

NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City ®

LIBRARY BOARD MINUTES

May 16, 2017

12:00 p.m.

Green Hills Branch Library, 3701 Benham Ave, Nashville, TN 37215

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

Members Absent: Lucy Haynes and Sepi Khansari

Library Staff: Kent Oliver, Jena Schmid, Elyse Adler, Felicia Wilson, Andrea Fanta, Luke Herbst, Raemona Taylor, Terri Thomas, John McFarland and Beth Deeb

Also Present: Mark Murray, Metro Department of Law attorney

I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:07 p.m.

II. Metro Ordinance required to be announced at all Board Meetings

“Pursuant to the provisions of § 2.68.030 of the Metropolitan Code of Laws, please take notice that decisions of the Nashville Public Library Board may be appealed to the Chancery Court of Davidson County for review under a common law writ of certiorari. Any appeal must be filed within sixty days after entry of a final decision by the Board. Any person or other entity considering an appeal should consult with an attorney to ensure that time and procedural requirements are met.”

III. Approval of Minutes: April 18, 2017

Joyce Searcy moved for approval of the minutes from the April meeting; the motion was seconded by Keith Simmons and passed unanimously.

IV. Library Director Report—Kent Oliver, Library Director

- a. Mr. Oliver welcomed new Board member Katy Varney, who is a past President of the NPLF Board.
- b. The Library has been using Twitter and Instagram to support the Predators through spine label poetry; Mr. Oliver distributed some examples of these popular posts.
- c. The staff mentoring program just began with a speed mentoring event.
- d. Mr. Oliver attended a meeting of the Nashville Area Library Alliance, which is made up predominantly of about twenty academic libraries and four public libraries.
- e. The Madison community meetings regarding the renovation will take place in June. We have completed the contract with this consultant for multiple branch projects.
- f. Mr. Oliver attended ALA Legislative Day in Washington, D.C., which focused on privacy issues and reduction of funding for libraries. Locally, Congressman Cooper’s office is the most supportive of library issues.
- g. Mr. Oliver also attended the Chamber leadership retreat in Denver with about 120 people. He participated in discussions on transit and education, including grade level reading.

- h. Mr. Oliver took part in the Mayor's diversity and inclusion training for department heads. NPL is now up to 31% staff diversity.
- i. The Library is leading Metro departments in Opportunity Now hires, especially because of NAZA. The funding for this program is not coming from our budget.
- j. The amendment regarding state aid to libraries did not advance in the Senate Finance Committee, but is ready to be proposed as part of the Governor's budget next year.
- k. Mr. Oliver will forward an email to the Board about a state amendment regarding public libraries. The parts applicable to us are that Board members cannot serve two consecutive terms, and that the Board is an advisory board because we are part of a larger entity (Metro Government).
- l. An updated Board roster was distributed.
- m. A draft of the Strategic Plan will be presented at the June Board meeting.

V. Staff Reports

- a. *Woodland Hills Youth Development Center Presentation—Raemona Taylor/Luke Herbst*
Mr. Herbst has been the Teen Services Manager since October; Ms. Taylor wrote the grant which funded this project. Woodland Hills is an incarceration facility for up to 48 teens (males 14-19), with a school on premises. In 2015, they lost their librarian and asked the Library to provide some services such as book delivery, craft programs, and book discussions. Challenges to service included building trust with the teens, security protocol, logistics, and technology (there was no internet access in the facility). NPL responded by sending consistent staff, adding extra time to build trust, doing research on working with incarcerated teens, and getting tech and other support from Studio NPL.

The grant was a 2015 LRNG Innovator Challenge grant titled *Uncaged: How Do You Define Freedom? Connected Learning and the Juvenile Justice System*. Out of 154 applications nationwide, only eleven were selected, and NPL was the only library. The \$20,000 grant is funded by the National Writing Project's Educator Innovator Initiative and the LRNG Innovation Challenge, the John D. and Catherine T. MacArthur Foundation, and the John Legend Show Me Campaign. The grant period is April 2016 to June 2017, and library staff go to Woodland Hills twice a week. So far, 99 youth have participated in the project, 71 of whom got library cards.

- **73%** of respondents stated they have gained necessary skills from NPL to help them succeed upon release.
- **90%** of respondents stated they have increased their knowledge of technology after working with NPL.
- **90%** of respondents stated they feel more connected to the library.
- **72%** of respondents stated they feel more connected to the community after working with NPL.

Next steps are to connect the teens to other library departments, continue to visit once per week, and present at conferences about the program. Ms. Hunt asked whether Woodland Hills might be able to receive Limitless Libraries services; Elyse Adler will investigate. Alternative sources of funding were also discussed.

- b. *Conference Center Update—Jena Schmid*
Ms. Schmid reported that the Conference Center renovation starts on June 1 and should be complete by the beginning of September. It will include updating paint and carpets, adding storage, creating a new Board room, and updating the kitchen and all public restrooms in the building. Dowdle Construction is overseeing the project, which will cost about \$1 million.

Mr. Simmons noted that NPLF also has a fund set aside for Conference Center maintenance.

c. *Budget Update—Kent Oliver*

The budget presentation to Council is May 23 at 4:30; Mr. Oliver encouraged all Board members to attend. Last year, we received \$924,000 in additional funding, and \$10 million in capital funding for the first phase of Donelson and the Madison and Conference Center renovations. This year, we expect to receive \$325,000 in additional funding for staff and a NAZA expansion (of a \$1.2 million request), and \$500,000 in capital funding (which does not include the completion of Donelson nor renovations of Hadley Park and Richland Park). This will significantly impact our ability to fulfill our Master Facilities Plan. Ms. Varney noted that most departments only received a fraction of what they requested, due to the Mayor's focus on transit.

d. *NPL Strategic Planning—Kent Oliver*

This presentation has been moved to the June Board meeting.

VI. New Business

a. *Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov Policy—Kent Oliver*

Mr. Oliver explained that this is a process resolution to ensure consistency among Metro departments. Mr. Oermann moved to adopt resolution 2017-05.01; Ms. Searcy seconded the motion and it passed unanimously.

Nashville Public Library
Board
May 16, 2017

Resolution Title: Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov Policy

History/Background/Discussion:

To ensure that all Metro board and commission agendas and minutes are posted promptly to Nashville.gov, the Metropolitan Council of the Metropolitan Government of Nashville and Davidson County recently adopted Ordinance No. BL2017-612. This ordinance amends Title 2 of the Metro Code pertaining to the submission and formatting of agendas and minutes by Metro boards and commissions on Nashville.gov. Section 4B states:

“Each board or commission of the metropolitan government shall develop a policy, approved by the department of information technology services for providing minutes of proceedings in a consistent format as soon as practicable after meeting dates. Such policy shall include a procedure for submitting agendas and minutes in a searchable electronic format for posting onto the nashville.gov website of the submitting board or commission.”

Recommendation: The Board approves the proposed Policy for the Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov.

Drafter(s): Susan Drye

Person(s) Responsible for Implementation: Bernadette Hukan, Beth Deeb, and/or an Administrative designee from the Director's Office

RESOLUTION 2017-05.01

Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov Policy

WHEREAS, to ensure that all Metro board and commission agendas and minutes are posted promptly to Nashville.gov, the Metropolitan Council of the Metropolitan Government of Nashville and Davidson County recently adopted Ordinance No. BL2017-612. This ordinance amends Title 2 of the Metro Code pertaining to the submission and formatting of agendas and minutes by Metro boards and commissions on Nashville.gov, and

WHEREAS, section 4B of Ordinance No. BL2017-612 states: "Each board or commission of the metropolitan government shall develop a policy, approved by the department of information technology services for providing minutes of proceedings in a consistent format as soon as practicable after meeting dates. Such policy shall include a procedure for submitting agendas and minutes in a searchable electronic format for posting onto the nashville.gov website of the submitting board or commission.", and

WHEREAS, to comply with this change, the following procedures for submitting Nashville Public Library Board of Trustees agendas and minutes will be followed by Nashville Public Library (NPL):

1. NPL Board agendas and minutes, in PDF format, will be provided to the Nashville.gov web team (via email to webteam@nashville.gov) for posting to NPL's existing Boards and Commissions page at <http://www.nashville.gov/Government/Boards-and-Committees/Committee-Information/ID/91/Public-Library-Board.aspx>;
2. webteam@nashville.gov will be added to NPL's agenda and minutes email distribution list;
3. NPL Board agendas and minutes will be created either directly from a Word processing program or by having an optical character recognition (OCR) run on a printed and scanned document, and converted to searchable PDF prior to emailing to distribution list;
4. Nashville Public Library Board of Trustees agendas will be emailed to webteam@nashville.gov one (1) week prior to scheduled Board meeting;
5. Approved Board minutes will be converted to searchable PDF and emailed to webteam@nashville.gov the Friday following scheduled Board meeting; and

WHEREAS, a copy of our proposed Policy was submitted to the Information Technology Services Department of Metropolitan Government of Nashville and Davidson County on April 20, 2017, indicating that it would be presented to the Library Board in May.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees approves the Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov Policy, effective May 16, 2017.



Submission of Nashville Public Library Board Agendas and Minutes to Nashville.gov Policy

Policy Information

Approved Date:	May 16, 2017
Effective Date:	May 16, 2017
Keywords:	Submission of Board agendas, minutes, Metro Boards, Nashville.gov

Policy

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VII. Adjournment

The meeting adjourned at 1:18 p.m.

Next Board Meeting—

12:00 p.m., June 20, 2017

Green Hills Branch Library

3701 Benham Ave, Nashville, TN 37215

Respectfully submitted by Beth Deeb