

Nashville Public Library Board of Trustees

Minutes

September 15, 2020

WebEx – 12:00 p.m.

Members Present: Joyce Searcy, Kate Ezell, Katy Varney, Charvis Rand, Keith Simmons, Robert Oermann

Library Staff: Kent Oliver, Bernadette Hukan, Elyse Adler, Terri Luke, Susan Drye, Jena Schmid, Lee Boulie, Larry Jirik (WebEx support), Kate Rose Collingwood

Also Present: Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, Tyson Moore, Nashville Public Library Foundation Board Chair

I. Call to Order / Roll Call

Joyce Searcy called the meeting to order at 12:03 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. Motion to Approve Conducting Meeting by Electronic Means and Suspending Rules

“I move that the items on the meeting agenda constitute essential business of this Board, meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans considering the COVID-19 outbreak, and any rule that conflicts with Governor’s Executive Order 16 permitting electronic meetings be suspended.”

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

IV. Board Chair Comments, *Joyce Searcy*

[Ms. Searcy chaired this meeting since Mr. Simmons planned to join late.] Keith would want to commend everyone at NPL for all their work, including the Ringing of the Bells [Votes for Women exhibit] campaign and hosting early voting.

V. Approval of Minutes: July 21, 2020

Robert Oermann moved for approval of the minutes from the July meeting; the motion was seconded by Charvis Rand and passed unanimously.

VI. Library Director Report, *Kent Oliver*

a) General Report

- i. A [Tennessean article](#) from yesterday headlines the effects the referendum efforts around the Mayor's property tax increase would cause. The Mayor's Office requested information from NPL detailing what a 35% reduction would do to operations. The needed cuts would be part of the \$322M reduction in spending across Metro departments if it passes. NPL has until end of day Thursday to gather information and complete the form to turn in. Mr. Oliver is looking at specific items, possible location closings, and considering how NPL could achieve reductions without curtailing services. More news about where Metro's direction will take us is expected in the coming weeks and Administration is preparing for the worst.
- ii. NPL has an EDI [Equity, Diversity, and Inclusion] Committee to address issues within the library and work is about to start up again. Susan Drye heads this committee and Charvis Rand has agreed to serve on the committee.
- iii. Tyson Moore, new NPLF Board Chair has joined us today so that everyone can meet him. Mr. Moore has been an NPLF Board member for quite a few years and looks forward to building the relationship between boards.
- iv. Early voting is coming up [October 14–29] and several branch locations will be available. Cooperation with the Election Commission has been very helpful. NPL is working to make the voting experience positive.

b) Library Data Review:

Mr. Oliver asked to go over some stats in the Board report.

- i. Page 6: The active cardholder percentage went down in August after NPL conducted its annual purge and removed 50,000 cardholders. Lee Boulie confirmed that a card is purged if inactive for 3 years.
- ii. Page 7: Wireless usage should go back up once we're able to install apps.
- iii. Page 10: Circulation numbers are down due to the buildings being closed. Curbside service and reallocated funds for e-books have helped tremendously. Website numbers are also down due to buildings being closed making the on-site computer usage service unavailable.

- iv. Pages 11–12: Online programming numbers are great in the virtual realm.

VII. New Business

a) Services Update, *Kent Oliver*

NPL staff have been creative with programming and serving the community and we continue to innovate. Coming up, NPL is partnering with the Tennessee Arts Commission on an arts circulation project. Mr. Oliver encourages everyone to go through the entire board package and read about all the work going on behind the scenes.

b) Curbside Update, *Terri Luke*

- i. Curbside service is currently at 8 locations and will be at 13 locations by October 12. Early voting will close some branch locations and this expansion will allow for services to continue for patrons.
- ii. Curbside is more than books. Customers can pick up mobile printing (up to 20 prints a day), book bundles, story time craft kits, voter registration forms, library card applications, Summer *Unbound*, and seeds through the seed exchange.
- iii. Stats since June 8 for regional branches and Main: 17,600 checkouts per week; 4,900 customers per week; 20,400 holds per week. Green Hills is checking out the most books, followed by Bellevue and Edmondson Pike.
- iv. We're looking into a software application that will allow patrons to reserve a time for curbside service once NPL reopens.

c) 1.5 Pilot, *Jena Schmid*

- i. NPL Administration has been working on Phase 1.5 during which some locations will open for the service of public computer usage.
 - a. Bordeaux, Madison, Southeast, and Main have been chosen due to layouts that will allow for social distancing. Computers are all in the same area and spread out to follow social distancing guidelines and contained for safety and security purposes.
 - b. Reservations will be required and will be limited to one hour a day, and one reservation per day.
 - c. Sundays could allow NPL to offer longer computer reservations so people could work on bigger projects.
 - d. Customers will check in at building entrances and directed to the computers. At end of the session, everyone will leave at the same time.
 - e. There will be a half an hour between sessions to allow areas to be cleaned and disinfected before the next session.

- f. Masks will be required and provided to those who need one.
- g. Customers will be able to print up to 20 pages free a day so we can avoid money transactions.
- h. We are still working out some details and we'll practice with staff before Phase 1.5 begins so issues can be corrected.
- i. Temperatures will not be checked. Covid-19 questions will be asked when reservations are made.
- j. Data will be collected for computer usage.

VIII. Adjournment

The meeting adjourned at 12:56 p.m.

Next Board of Trustees Meeting

October 20, 2020

Location: TBD

Respectfully submitted by Kate Rose Collingwood.