

NASHVILLE PUBLIC LIBRARY
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Nashville Public Library Board of Trustees
Agenda
December 10, 2019
Main Library
615 Church Street
Nashville, TN 37219
Board Room– 12:00 noon

Members Present: Lucy Haynes, Adriana Bialostozky, Robert Oermann, Charvis Rand, Joyce Searcy, Katy Varney

Members Absent: Keith Simmons

Library Staff: Kent Oliver, Elyse Adler, Jena Schmid, Susan Drye, Terri Luke, Jenny Lane, Andrea Fanta, Elizabeth Roth, Corey Frederick

Also Present: Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

I. Call to Order / Roll Call

Lucy Haynes called the meeting to order at 12:03 p.m.

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

- a. “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: September 17, 2019

- a. Joyce Searcy moved for approval of the minutes from the September meeting; the motion was seconded by Robert Oermann and passed unanimously.

IV. Library Director Report

- a. Library Director, *Kent Oliver*
 - i. Kent Oliver introduced Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County. Mr. Smith is NPL’s new legal counsel.
 - ii. Mr. Oliver informed the board members that additional legal review is needed for the Towing Policy. The policy will be voted upon later.

- iii. Mr. Oliver explained that renovations at the Main Library in preparation for the Public Library Association Conference in February 2020 are underway. New flooring, outdoor pressure-washing, and interior paint are some of the improvements being made. The library will temporarily close its Popular Materials and Public Technologies sections to refinish or replace flooring in those areas. Mr. Oliver recognized Jena Schmid and Susan Drye for their efforts in organizing renovations.
 - iv. Mr. Oliver mentioned that he and Ms. Drye attended a recent budget meeting with Metro Finance. Metro Finance provided no information on the direction of the budget process. Mr. Oliver updated Metro Finance about NPL's current frozen positions, lack of renovation/maintenance funds, difficulties as a result of using 4% funding for material collections, and efforts being made toward current and future building projects.
 - v. Mr. Oliver attended the Mayor's Christmas Tree Lighting on December 6, 2019. He stated that Mayor John Cooper spoke about NPL's Summer Reading Challenge, and the individual selected by the Summer Challenge to be "Mayor for the Day" was chosen to light the Christmas tree.
 - vi. Mr. Oliver commented on NPL's project to make the *Nashville Banner* archives available online. Jenny Lane and other NPL staff are currently discussing the project with web-based companies, and NPL will contact Metro's Department of Law about the legalities of this project.
 - vii. Mr. Oliver noted that Predators library cards have been a success. Andrea Fanta and her team worked closely with the Preds on this project. One outcome of this effort is that NPL is on a short list of possible beneficiaries of a \$100,000 Predators Foundation grant.
- b. Remainder 2019 & 2020 Board Meeting Dates / Locations, *Kent Oliver*
- i. Mr. Oliver called attention to the schedule of Library Board Meetings for the next year.

V. Staff Reports

- a. Be Well at NPL, *Elizabeth Roth*
 - i. Mr. Oliver and Elyse Adler complimented Elizabeth Roth on the impact she has had over the last three and a half years since starting the Be Well at NPL program.
 - ii. Elizabeth Roth described how the program was initially funded through a grant from Blue Cross Blue Shield Foundation of Tennessee. Currently, the program is completely funded by HCA Healthcare, National Institutes of Health (NIH), and the National Library of Medicine (NLM). This funding pays for a full-time coordinator, performers and supplies for system-wide Be Well programming.
 - iii. Be Well at NPL is part of a national trend that has been emphasized by the American Public Health Association as well as other health organizations.
 - iv. Ms. Roth explained that in 2018, NPL offered over 2000 Be Well programs, such as yoga, Zumba, relaxation coloring, medication, and counseling, with over 30,000 people in participation.
 - v. Be Well at NPL is in the process of implementing NIH-funded health information kiosks that will use MedlinePlus (medlineplus.gov) as well as smoking cessation classes. Four
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branches were selected as pilots for the kiosk program, and six branches will host smoking cessation classes.

- vi. Ms. Roth also commented on Be Well community partnerships with Women, Infants, and Children (WIC); health insurance enrollment through Health Assist, and summer food service for children.
- vii. Ms. Roth will present on the intersection of public libraries and public health at the upcoming PLA Conference.

VI. Old Business

- a. Cayce-Boscobel Update Resolution, *Kent Oliver*
 - i. Following a presentation by Jim Harbison, Executive Director of MDHA, in January 2018, the Cayce-Boscobel project has continued to evolve with the help of Ms. Drye and Terri Luke. With much of the design completed, MDHA now requires a letter of agreement from NPL. The project will still need an official commitment from Metro for financing; even if MDHA pays for construction, the government will have to fund operation of the building.
 - ii. Mr. Oermann asked about what will happen to the East Branch, if Cayce-Boscobel is constructed. Mr. Oliver replied that the East Branch will be repurposed for school and entrepreneurial support. NPL hopes to make the branch a more dynamic space for youth and adults.
 - iii. Katy Varney moved for approval of the resolution; the motion was seconded by Adriana Bialostozky and passed unanimously.

Nashville Public Library
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Resolution Title: Cayce-Boscobel Branch Library

History/Background/Discussion:

In review, since 2015, Nashville Public Library (NPL) has been in discussions with MDHA to include a 20,000 – 25,000 square foot library branch in the new Cayce-Boscobel development. This new branch is included in the revised NPL Facilities Master Plan, approved by the Library Board in April 2019.

East Nashville has a population in excess of 85,000. It is growing and becoming more population dense. NPL currently serves this entire area with only two branches, totaling 10,760 square feet. With a combined facilities age of nearly 150 years, these outdated buildings are no longer practical for contemporary library service. Anchoring an area of Cayce-Boscobel with a branch library will be a positive step for Nashville.

NPL representatives attend Cayce-Boscobel meetings and have been a part of the discussions through the early phase of redevelopment-construction. Over the last year NPL staff have worked with MDHA staffs and Gobbell Hays Partners, Inc. to refine a two-story branch plan that is a stand-alone library. In addition, an approximately \$16 million budget has been developed that includes renovations for the East Branch Library.

In January 2019 the NPL board approved a resolution stating, “the Nashville Public Library Board of Trustees that the Library Director is authorized to develop a formal agreement with MDHA in regard to the library moving forward with a Cayce Branch Library.” The resolution further stated, “that the Library Director communicates to the Mayor’s Office that the Library Board supports the Cayce Branch Library initiative in collaboration with MDHA and requests that the Nashville Metropolitan Government develop a means of funding in order to make it a reality.”

The Library Director has been in communication with both the Briley Administration and the new Cooper Administration regarding NPL’s interest to proceed with this building. At present there is not a funding commitment by the Cooper Administration regarding Cayce-Boscobel.

Since January 2019 MDHA has sought New Market Tax Credits (NMTC) and other discount funding options. NPL provided a letter of support for this application. MDHA was unsuccessful in obtaining NMTC during this initial grant phase and plans to make another attempt in early 2020.

NMTC pursued by MDHA would save approximately 25% of the identified capital costs of \$16 million associated with the construction of the new Cayce-Boscobel Library and renovation of the East Branch Library. MDHA has also discussed a funding model where MDHA provides the initial cost of construction for the new library and the East Branch renovation that requires future repayment by Metro Government in a negotiated agreement.

To apply for NMTC this round, MDHA requires acknowledgment that NPL is indeed interested in continuing with the project.

Recommendation: That the Board authorize the Library Director to continue discussions with MDHA on the Cayce-Boscobel Library project and develop a letter of agreement should Metro funding becoming available.

Drafter(s): Kent Oliver, Library Director

Person(s) Responsible for Implementation: Kent Oliver, Terri Luke, Susan Drye

RESOLUTION 2019-12.01
Cayce-Boscobel Branch Library

WHEREAS, a Cayce-Boscobel Branch Library is necessary to serve Nashvillians in the East Nashville area, and

WHEREAS, the Nashville Public Library and the Metropolitan Development and Housing Agency (MDHA) have developed a plan for Cayce-Boscobel that includes a public library branch, and

WHEREAS, NPL's revised Facilities Master Plan 2015 – 2040 supports a new Boscobel Branch Library as well as a renovation and repurposing of the East Branch Library, and

WHEREAS, MDHA wishes to obtain significant funding discounts towards construction of such a library and renovating the East Branch Library:

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the Library Director is authorized to provide a letter of support to MDHA expressing its desire to pursue the construction and operation of a Boscobel Branch Library and East Branch Library renovation, and

BE IT FURTHER RESOLVED that the Library Director communicates to the Mayor's Office that the Library Board supports the Boscobel Branch Library initiative in collaboration with MDHA and requests that the Nashville Metropolitan Government develop a means of funding to make it a reality.

- b. Revised Polling Place, Petitioning, and Political Campaign Policy, *Susan Drye*
 - i. Ms. Drye explained the history of this policy dating back to March 2015. In October 2019, this item was brought to the board for discussion, and Alex Dickerson, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, made more suggestions that were included in the policy. Ms. Drye commented that this new policy will help NPL overcome difficulties seen in the past three election cycles.
 - ii. Mr. Oermann asked about the usage of the term “commercial signage” within the policy. Ms. Drye replied that Mr. Dickerson felt that the policy should explicitly say that commercial signs were not allowed to be posted on library property. Mr. Oermann suggested adding this to a signage policy. Ms. Drye noted that there is no NPL policy devoted specifically to signage.
 - iii. Ms. Schmid stated that it could be included in the Distribution of Non-library Materials Policy.
 - iv. Ms. Haynes, Mr. Oermann, and Mr. Oliver agreed that the wording be included in the Polling Place, Petitioning, and Political Campaign Policy and the Display as well as the Distribution of Non-library Materials Policy.
 - v. Ms. Drye explained other changes to the policy, such as sign sizes, amplifying devices, tents, and activities. She also commented that major problems in recent elections have been experienced at the Bellevue, Bordeaux, Green Hills, Hermitage, and Madison Branches.
 - vi. Ms. Varney stated that traditional problems have recently gotten out of hand, and library staff should contact each campaign to explain these new policies. Ms. Drye replied that NPL will reach out to campaigns to explain these updated policies.
 - vii. Charvis Rand asked if political events in the North Nashville area will be affected. Ms. Drye stated that campaign cookouts and other events on library property would need to be relocated off library property. She also informed the group that campaigns publicized these events as if they were in relation to the library.
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- viii. Ms. Varney explained her previous concern of how the policy will affect campaign traditions, but she emphasized the need to address the rights of voters, candidates, and library patrons.
- ix. Ms. Searcy moved for approval of the resolution, and the motion was seconded by Ms. Varney. The resolution passed with 5 votes in favor of the resolution with Mr. Rand abstaining.

Nashville Public Library
Board
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Resolution Title: Revision of the Polling Place, Petitioning and Political Campaign Policy

History/Background/Discussion: March 20, 2015 the Library Board approved the Polling Place, Petitioning and Political Campaign policy. This policy addresses what can be placed at or done at library facilities or on library property during political campaigns or ballot issues. Currently we have 6 – 8 facilities that the Election Commission uses for either early, regular, runoff or fail safe voting sites. The Library wishes to revise some of this policy to address issues that have arisen at voting site libraries since this policy was first approved.

Recommendation: That the Board adopts the revised policy that addresses some of the issues that have arisen since the original approval of the Polling Place, Petitioning and Political Campaign Policy.

Drafter(s): Susan Drye, Associate Director for Administrative Services

Person(s) Responsible for Implementation: Susan Drye, Terri Luke, Jena Schmid and Andrea Fanta

RESOLUTION 2019-12.02
Polling Place, Petitioning and Political Campaign Policy

WHEREAS, the library seeks to be a welcoming place for all those wishing to use its services, and

WHEREAS, library facilities will continue to be active early, regular, runoff and fail safe voting sites for Davidson County, and

WHEREAS, current library policy addresses voting site issues and in an effort to make policy pertaining to libraries as voting sites more concise and clear;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that the revised Polling Place, Petitioning and Political Campaign Policy be adopted and that library's policy and procedures be revised to reflect this.



Polling Place, Petitioning and Political Campaign Policy

Policy Information

Revised Date:	December 10, 2019
Approved Date:	March 20, 2015
Effective Date:	March 20, 2015
Keywords:	Polling Place Petitioning Campaign Voting Sites

Policy

Polling Place, Petitioning and Political Campaign Policy

NASHVILLE PUBLIC LIBRARY LIBRARIES AS VOTING SITES POLICY

GENERAL POLICY:

As an important public institution in our democratic society the Nashville Public Library is pleased to host election polling for Nashville and Davidson County at designated library locations. The library is committed to ensuring our community's access to library services and the safety of library users in our buildings and on library premises during polling.

Expressive activity at polling locations does not supersede the public's right of unfettered access to public library services.

When the library is selected as an early, regular, runoff or fail safe voting site, the following policy will apply to all library locations and voting sites.

1. Organizations or individuals may not set up a booth, information table or collection/donation station, staffed or unstaffed, in a library facility or on library property. This includes, but is not limited to, voter registration booths, promotional or public service activities by organizations, food tables, services or stands. Groups or individuals may not distribute literature or other material except in accordance with this policy. Tents will not be allowed on library property. **On days when voting is conducted, library branches that are used as early, regular, runoff or fail safe voting sites will provide one 10' x 20' library tent that all members of the public, including campaign volunteers, may use and share. No other tents, large umbrellas, etc. are allowed.**
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2. Signage may only be displayed in designated areas on library property no earlier than sixty (60) days prior to an election. The designated areas will be determined and communicated by library managers subject to available space.
 3. Commercial signage is prohibited. Any commercial signs displayed in the designated area shall be removed and discarded.
 4. So that ALL who visit the library can use and enjoy library facilities, no use of amplifying devices are allowed. This includes but is not limited to bullhorns, speakers, microphones and loud music.
 5. All signage must meet the following conditions:
 - A.) The number of signs allowed at any library location is limited to 4 signs per organization. If more than 4 signs are placed, any number above the 4 will be removed.
 - B.) Signs may not exceed 18" x 24" (typical yard sign) in dimension. The dimension applies to both length and width (neither dimension may exceed 24").
 - C.) Signs may not be hung on library property (examples are but not limited to hanging signs from fencing, trees, other signs, etc.)
 - D.) Signs may not be stacked upon one another.
 - E.) Signs not in compliance with this policy will be subject to immediate removal and will be discarded without notice.
 - F.) Signs remaining after the election will be removed and held for pick up the day after the election. All signs must be claimed and removed within 5 days after the official voting day(s) or they will be discarded.
 6. No signs are permitted at any time on library properties not designated as a regular, runoff or fail safe voting site.
 7. Petitions of any kind are not permitted in library facilities. Library managers may designate areas outside of library facility entrances for public petitioners that do not impede access to the library or establish a harassing environment for library users.
 8. Poll watchers and Davidson County Election Commission staff, not library staff, will apply and enforce rules consistent with the State of Tennessee and Davidson County Election Commission including the 100-foot campaign free zone surrounding polling sites.
 9. For filming in library facilities or on library properties, please refer to the Filming and Photography Policy. Media requests should be referred to the library Marketing and Communications team.
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VII. Adjournment

The meeting adjourned at 12:51 p.m.

Next Board of Trustees Meeting

January 21, 2019

Main Library – Board Room

615 Church Street

Nashville, TN 37219

Respectfully submitted by Corey Frederick
