant factor.
6. Award of Contract (1 month)
 - a. Completion of all needed negotiations, clarifications, and required documents.
7. Detailed Design (6 months)
 - a. Schematic design puts all input from the Building Program and from the Conceptual Design into scaled drawings.
 - b. Confirmation of the building site for the design; e.g. soil testing, civil engineering, etc.
 - c. Design Development
 - i. Design development cost estimates.
 - ii. Interior finish selections.
 - d. Construction Documents
 - i. Owner signoffs on design details.
 - ii. Hard pricing from subcontractors.
 - iii. LEED and commissioning submittals.
 - iv. Final documents for permitting.
8. Move Out/Storage [for Renovation Projects] (1 month)
9. Building Permit (2 months)
 - a. Review by codes and ADA
10. Construction (9 – 12 months)
 - a. Owner submittals review.
 - b. Furniture selection.
 - c. Furniture procurement.
 - d. FF&E installations
 - e. Collection shelving.
11. Grand Opening
 - a. Certificate of Occupancy issued by Fire Marshal.

Total Elapsed Timeframe = 27 - 30 months

d. East Branch Library – *Larry Price*

Mr. Price introduced Sara Morse, Manager of the East Branch Library. This iconic Carnegie-Era library will be 100 years old in 2019.

- Ms. Drye mentioned that leaks in the roof were repaired, but the interior water damage still requires attention. Renovations on the first floor were completed a few years prior with funding from a memorial grant. The renovations included a multi-purpose Teen Program Room with mobile cabinetry. Mr. Price mentioned that the room is packed from 3:00 – 5:00p.m. on weekdays due to the after-school crowd.
- Mr. Oliver pointed out the difficulties in repairing or renovating the East Branch due to the permissions that must be obtained through the Tennessee Historical Commission.

VII. New Business

a. *Updated Gift Art Policy – Jena Schmid*

Nashville Public Library
Board
May 15, 2018

Resolution Title: Gift Art Policy Revision

History/Background/Discussion: The Gift Art policy was last reviewed by the Board on November 18, 2003. Since then, Metro has requested the Metro Arts Commission play a role in the review process for all art donated to Metro departments. The policy has been updated to reflect their role. Because all library policies support the library’s mission, the mission statement is removed from the policy. Other minor changes were made for consistency.

Recommendation: The Board approves the proposed revisions to the Gift Art Policy

Draftor(s): Liz Coleman

Person(s) Responsible for Implementation: Library Arts Coordinator and the Library Board’s Art Committee

RESOLUTION 2018-05.01
Gift Art Policy Revision

WHEREAS, Nashville Public Library and the Library Board has established an Arts Committee whose task it is to advise the Library in artistic matters, and

WHEREAS, the Metro Arts Commission sets forth procedures for the selection of art in public places including the Library, and

WHEREAS, the current general policies of accepting gifts of art no longer reflect organizational processes, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees shall adopt the preceding revisions and the recommended approval process to the Gift Art Policy.

Ms. Searcy moved for approval of Resolution 2018-05.01; Ms. Haynes seconded the motion and it **passed unanimously**.

Nashville Public Library
Departmental Policies



Gift Art Policy

Policy Information

Approved Date:	TBD
Effective Date:	TBD
Keywords:	Audiovisual Policy, Archives, Preservation, Conservation, Collection Development

Policy

~~NPL Mission Statement~~

~~Mission: Inspire Reading, Advance Learning and connect Our Community.~~

~~Vision: All members of our diverse community are empowered through limitless learning opportunities to enrich their lives.~~

~~We Value: Extraordinary Customer Service, Love of reading, Lifelong Learning, Intellectual Freedom, Innovation, Excellence, Inclusiveness~~

Objective of Exhibitions

In keeping with this mission, NPL, as a major cultural and educational institution, recognizes its unique and exciting potential to reach a broad cross section of the public through its exhibition spaces and collections. To that end, NPL will occasionally accept gifts of art that support its mission, program, and services, and enhance its historical collections. Each gift of art requires acceptance by vote of the Library Board of trustees.

Procedure Requirements

At the Main Library, art donation submittal forms should be directed to the Library Arts Coordinator. At each of the branches they should be submitted to the Branch Manager, who will forward them to the Library Arts Coordinator. The Library Arts Coordinator will then notify the Library Director for submittal to the Board's Art Committee.

All submittals must be accompanied by:

- a. An art donation form filled out in full, including:
 - i. Name, address, and telephone number of donor
 - ii. Resume of the artist, or a brief synopsis of the provenance of the work, if the donor is not the artist
 - iii. Estimated value of the work
 - iv. Maintenance requirements, if any

- b. Either the artwork itself, or pictorial images (slides, photos, or digital media) accompanied by a written description of the artwork including measurements, imagery, construction materials, framing style, and color.

Approval Process

1. Works of art are subject to a review by the Board's Art Committee that shall include, but is not limited to: a Library Board member; the Library Arts Coordinator; the Library Director; a member of the professional art community, and other appropriate library staff. The Board's Art Committee is responsible for reviewing art in order to determine if the proposed gift meets the standards set out in this policy.

2. If approved by the Board's Art Committee, the proposed gift goes before the Metro Nashville Arts Commission's Public Art Committee.

3. If approved by the Metro Nashville Arts Commission's Public Art Committee, the Board's Art Committee will make recommendations to the full Library Board of Trustees who will then approve or disapprove the recommendation based solely on the guidelines set in this policy.

4. If approved by the Library Board of Trustees, a Donation Agreement is drafted and sent through Metro Council.

5. Notification regarding acceptance or decline of gifts of art will be made by mail, phone, or email. ~~If the proposed donation has been approved, a gift confirmation form will be returned to the applicant for signature.~~

6. Once ~~gift forms are~~ the Donation Agreement is completed and signed by all parties, the artwork becomes the property of Nashville Public Library.

The Director and appropriate library staff will determine placement of art. The Library reserves the right to relocate, store, and lend art to other institutions as it deems appropriate. All art owned by the Library is handled, stored, and maintained properly.

Art Criteria

The Library will not accept art requiring terms and conditions. The Board's Art Committee will accept gifts of art based on:

- Particular relevance to the Library's collections
- Relevance of the work to the community of Nashville as a whole
- Importance as a document of the times
- Artistic merit
- Particular relevance of work or artists to our local area
- Suitability of the format to the Library's physical limitations
- Maintenance requirements
- The renown of the artist(s) whose work is submitted. The term "renown" (I) The number of times this artist has had her/his work on public or private display; (II) whether or not the artist has been commissioned to create public art pieces; (III) the number of reviews published about the artist; (IV) whether or not the artist is still producing works or produced works during her/his entire life.
- Compliance with all federal state, and local laws including those pertaining to libel, copyright, and pornography. If the Art Committee is unable to determine whether a particular work complies with applicable laws, it will seek advice from the Metro Law Department.

VIII. Adjournment

The meeting adjourned at 12:57 p.m.

*Next Board Meeting –
12:00 p.m., June 19, 2018
Main Library – Board Room
615 Church Street
Nashville TN 37219*

Respectfully submitted by Joanna Roberts