

**Nashville Public Library Board of Trustees**  
**Agenda**  
**April 21, 2020**  
**12:00 noon**

**Members Present:** Keith Simmons, Lucy Haynes, Joyce Searcy, Katy Varney, Adriana Bialostozky,  
Robert Oermann

**Members Absent:** Charvis Rand

**Library Staff:** Kent Oliver, Bernadette Hugan, Corey Frederick

**Also Present:** Derrick Smith, Assistant Metropolitan Attorney at Metropolitan  
Government of Nashville and Davidson County, Charda Johnson, Board Meeting  
Support from Metro ITS, Danielle Vaughan, Metro ITS

**I. Call to Order / Roll Call**

Keith Simmons called the meeting to order at 12:08 PM.

**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. Motion to Approve Conducting Meeting by Electronic Means and Suspending Rules**

Robert Oermann moved to approve conducting the meeting by electronic means and suspending rules; the motion was seconded by Joyce Searcy and passed unanimously.

**IV. Approval of Minutes: February 18, 2020**

Lucy Haynes moved for approval of the minutes from the February meeting; the motion was seconded by Adriana Bialostozky and passed unanimously.

**V. Library Director Report – *Kent Oliver, Library Director***

- a. Kent Oliver spoke about the work staff have completed since the library's closure in response to the COVID-19 outbreak. Collections staff have worked to bolster e-material circulation with around 200,000 items circulating, and virtual staff program offerings continue to grow almost daily. The library's expansion of its online presence has been branded as NPL Universe, which launched on April 17. Mr. Oliver stated that he was excited about what's happening with NPL.
- b. Ms. Bialostozky asked about programs for the elder population and segments of the population who may not have access to electronics.
- c. Mr. Oliver explained that library staff have been in direct contact with members of those populations and agencies that serve them. NPL staff is currently developing ways to enhance services for the Hispanic population through a virtual story time in Spanish.
- d. Ms. Bialostozky spoke about the use of WhatsApp within the Hispanic community. She also suggested the library could help in promoting as well as explaining telehealth visits.
- e. Mr. Oliver assured her that several staff members are looking at all aspects of reaching out to diverse populations, stating that the goal of NPL Universe is to be as widespread as possible. He welcomes any suggestions that may help.
- f. Katy Varney asked about the statistical reporting measures for NPL Universe.
- g. Mr. Oliver expressed that Bernadette Hukan and Andrea Fanta are working together on how to measure and analyze statistics dealing with NPL Universe.
- h. Since the COVID-19 outbreak, NPL staff have volunteered to work at the homeless shelter located at the Nashville Fairgrounds and other staff have volunteered to help with the Health Department to assist with COVID contact tracking, which can be done from their home computers.
- i. There has been no additional information to report about lifting the stay-at-home order for Davidson County.

**VI. New Business, *Kent Oliver***

**a. Reopening Preparations**

- i. NPL Administration has been working on a phased plan to reintroducing library services once Metro services reopen. Phase I of the plan includes curbside delivery of customer holds and limiting the number of people in buildings. One challenge NPL has had is that of purchasing personal protective equipment, such as masks

and gloves. Staff members are currently exploring various ways to acquire these items.

- ii. Ms. Haynes asked about how the amount of supplies would affect reopening.
- iii. Mr. Oliver explained that the library currently has enough supplies for a few weeks with a limited number of facilities being open; however, the situation becomes more complicated as additional facilities are opened.

**b. Potential Budgetary Limitations**

- i. Mr. Oliver spoke about Metro's budget for the upcoming fiscal year, and he noted that the library is currently waiting for the Mayor's budget. Metro currently has a deficit of \$250,000,000 to \$300,000,000, and he noted that the library has 43 frozen staff positions. The need to furlough staff is a possibility to deal with more needed budgetary savings. Furloughed staff members would not lose benefits and they could only be furloughed for up to four weeks.
- ii. The 4% budget is currently in good standing. It has been used recently to purchase a great deal of e-materials. However, purchasing has slowed down to confront the potential of having the remaining \$1.5 million of these funds last over the next six months to one year.
- iii. Mr. Oliver spoke about recent repairs to NPL facilities. NPL has submitted a request for FEMA to pay for the recent tornado damage to the North Branch. Even though the roof has not been repaired, no leaks are present within the structure, and the branch could reopen if needed. NPL has paid for repairs to the sewer system at the East Branch Library using budget funds. The Main Library's air handler is currently under repair. The costs of this repair have been submitted to FEMA since damage to the air handler resulted from an electrical surge during the tornado. The Main Library should be ready for reopening by May 15, if needed.
- iv. Mr. Oliver spoke about the foundation program budget process for the upcoming fiscal year. The original target for this budget was \$2,068,000, which was based upon NPLF's previously identified sustainability bottom line. NPLF's Finance Committee approved \$2,011,000 for NPL programs and expenses, including funds allocated for the Votes for Women project. With this reduction in funding and the potential of grant monies being restricted for specific programs and services, NPL may have to eliminate an established program.

- v. Mr. Simmons asked about NPLF's rainy day fund, noting NPLF's projected revenue reductions and how much money had been used from its surplus.
- vi. Mr. Oliver indicated that he had not received communication on NPLF's surplus reserves.
- vii. Mr. Simmons noted that NPLF does have a reserve as part of an endowment. As of February 29, NPLF had approximately \$3.1 million in reserves, and they distribute 5% of this endowment annually. He stated that NPLF seems to be determining how much of the reserves should be used for the upcoming fiscal year. He remarked that NPL must consider which programs should be cut to make up its budget deficit of \$223,000 for NPLF-funded expenditures. Since the NPLF budget for FY2021 is not yet approved by the Foundation Board, he urged NPL to begin laying out what budget reductions would mean to the library's programs and services. He stated that NPL, the Library Board, and NPLF should work together to understand this process and how budget reductions would affect the library.
- viii. Ms. Varney expressed that NPL and NPLF should work together toward the same mission. She asked for specific information about the budget and cuts in programming to be prepared for the May 12th NPLF Board Meeting.
- ix. Mr. Oliver stated that he and his staff would work on specifying which programs would be cut. He stated that the NPLF Board is frequently given information about NPL's programs and services by its Programming Committee. Non-restricted NPLF funds, which may be cut from the budget, are used to support the Courtyard Concerts as well as branch programming. However, additional cuts will need to be made in other areas, such as the Studio NPL. Mr. Oliver noted the difficulty of deciding on which programs to cut without knowing if they are funded by unrestricted, restricted, or outside funding.
- x. Mr. Oermann asked about pursuing outside grants for funding.
- xi. Mr. Oliver replied that NPL already does this, citing that NAZA is heavily funded through outside grants and Studio NPL began with an outside grant.
- xii. Ms. Bialostozky asked about the criteria of NPLF using their reserve funding.
- xiii. Ms. Varney commented that the recession in 2008 greatly affected how much funding the Foundation provided NPL.
- xiv. Mr. Simmons discussed his observation of a misalignment of priorities among NPL, NPLF, and their respective governing boards. He called for a reexamination

of these priorities. He recognized the need for NPLF to be fiscally responsible, but he stated that NPLF should be pushing to meet the needs of NPL and its service community.

- xv. Ms. Haynes noted a disconnect between NPLF's Finance Committee and the library's need for enough money to fund programs.
- xvi. Ms. Searcy explained that there are several new appointees serving on the Finance Committee. She expressed the need for NPL and the NPL Board to determine how to make a compelling case about the future and how giving now will make an impact.
- xvii. Mr. Simmons explained that the \$165,000 in surplus was used to make up the difference between the reduction in fundraising and its projected expenditures.
- xviii. Mr. Oliver commented that NPLF has applied for a CARES Act loan; they have not yet received any notification about their application. This could present another \$200,000 deficit in their budget.
- xix. Mr. Simmons commented that this information should be shared with all the NPL Board ahead of the May 12<sup>th</sup> NPLF Board Meeting.

## **VII. Board Elections – *Keith Simmons***

- a. Mr. Simmons explained that NPL Board elections are held every April. The current board officers are Board Chair Keith Simmons, Board Vice Chair Lucy Haynes, and Board Secretary Robert Oermann. Ms. Haynes is also up for reappointment to the NPL Board, and if she is not reappointed to the board, a replacement for her position can be selected in the future.
- b. Mr. Oermann nominated Ms. Haynes to be re-elected as Board Vice Chair; the nomination was seconded by Ms. Varney and the re-election passed unanimously.
- c. Ms. Varney nominated Mr. Simmons to be re-elected as Board Chair; the nomination was seconded by Ms. Bialostozky and the re-election passed unanimously.
- d. Ms. Searcy nominated Mr. Oermann to be re-elected as Board Secretary; the nomination was seconded by Ms. Haynes and the re-election passed unanimously.

## **VIII. Old Business**

- a. **Interlibrary Loan Policy and Resolution, *Kent Oliver***

- i. Mr. Oliver explained that the Interlibrary Loan Department of NPL works to borrow and share books with other libraries. This service allows NPL customers the ability to access books that are not owned by NPL. The purpose of this policy is to specify the rights of the borrower and NPL.
- ii. Mr. Oermann moved to adopt the policy as presented; the motion was seconded by Ms. Varney and passed unanimously.

Nashville Public Library  
Board  
April 21, 2020

Resolution Title: Interlibrary Loan Policy

History/Background/Discussion:

Nashville Public Library has provided interlibrary loan (ILL) services (the practice of borrowing and lending of library materials with other libraries) for many years but has never established a written ILL policy. ILL staff have had to make some decisions in the past without written guidelines, and an official policy will establish much needed structure, guidance, and allow for consistent application of ILL rules.

The Materials Management Committee, who created this document, have talked with ILL staff and examined ILL Policies from around the country to craft a document that will meet the needs of NPL staff and library users nation-wide.

Recommendation: The Board approves the proposed Interlibrary Loan Policy

Draftor(s): Materials Management Committee, Noel Rutherford, Chair

Person(s) Responsible for Implementation: Noel Rutherford, Material Services Manager and the staff of the Interlibrary Loan Office.

RESOLUTION 2020-04.01  
Interlibrary Loan Policy

WHEREAS, a written Interlibrary Loan policy will provide consistent guidance and structure in the practice of lending and borrowing materials, a newly created ILL policy is presented for board approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the interlibrary loan policy as presented effective upon adoption.



## Interlibrary Loan Policy

### Policy Information

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<b>Approved Date:</b>	PENDING
<b>Effective Date:</b>	[Date]
<b>Keywords:</b>	[Please list 5 keywords (or key phrases) in the order of importance, separated by commas]

### Policy

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#### Purpose of Policy

When resources are not in Nashville Public Library's (NPL) collection, Interlibrary Loan (ILL) is the process used to request and obtain material from other libraries to satisfy our customer's information needs. This process is reciprocal and NPL therefore lends its material to other libraries. The ILL policy is intended to provide structure and guidance in this practice of borrowing and lending materials which meet the interests and needs of library users nation-wide.

#### Borrowing

Customers with a valid NPL card in good standing are eligible for interlibrary loan services. ILL requests cannot be filled with a Non-resident card, Welcome/Courtesy card, or Online Access Only card. No age restrictions apply; children as well as adults can request materials. NPL's existing user privacy policy applies also to ILL requests. Due to volume of requests, customers are restricted to five (5) requests at a time and may not request the same title more than twice in a twelve-month period. Lending libraries may charge fees to the customer.

Customers may request to borrow:

- Physical books
- Photocopies of magazine articles and microfilm
- A title owned by NPL that is in Lost status.
- A large type format of a title owned only in regular print

Books published within the current year, rare books, genealogy, reference, bestsellers, and inexpensive paperbacks may be requested but are often not available through ILL.

Customers may not request to borrow:

- Items already owned by NPL
- Audio-visual materials (DVDs, CDs, audiobooks)
- Digital material

Most requests are handled within 24 hours (excluding weekends and holidays). Most materials will take an average of 10 to 14 business days to arrive. The loan period for the item is determined by the lending library. The lending library also determines whether an item can be renewed and for how long.

Return postage is the responsibility of the borrowing library. NPL does not pass these charges on to the customer but expects customers to use the service responsibly. NPL will decline to process requests if the shipping charges exceed \$20.

NPL reserves the right to suspend ILL account privileges for up to six (6) months if:

- customers fail to pick up three separate ILL requests within a twelve-month period
- customers acquire three or more billed ILL items within a twelve-month period
- once an account has been turned over to a collection agency

According to American Library Association's (ALA) Interlibrary Loan Code, the borrowing library is responsible for material from the time it leaves the lending library until it is back on the shelves at the lending library. If an NPL customer loses or damages the material, the customer will have to pay for the material including any additional fees imposed by the lending library. Replacements for lost or damaged ILL material cannot be accepted. NPL will not refund payments for lost ILL books. If a customer later locates a lost ILL item and NPL has already sent payment to the lending library, the customer may keep the item. The customer is still responsible for any fees associated with the item, which will remain on the customer's account until paid.

All requests for photocopies must comply with federal copyright law. NPL tracks the number of requests per journal title to ensure that copyright laws are observed.

## **Lending**

NPL lends materials to other libraries according to the ALA's Interlibrary Loan Code. We are a free lender.

The checkout period for ILL materials is six (6) weeks with no renewals allowed. ILL materials are subject to recall at the discretion of NPL.

NPL lends the following materials:

- Books – except items published within the last 6 months
- Photocopies of magazine articles, sections of reference books and microfilm

Nashville Public Library does not lend the following types of materials:

- Non-circulating reference material
- Full magazines or reels of microfilm
- Audio-visual material (DVDs, CDs, Audiobooks)
- Digital material (e-books and e-audiobooks)



**b. Wellness Policy and Resolution, *Kent Oliver***

- i. Mr. Oliver stated that the Wellness Policy and Resolution deals with Be Well at NPL as well as other workplace initiatives and policies that encourage staff to be healthier. NPL's Wellness Committee and wellness experts on staff developed this policy to broaden the current policy. Mr. Oliver clarified that alternative transportation was meant to encourage staff to ride their bike or seek methods of transportation other than driving.
- ii. Mr. Oermann moved to adopt the policy as presented; the motion was seconded by Ms. Searcy and passed unanimously.

**Nashville Public Library  
Board  
April 21, 2020**

Resolution Title: Healthy Workplace Policy

History/Background/Discussion:

The Wellness Works Committee is responsible for regularly reviewing and updating the NPL Healthy Workplace Policy.

The previous Healthy Workplace Policy was approved by the Library Board March 15, 2016. The policy was refined to design an attainable program to encourage participation.

Recommendation:

The Board approves the proposed changes to the Healthy Workplace Policy.

Draftor(s): Wellness Works Committee

Person(s) Responsible for Implementation: Library management, Wellness Works Committee

RESOLUTION 2020-04.02  
Healthy Workplace Policy

WHEREAS, Nashville Public Library is concerned about the health of our employees, and

WHEREAS, Nashville Public Library regularly reviews policies and procedures to assist in the efficient and affective application of policies, and

WHEREAS, the Nashville Public Library Wellness Works Committee has reviewed the Healthy Workplace Policy and has determined the need to update and streamline the policy,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised Healthy Workplace Policy.



## Healthy Workplace Policy

### Policy Information

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**Approved Date:** DRAFT

**Effective Date:** April 21, 2020

**Keywords:** Health, wellness, fitness, exercise, lactation, smoking, water, tobacco, transportation, healthy, workplace

### Policy

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Nashville Public Library (NPL) believes that our employees are our most valued assets. NPL is committed to maintaining a safe and healthy work environment. The individual health practices of NPL employees impacts the organization just as the organization impacts their health. Therefore, NPL seeks to enhance the health of employees, create a positive work environment, and enable all employees to develop to their fullest potential. This fosters a healthy workplace culture with improved morale, increase productivity, and enhanced, work-life balance for all.

#### Goals and Objectives

NPL will enhance workplace health and well-being by:

- Establishing and supporting a healthy workplace committee. The committee will:
  - Develop a plan for wellness initiatives to address employee needs.
  - Consult with employees to ensure workplace health and wellbeing strategies meet the needs of the workforce.
  - Support employee participation in health and wellbeing activities.
  - Support employees to adopt and maintain healthy behaviors and decrease unhealthy behaviors.
- Encouraging employees to be physically active during the workday when appropriate.
- Supporting access to healthy food and beverage choices in the workplace.
- Ensuring that water is available at all internal or external meetings or events.
- Providing lactation support to employees who are breastfeeding by meeting the following criteria (per the Patient Protection and Affordable Care Act, known as the Affordable Care Act):
  - Allow reasonable break time for an employee to express milk as needed for the nursing child up to one (1) year after the child's birth.

- Permit breastfeeding employees flexible scheduling for expressing milk. As the time of the breaks – as well as the duration and location – may vary, the supervisor and employee will agree upon a plan.
  - Provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express milk.
  - Prohibiting all employees, contractors and visitors from using tobacco at NPL or in any Metro owned vehicle.
    - Prohibited use of tobacco includes, but is not limited to, smoking (e.g. cigarettes, e-cigarettes, pipes, hookah, etc.) and/or using smokeless tobacco (e.g. snuff, chew, gutka, jarda, betel quid, etc.).
    - Smoking or tobacco use shall be permitted only in designated areas away from building entrances and ventilation systems.
  - Supporting and providing opportunities for and access to active and alternative transportation.
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## **IX. Adjournment**

The meeting adjourned at 1:20 PM.

### **Next Board of Trustees Meeting**

May 19, 2020

12:00 noon

Location: To Be Determined

*Respectfully submitted by Corey Frederick.*