

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

LIBRARY BOARD MINUTES

February 19, 2019

12:00 noon

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

Members Present: Keith Simmons, Robert Oermann, Adriana Bialostozky, Katy Varney

Members Absent: Sepi Khansari, Lucy Haynes, Joyce Searcy

Library Staff: Kent Oliver, Elyse Adler, Susan Drye, Jena Schmid, Felicia Wilson, Terri Thomas, Mamee Evans

Also Present: Shawn Bakker, President of Nashville Public Library Foundation, Alex Dickerson, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

I. Call to Order / Roll Call

Katy Varney called the meeting to order at 12:14 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: January 15, 2019

Mr. Oermann moved for approval of the minutes from the January meeting; the motion was seconded by Ms. Varney and passed unanimously.

IV. Library Director Report—Kent Oliver, Library Director

- a. On February 4th and 5th, six Richland Park Community Input Meetings were held to gather input regarding improvements to the Richland Park Branch Library. Mr. Oliver complimented Susan Drye and Maureen Arndt for their excellent facilitating. Feedback received at the meetings was for the most part positive; however, a handful of naysayers were present. The majority of the community members want a larger building with more meeting space, more children’s space and a larger collection of materials without reducing the amount of green space around the building. Mr. Oliver received many compliments on the wonderful Richland Park staff and services. Similar meetings will take place next week with the Hadley Park community. Ms. Varney asked about building up instead of out. Mr. Oliver said that is an

option, however doing so would necessitate more staff and more cost. An official summary of the meetings will be available in a few weeks.

- b. Mr. Oliver distributed printed copies of the Fiscal Year 2020 Recommended Capital Improvement Budget and the Budget Improvement Summary. A budget improvement summary is a list of items we would like added to the operating budget. This year's summary does not contain many changes from last year's. There are many requests for staffing funds in order to move some staff from the Library Foundation's dime to Metro's. The Library Foundation is reducing their funding this year. Looking at the capital improvement requests, most are for repairs and maintenance. Mr. Oliver would like to spend some significant money to refresh the Main Library building in preparation for the 2020 Public Library Association Conference coming to Nashville in February.
- c. Terri Luke has joined Nashville Public Library as Assistant Director for Branch Services. She is absent today to attend Metro New Employee Orientation.

V. Staff Reports

- a. Opportunity Now – *Elyse Adler, Assistant Director for Community Engagement & Education*
Opportunity Now, a program funded by the Mayor's Office, employs teens during the summer and helps prepare them for future employment. Companies are looking for applicants with both hard skills and soft skills. In this program, students learn workplace values, such as, conflict resolution and teamwork, as well as customer service, using computers, event planning, etc. Last June, the Library hosted thirty-five 16-, 17- and 18-year-olds. Each year, a survey is administered to the Opportunity Now participants. Ms. Adler studied the survey results from the students who worked in Nashville Public Library locations—28 of whom completed the survey—to confirm the students had a meaningful experience.

The survey measured work readiness, 20th century skills, aspirations, transportation and finance. The biggest barrier, in Ms. Adler's opinion, is that each participant must have a bank account. There are no physical paychecks. A lot of the students' families don't have bank accounts. As for the demographics, 63% were female, 32% were male and 5% chose not to answer. Ninety-one percent were age 16 or 17; 54% identified as Black or African American; 43% white and 7.1% identified as Hispanic, and that could be part of any other group; 82% indicated that English was their first language. We need to examine our recruiting methods to reach teens facing barriers, such as, transportation or not having a bank account.

Analysis of the results revealed the number one skill students learned was Customer Service. In second place was Creative Skills. The skills Working with Kids (Some locations put the students to work registering children for Summer Reading Challenge.), Computer Skills, Office Work and Event Planning round out the top six answers. When asked if they thought their skills would translate to their future work, 100% answered either "very" or "somewhat". Every student responded that they would feel comfortable listing one of the adults they worked with as a reference, and every student answered that their adult supervisor knew their name. The Library can be instrumental in helping the students explore career pathways. Regarding

transportation, 43% of the students were dropped off by an adult, 28% drove themselves, 25% took public transportation and 4% walked. All of the participants said they would participate again. Ms. Adler values the information the survey revealed about where we were successful and what we need to do differently.

Nashville After Zone Alliance hosted 300 14- and 15-year-olds on school property last summer in their SummerZone program. Their students' number one reported skill was creativity. The students enjoyed a project-based experience and they received a paycheck. In a new model to roll-out two years from now, the high school students will be paid, however the middle school students will not.

For the Cyber Seniors project, NPL's Digital Literacy staff taught 16- and 17-year-olds how to teach digital skills. The teens received a paycheck for teaching these skills to older adults. The program was appreciated by both the teens and the seniors, both were empowered by the experience. Ms. Adler is hopeful funding will be found to repeat this program. Digital literacy training for seniors is on-going.

b. Status Report – *Shawn Bakker, Library Foundation President*

The Nashville Public Library Foundation is fully staffed and equipped with a new financial system and a new donor management system. Ms. Bakker is excited about a gift of \$100,000 from Alliance Bernstein. They are new to town and already understand the importance of the library. NPLF Board members were charged with engaging more in library programs and identifying agencies wishing to partner and aid in fundraising. The Foundation's annual summer fundraiser, Picnic at the Library, is Sunday, April 28. Attendees will have the opportunity to purchase a raffle ticket for a puppet truck performance at a birthday party or other children's event; this is something that has never been done. The Carnegie Book Club meets April 8 to discuss *The Library Book* by Susan Orlean which gives an in-depth look at the 1986 burning of the Los Angeles Public Library. Fundraising for the Votes for Women Room is on target; we are about 70% to the \$3.2 million goal. Margaret Behm, Jeanie Nelson, Juli Mosley, Katy Varney and others have been instrumental in getting us to this point.

VI. New Business

a. Collection Development Policy Updates—*Felicia Wilson, Assistant Director for Collections & Technology Services*

The Collection Development Policy states what we collect and why. Amendments to this document are necessary as the collection changes. The first proposed change will better articulate the authority by which materials are removed and disposed. It clarifies for the reader that NPL staff are removing and disposing of materials by the authority of the Library Board of Trustees.

The second proposed change is to add Talking Books to the list of accepted formats. Talking Books are picture books and readers with imbedded narration, a format that should be

beneficial to English language learners and struggling readers. In response to Ms. Varney’s query regarding NPL’s disposition process, Ms. Wilson explained how staff regularly weed collections and relocate materials within the system to increase circulation utilizing Collection HQ software. Damaged books determined beyond repair are sent to a recycling center and reordered.

Ms. Varney moved for approval of Resolution 2019-02.01 on page 27; Mr. Oermann seconded the motion and it passed unanimously.

Nashville Public Library Board
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Resolution Title: Collection Development Policy Updates

History/Background/Discussion:

Nashville Public Library’s Collection Development Policies are intended to inform both NPL staff and the general public about what we collect and why. It is not a static document but one that needs periodic amendment as the collection changes over time. As such, there are two areas that need to be added or amended to reflect alterations to our collections and policies.

- A. Clarification of our Maintenance Policy to better state the authority behind what material we remove and its disposition.

Current Policy statement from page 6 under the section “Collection Maintenance”:

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. NPL reserves the right to determine how materials are removed from the collection.

Recommended revision:

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. This board approved policy, allows NPL to determine how materials are removed and where they are sent after removal from the library’s catalog.

- B. New Early Childhood Literacy Collection:

Nashville Public Library periodically adds new formats to its collection to better utilize the unique capabilities of new formats in delivering information and expressing creativity and ideas. One new format was added this past year:

1. Talking Books Collection – a circulating collection of picture books and easy readers with embedded audio narration. Combining print with audio is the easiest way for emerging and struggling readers, auditory and special education learners and ESL patrons to learn literacy skills.

Recommendation: The Board approves the changes to the Collection Development policy.

Draftor(s): Noel Rutherford, Material Services Manager

Person(s) Responsible for Implementation: Material Services Department headed by Noel Rutherford

RESOLUTION 2019-02.01
Collection Development Policies Updates

WHEREAS, a Collection Development Policy is a fluid document, needing constant refreshing to keep it accurate as well as relevant, and

WHEREAS, new collections, formats and policies have recently been added to the Nashville Public Library, the collection development plan is in need of revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees to adopt the revised collection development plan as presented effective upon adoption.

- b. Towing/Parking Policy—*Susan Drye, Assistant Director for Administrative Services*
As Nashville continues to grow, available parking gets more elusive. Some library location lots are being used by patrons of nearby businesses during the library’s operating hours. The East and Richland Park Branch Libraries, in particular, are dealing with this on a daily basis largely due to new businesses without parking opening nearby. At the Richland Park Library, staff have recently designated 24 “Library Only” spaces with signs. In addition, six of Nashville Public’s locations are designated voting sites and hazardous situations have developed on Election Days when parked vehicles interfered with traffic flow. One suggestion was to hire a Metro Nashville Police Officer to direct traffic at these sites. Ms. Bialostozky pointed out the presence of Police Personnel could deter some voters.

We have a procedure in place regarding towing abandoned vehicles. At the suggestion of Councilperson Murphy, Ms. Drye proposed a policy to address towing illegally parked vehicles, as well as towing abandoned vehicles. If a vehicle is wrongly parked, an announcement to this effect will be made to library patrons. The owner of the vehicle will be given an opportunity to move it. If they refuse, we will tow the vehicle at the owner's expense. Towing will be a last resort.

Mr. Oliver explained that the surrounding businesses have already been put on notice and certified letters will be sent if this resolution passes. Since the Library's parking spaces are on Metro Parks' property, Mr. Simmons said a memorandum of understanding with Metro Parks is worth exploring. Mr. Dickerson advised Ms. Drye to change the words "Library property" to "Library property or Library designated spaces".

Mr. Oermann moved for approval of Resolution 2019-02.02 as amended; Ms. Bialostozky seconded the motion and it passed unanimously.

Nashville Public Library Board
February 19, 2019

Resolution Title: Towing of Illegally Parked Vehicles on Library Property

History/Background/Discussion:

As development in Nashville has occurred and will continue to do so, especially in certain areas of Davidson County where parking is at a premium, several library branches are having issues with vehicles being parked illegally in Library Only designated parking spaces during library operating hours. Additionally, there are currently six library branches designated as early voting sites and seven designated as Election Day polling places. In being so designated, there are times during early and Election Day voting where voters will park illegally in driving lanes, fire lanes, or on grassy areas causing traffic hazards such as forcing vehicles either entering or exiting library parking lots to swerve into oncoming traffic. During early and regular voting, paging inside the building has been conducted and most vehicle owners return and move their vehicles. However, others will wait until they have finished voting extending the hazardous driving conditions in the parking lots. Because of these conditions, the library feels a policy is needed to address these issues when they are occurring. Currently there is a procedure in place for towing abandoned vehicles but no policy exists for towing vehicles that are either abandoned, creating dangerous or hazardous driving conditions in library parking lots or vehicles that are illegally parked in Library Patron Only designated parking spaces during library operating hours.

Recommendation: The Board approves the proposed Towing of Illegally Parked or Abandoned Vehicles on Library Property Policy.

Draftor(s): Susan Drye and Mark Crowder

Person(s) Responsible for Implementation: Susan Drye and Mark Crowder

RESOLUTION 2019-02.02
Towing of Illegally Parked Vehicles on Library Property

WHEREAS, the library wishes authorization to tow illegally parked or abandoned vehicles on library property, and

WHEREAS, before Nashville Public Library begins towing, a board approved policy concerning towing should be in place granting Nashville Public Library authority to tow illegally parked or abandoned vehicles on library property;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees that Nashville Public Library is authorized to tow illegally parked or abandoned vehicles on library property effective February 19, 2019 and in addition, Nashville Public Library will develop needed procedures to accompany this policy.

- c. Remote Attendance of Board Meeting – *Katy Varney, Library Board Member*
Ms. Varney asked if Metro rules allow a Board Member to participate in a meeting via conference call. Mr. Dickerson assured her he will have an answer at the next meeting of the Library Board.

VII. Adjournment

The meeting adjourned at 1:33 p.m.

Next Board Meeting:

12:00 noon, March 19, 2019

Main Library – Board Room

615 Church Street

Nashville, TN 37219

Respectfully submitted by Mamee Evans