

NASHVILLE PUBLIC LIBRARY

A City with a Great Library is a Great City ®

LIBRARY BOARD MINUTES

October 17, 2017

12:00 p.m.

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

Members Present: Keith Simmons, Lucy Haynes, Robert Oermann, Francie Hunt, and Katy Varney

Members Absent: Joyce Searcy and Sepi Khansari

Library Staff: Kent Oliver, Susan Drye, Jena Schmid, Felicia Wilson, Andrea Fanta, Heidi Berg, Terri Thomas, John McFarland, and Beth Deeb

Also Present: Carly Elliott, Metro Department of Law attorney
Mark Naccarato, SEIU representative
Rose Hirschey, Metro Finance

I. Call to Order / Roll Call

Keith Simmons called the meeting to order at 12:10 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

Susan Drye introduced Rose Hirschey, the Library’s budget liaison from Metro Finance.

IV. Board Chair Comments

Mr. Simmons congratulated the Library on the event with the Mayor on September 28, particularly noting the TBI’s gratitude to the Nashville Room and Andrea Blackman for their civil rights training.

V. Library Director Report—Kent Oliver, Library Director

- Mr. Oliver announced that Francie Hunt has turned in her resignation due to work commitments. Gini Pupo-Walker has been nominated by the Mayor as her replacement, which will need to be approved by Metro Council on November 21. Ms. Pupo-Walker works at Casa Azafrán, and also has experience in MNPS. Ms. Hunt said that it has been an honor to serve on the Board and that she looks forward to continuing to advocate for the Library. The Board expressed their thanks for her years of service.

- The Southern Festival of Books, which was held almost exclusively at the Main Library this year, was a huge success. The Friends Book Sale during the Festival also made close to \$7,500.
- Mr. Oliver will be attending the Council of the Great City Schools conference in Cleveland with Dr. Joseph later this week to make a presentation on our partnership with MNPS.
- The Board retreat will be the afternoon of January 19; lunch will be provided. It will include detailed discussions about the budget, the strategic plan, citywide literacy initiatives, and other projects.
- Mr. Oliver explained that branch circulation statistics appear to have dropped, but this is because online renewals are no longer being attributed to branches—there is now a separate category called “virtual renewals.” In fact, circulation was up 3% over last year. We are also checking to see whether our new ILS can do automatic renewals (for items not on hold), which is a common practice among libraries. This has the double benefit of being convenient for patrons and increasing circulation numbers. Mr. Simmons noted that circulation has stayed nearly steady over the past three years, possibly because we have not had the budget to increase the size of the collection to match demand.

VI. New Business

- a. *2018 NPL Holiday Schedule Resolution—Susan Drye*
Ms. Drye presented the 2018 holiday schedule. Robert Oermann moved for approval of resolution 2017-10.01; the motion was seconded by Francie Hunt and passed unanimously.

Nashville Public Library
Board
October 17, 2017

Resolution Title: NPL Holiday Schedule

History/Background/Discussion:

Annually, the Nashville Public Library Board adopts NPL’s holiday schedule observed based on the Metropolitan Government of Nashville & Davidson County’s Civil Service Commission. These hours necessarily impact NPL public service hours and NPL staff holiday scheduling. The attached is consistent with past practice and with the Civil Service Commission with two exceptions:

Based on anticipated public use of the NPL over holiday periods, NPL’s Administration is recommending that all NPL branch locations close early — based on the earliest regularly-scheduled time that branches close — on the Wednesday before Thanksgiving (Thanksgiving Eve) and on December 31st (New Year’s Eve) each year.

Holiday closings not consistent with Metro holidays will allow for adjustments in staff work schedules to accommodate these closings and are not paid holidays.

Recommendation: The board approves the proposed NPL holiday schedule.

Draftor(s): Susan Drye

Person(s) Responsible for Implementation: NPL Administration

RESOLUTION 2017-10.01
NPL Holiday Schedule

WHEREAS, in previous years Nashville Public Library has closed all library branch locations early on the Wednesday before Thanksgiving (Thanksgiving Eve) and on December 31st (New Year's Eve) with the Nashville Public Library Board's approval, and

WHEREAS, recommendations to close early were based on anticipated public use of the Nashville Public Library over holiday periods, and

WHEREAS, due to the recurring nature of holiday closures, and for ease of future staff holiday scheduling, it is recommended that the change be adopted for each calendar year henceforth, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board that the attached library Schedule of Holidays be adopted.

NASHVILLE PUBLIC LIBRARY

SCHEDULE OF HOLIDAYS

Metro holidays observed based on Civil Service Rules, Section 4.5 (Copy attached)

Metro Civil Service Rules, Chapter 4

Section 4.5 – HOLIDAYS

A. Holiday Schedule

The following will be declared official holidays, and all employees will be excused without charge to leave, except those employees required to maintain essential operations, who shall be compensated in accordance with Section 5.7.

Metro Holiday Schedule (remainder 2017)

Holiday	Date Celebrated	NPL Closed (2017)
Veterans Day	November 11	November 10, 2017 (Friday – Metro observed) November 11, 2017 (Saturday – Holiday)

Thanksgiving Day	Fourth Thursday in November	Close early – Wednesday, November 22, 2017 November 23, 2017 (Thursday – Metro observed)
Day after Thanksgiving	Fourth Friday in November	November 24, 2017 (Friday – Metro observed)
Christmas Eve	December 24 (Sunday)	December 26, 2017 (Tuesday – Metro observed)
Christmas Day	December 25	December 25, 2017 (Monday – Metro observed)

Metro Holiday Schedule (2018)

Holiday	Date Celebrated	NPL Closed (2018)
New Year's Day	January 1	January 1, 2018 (Monday – Metro observed)
Martin Luther King, Jr. Day	Third Monday in January	January 15, 2018 (Monday – Metro observed)
President's Day	Third Monday in February	February 19, 2018 (Monday – Metro observed)
Memorial Day	Last Monday in May	May 28, 2018 (Monday – Metro observed)
Independence Day	July 4	July 4, 2018 (Wednesday – Metro observed)
Labor Day	First Monday in September	September 3, 2018 (Monday – Metro observed)
Veterans Day	November 11	November 11, 2018 (Sunday – Holiday) November 12, 2018 (Monday – Metro observed)
Thanksgiving Day	Fourth Thursday in November	Close early – Wednesday, November 21, 2018 November 22, 2018 (Thursday – Metro observed)
Day after Thanksgiving	Fourth Friday in November	November 23, 2018 (Friday – Metro observed)
Christmas Eve	December 24	December 24, 2018 (Monday – Metro observed)
Christmas Day	December 25	December 25, 2018 (Tuesday – Metro observed)

Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before by those employees working Monday through Friday. On those occasions when Christmas day falls on Monday, the Christmas Eve holiday will be observed on the Tuesday following Christmas Day: on those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. If a holiday is observed on an employee's day off, the employee may be scheduled for a floating holiday during the week of the holiday or

the following week. **If community practice dictates a change in the day observed, the Director of Human Resources shall have discretion to change the dates for that year.**

* **Please note:** Easter Sunday, which falls on the first Sunday after first full moon of the spring season, is not a paid holiday but is a day that NPL closes any library branches that are regularly open on Sundays.

- b. *Friends of the Library/Nashville Public Library Foundation Discussion—Kent Oliver*
Mr. Oliver explained that NPLF employed a consultant to make recommendations regarding its relation to the Friends. This was necessary because NPLF would like to get into more grassroots fundraising, but does not want to compete with our current Friends groups. A Letter of Agreement between the FOL Board, the NPLF Board, and the Library Board is being drafted which would merge FOL and NPLF into one organization. This would give FOL the administrative support which it needs in order to be sustainable, and would allow the two groups to coordinate the grassroots, smaller gift fundraising which is very important in broadening community support.
- c. *Non-resident Card Update—Kent Oliver*
Mr. Oliver explained that offering free non-resident cards affects our contracts with our e-media providers, who offer their content based on library district service areas. Therefore, we anticipate that our non-resident cards will offer access only to physical (not virtual) materials, at least for now. Mr. Oliver has been working with other nearby public library systems and the State Library to craft a Letter of Agreement indicating that all Middle Tennessee public libraries will offer free non-resident cards.
- d. *Part-time Employee Leave Accrual / Holiday and Sick Leave—Susan Drye*
Ms. Drye explained that currently when Metro has a holiday, our part-time employees don't get paid. They also can't accrue sick leave. Central HR and Metro Courts offer these benefits to their part-time employees, and Sherry Adams also found that this is considered best practices. Ms. Drye presented a resolution that would change departmental policy to offer sick leave based on the percentage of FTE that the staff member works, and holiday pay for holidays or observed holidays. NPL has fifty part-time employees, so this would incur a cost of \$30 - \$40,000 per year. This year, we would have to absorb the partial-year cost, but we would request the money in next year's budget. If the resolution is approved, it will go to the Civil Service Commission, hopefully in time for the Thanksgiving holiday. Katy Varney moved for approval of Resolution 2017-10.02; the motion was seconded by Mr. Oermann and passed unanimously.

Nashville Public Library
Board

October 17, 2017

Resolution Title: Part-time Employee Leave Accrual / Holiday and Sick Leave

History/Background/Discussion:

Currently, Nashville Public Library (NPL) does not offer leave accrual for Holiday and Sick Leave to part-time employees. (Metro departments that currently offer granted leave accrual

and/or holiday pay for part-time employees include Central HR and the Courts.) Sick leave and holiday pay are areas that employees have no control regarding work. Therefore, we recommend proposing this additional option to the Civil Service Commission to ultimately add to our Departmental Rules so that NPL may begin offering this benefit to our part-time staff. Current number of permanent part-time staff is 50.

As cited in Metropolitan Government of Nashville and Davidson County Civil Service Rules:

Section 4.2 - ELIGIBILITY TO OBSERVE AND ACCRUE LEAVE

Full-time, probationary and grant-funded employees, if the grant allows, are eligible to observe paid holidays and to accrue vacation and sick leave. An employee whose services are being terminated, either voluntarily or involuntarily, shall not accumulate any additional sick leave or vacation days. (See Section 5.13)

Seasonal, part-time, emergency and temporary employees are not eligible to observe paid holidays and to accrue vacation and sick leave unless authorized in the departmental rules.

Recommendation for permanent part-time staff: Sick leave monthly accrual would be based on a prorated amount consistent with the FTE%:

.38FTE- 3.04 hours (2 employees)

.49FTE- 3.92 hours (38 employees)

.50FTE- 4 hours (8 employees)

.75FTE- 6 hours (2 employees)

Holiday pay would be available to part-time staff when their scheduled shift falls on a holiday or on an observed holiday and would reflect regular pay for the length of that scheduled shift.

Given the nature of NPL's part-time positions, especially page positions, we do not recommend vacation accrual, as it may interfere with the ability to meet assigned area expectations for the position.

Rules would be the same as with full-time employees. Full-time employees must be in paid status for entire month to accrue time. Part-time employees must work FTE % weekly to qualify for accrued leave.

Recommendation: The board approves the proposed Part-time Employee Leave Accrual / Holiday and Sick Leave Resolution

Drafter(s): Susan Drye

Person(s) Responsible for Implementation: NPL Administration, HR Department

RESOLUTION 2017-10.02
Part-time Employee Leave Accrual / Holiday and Sick Leave

WHEREAS, Nashville Public Library does not currently offer leave accrual for Holiday and Sick Leave to part-time employees, and we recommend proposing this additional option to the Civil Service Commission to ultimately add to our Departmental Rules so that NPL may begin offering this benefit to our part-time staff, and

WHEREAS, the current number of permanent part-time staff is 50, and

WHEREAS, Recommendation for permanent part-time staff: Sick leave monthly accrual would be based on a prorated amount consistent with the FTE%. Holiday pay would be available to part-time staff when their scheduled shift falls on a holiday or on an observed holiday and would reflect regular pay for the length of that scheduled shift, and

WHEREAS, we do not recommend vacation accrual, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board that the Part-time Employee Leave Accrual for Holiday and Sick Leave be approved.

VII. Approval of Minutes: September 19, 2017

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

VIII. Adjournment

The meeting adjourned at 1:10 p.m.

Next Board Meeting—

12:00 p.m., December 12, 2017

Main Library

615 Church Street, Nashville, TN 37219

Respectfully submitted by Beth Deeb