

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

**LIBRARY BOARD MINUTES**

**May 21, 2019**

**12:00 p.m.**

**Main Library, 615 Church Street, Nashville, TN 37219**

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

**Members Absent:** Adriana Bialostozky

**Library Staff:** Kent Oliver, Elyse Adler, Susan Drye, Jena Schmid, Terri Luke, Felicia Wilson, Bryan Jones, Kate Collingwood

**Also Present:** Shawn Bakker, Nashville Public Library Foundation President, Justin Marsh, Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, Steve Reiter

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

Keith Simmons called the meeting to order at 12:04 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**

Justin Marsh introduced himself and mentioned that he was filling in for Alex Dickerson. Kent Oliver welcomed Steve Reiter and introduced Bryan Jones, a Systems Librarian with NPL’s Technology and Collections department.

**IV. Approval of Minutes: April 16, 2019**

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

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

- a. Our budget hearing is tomorrow at 4:30 p.m. [Wednesday, May 22<sup>nd</sup>] in the Council Chambers, and Kent hopes that all can come. Joyce Searcy and Katy Varney said they will both be there.

- b. We have completed the NPLF budget process, and Metro will be funding 2 positions so we were able to keep the baseline budget the foundation was seeking without cutting programs.
- c. Secretary of State Tre Hargett is giving non-reoccurring funding of \$100K to each of the 4 urban libraries. Mr. Hargett will be here in a few weeks to give a “big check presentation” and NPL will need to spend the money by June 30, 2019. This money will not be a formal line item. The other 3 urban libraries receiving this money are: Knoxville, Memphis, and Chattanooga. This money will go toward NPL’s Collection and will help some with the loss of 4% materials funding.
- d. The 4% funding for this coming fiscal year will be \$2M. Last year NPL received \$3.6M. We are hopeful that there will be a restoration of funding in the new fiscal year. A major issue is that we need money as the population increases, and we want to address the current needs of the public, but it is unlikely that we will get enough money restored to get completely back on track. A point was made that this reduction in funding affects education in many ways. One example is Limitless Libraries: Even though Limitless Libraries funding doesn’t come out of the 4% funding, if NPL can’t build and keep the collections current it affects what we can provide to schools. How can this be changed? Is it possible to amortize to recoup some funding? The Mayor’s Office is interested in how collections are funded.
- e. Staff Day is Friday, June 14<sup>th</sup>.
- f. Sepideh Khansari is no longer on the Board and we’re waiting for the Mayor’s Office to make a recommendation for her replacement.
- g. NPL is partnering with the Nashville Predators for this year’s Summer Reading Challenge.
- h. The courtyard repairs are underway and we are hopeful that the drains are blocked due to concrete because this would be a faster, cheaper solution.
- i. Kent Oliver has been invited by ALA to speak at the SIBF-ALA Library Conference in the United Arab Emirates in November.
- j. Keith Simmons mentioned that Susan Benton, President and CEO of the Urban Libraries Council, has identified Karl Dean as a future board member, which would be great for Nashville.

## **VI. Staff Reports**

### **a. Nashville Public Library Foundation Updates, *Shawn Bakker***

- i. NPLF is hosting a fundraising event on September 27th at 6:30 p.m. that will debut the newly updated “String City” puppet show and include a performance by Old Crow Medicine Show. This is made possible by Brian Hull’s relationship with Ketch Secor and also with the help of the Next Chapter Society/Emerging Leaders.
- ii. There will be 2 honorees at this year’s gala and both will be available for both events on November 15 and 16.
- iii. Keith Simmons asked how much was raised at the Picnic with the Library. \$75K gross was raised, and the net is still being determined.
- iv. NPLF is conducting monthly tours of the library with great success. If you know of anyone who should be on the tour list please let Shawn know.

**b. Facilities Master Plan Update, Susan Drye**

- i. The Facilities Master Plan has been updated for 2015–2040 and continues to follow Nashville Next’s groundwork. This document is a living document and it was updated recently, after 4 years, to clean up language around existing libraries. A column was added to include when library updates are due, and infographics were added to include year built and new schedules. It also includes NPL’s Strategic Plan for refreshing, updating, and rebuilding branches.
- ii. The Donelson branch hasn’t been designed yet, but we know that it will need to be 2 stories. Going forward, we may need to consider 2-story buildings for other branches depending on the land available within our budget.

**c. TOR, Bryan Jones**

- i. The Tor browser allows people to surf the web anonymously, and hosting a relay implies that NPL would aid the Tor Project by removing encryption layers of web page requests.
- ii. The Tor network is a decentralized network of volunteer run servers around the world. Before reaching the website you’re visiting, your traffic is encrypted three times as it passes over these servers. ([trac.torproject.org](http://trac.torproject.org))
- iii. Bryan cited the right to receive information and ideas in the U.S. Constitution, 1st Amendment, [ALA Code of Ethics, Article 3](#), [ALA Bill of Rights, Article 7](#), [Tennessee Library Association Strategic Plan 2012–2017](#), and “intellectual freedom” listed as one of NPL’s core values on the [NPL Strategy Map 2018–2020](#).
- iv. There is a lot of controversy surrounding this and the potential criminal activity that could result on-site. Metro Legal indicated that there are a number of legal issues around Tor, and Kent Oliver, Felicia Wilson, and the Board also voiced concerns around the implications of the Tor option. This topic ties into our Privacy Policy which is being updated now so Kent wanted to bring this topic to the table.
- v. NPL receives federal funding (eRate) that helps fund censorship software that applies filters and using Tor could jeopardize this funding.

**VII. New Business**

**a. Naming Former 1st Floor Gallery Space, Kent Oliver and Jena Schmid**

The former 1st floor gallery space is now an event space and there have been several social events held there. Since it is no longer a gallery it makes sense to rename it. Shawn Bakker asked if NPLF could look into finding gift funds so they could purchase it and rename it with a plaque. The Board responded with approval to go ahead and explore options.

**b. Deletion Schedule Policy and Resolution, Felicia Wilson**

Approval of this policy would give permission to delete patron records that have fines attached after 10 years of inactivity. The update to this deletion schedule is highlighted in the policy. Deleting these records from the system would also help wipe the system of outdated materials that are still attached to these records but are no longer in NPL’s

collection. Patrons would not be able to check out materials anyway, due to the unpaid fines blocking the account. The outdated materials attached to these patron records impact our Interlibrary Loan system as it shows that these materials are still available when they are actually lost and unavailable. Katy Varney is concerned about losing graduates who once had a library card through their school. Metro Legal is going to look into the implications around automatically signing up 18-year-olds for library cards which would mean they are now responsible for materials when they haven't signed anything.

Nashville Public Library  
Board  
May 21, 2019

Resolution Title: DELETION OF OLD PATRON RECORDS WITH FINES / BILLS

History/Background/Discussion: Nashville Public Library Shared Systems Team is responsible for maintaining the Integrated Library System, currently Carl-X, for the use of NPL staff and public. Part of this responsibility includes withdrawing items that are lost or damaged, patron records with no activity and former MNPS staff and students.

The Shared Systems Team Staff would like to add the following to the Deletion Schedule:

The deletion of patron records with fines/bills older than 10 years on an annual basis.

The deletion of patron records will initially be large because old patron records have not been included on a deletion schedule.

The deletion of patron records with fines/bills allows the Shared Systems Team to remove items that are no longer available but continue to appear in Carl-X.

The current deletion schedule with the proposed addition of patron records with fines/bill is included with this resolution.

This policy was informed by The Library Privacy Checklist for Library Management Systems/Integrated Library Systems [which] is intended to help libraries of all capacities take practical steps to implement the principles that are laid out in this guideline including:

**The Collection & Retention of User Data**

Personally identifiable information should not be retained in perpetuity. The library should establish policies for how long to retain different types of data and methods for securely destroying data that is no longer needed. For example, accounts that are expired or inactive for a certain amount of time should be purged. Retention policies should also cover archival copies and backups].

Recommendation: The Board approves the proposed deletion of patron records with fines/bills that are older than 10 years on an annual basis.

Draftor(s): Jennifer Lane

Person(s) Responsible for Implementation: Felicia Wilson

RESOLUTION 2019-05.01  
Deletion of Patron Records with Fines / Bills

WHEREAS, it is necessary for the Nashville Public Library to maintain an up to date and accurate Integrated Library System for public and staff access, and

WHEREAS, the deletion of old patron records with fines / bills will assist in maintaining an accurate Integrated Library System by allowing the removal of items that are no longer available, and

WHEREAS, a deletion schedule for patron records older than 10 years with fines/bills would follow established privacy guidelines for user data recommended by ALA, and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Nashville Public Library Board of Trustees adopt the Deletion of Patron Records with fines/bills schedule and that the library's policy and procedures be revised to reflect this.

Nashville Public Library  
Departmental Policies



**ANNUAL DELETION OF OLD PATRON RECORDS WITH FINES / BILLS**

**Policy Information**

**Approved Date:** May 21, 2019

**Effective Date:** May 21, 2019

**Keywords:** Retention, Patron records, Patron privacy, Fines, Bills

**Policy**

To protect user privacy and confidentiality the deletion of patron records with fines/bills older than 10 years will occur on an annual basis.

**Deletion Schedule for Carl X**

Type of record	Why Purge	When Purge	Number (currently)	Notes
Online patron	no activity	1 year	9543	probably will be very few going forward as all accounts will be set to expire in 45 days.
NPL patrons in good standing- not MNPS, ILL, or Online	no activity	3 year	36046	Past best practice
XMNPS - students	account not converted in timely fashion, bad data	3 months	3366	
XMNPS - staff	not convertible	2 weeks	303	
Expired accounts without bills	expired	6 months	524	
Old patrons / their billed items / their fees	no activity / outdated / unable to collect	10 years	15415 / 33789 / \$874,189	Patrons and items have been sitting in the database for more than 10 years.
Withdrawn items	gone	6 months	159998	Past best practice
Missing items	gone, double-check 3 months before deletion	3 years	0	Past best practice, there are 0 items b/c we have not been on Carl.X for 3 years yet
Empty case items	gone	6 months	256	Empty case items are not rarely returned
Empty BIDs	no items	annually	67,068	Requires updating of OCLC Worldcat holdings for NPL

Katy Varney moved for approval of Resolution 2019-05.01; Keith Simmons seconded the motion and it passed unanimously.

**VIII. Adjournment**

The meeting adjourned at 1:15 p.m.

*Next Board Meeting—*

*12:00 p.m., Tuesday, June 18, 2019*

Bordeaux Branch Library – Meeting Room, 4000 Clarksville Pike

*Respectfully submitted by Kate Collingwood*