

**Nashville Public Library Board of Trustees**  
**MINUTES**  
**September 20, 2022**  
**Main Library**  
**615 Church St. Nashville, TN 37219**  
**12:00pm**

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

**Library Staff:** Terri Luke, Susan Drye, Linda Harrison, Jena Schmid, Lee Boulie, Sherry Adams, Forrest Eagle, Andrea Fanta, and James Staub

**Others:** Derrick Smith, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County, and Shawn Bakker, NPLF President

- I. Call to Order / Roll Call
  - a. The Meeting was called to order at 12:05 p.m.
- II. Metro Ordinance required to be announced at all Board Meetings – *Chair, Joyce Searcy*
  - 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. Board Chair Comments, *Joyce Searcy, Chair*
  - a. RFP Update and Director Search
    - i. NPL has been assigned Sandra Walker from the finance and procurement department.
    - ii. A few firms never followed through with the paperwork.
    - iii. The committee to help select the search firm includes NPL Board Chair Joyce Searcy, Andrea Blackman, Chief Diversity, Equity, and Inclusion Officer for the Metropolitan Government of Nashville and Davidson County, and Don Holmes, Chair of the NPL Foundation Board. The committee determines the allocation of the 100 points that grades search firms. The allocation process will be finalized before the RFP is sent out.

- iv. There is not a date set to send out the RFP.
- v. There is a matrix based on points from questions that the firms answer. The committee scores the firms based on their answers, using a score of 0-100. Susan Drye will send the board the firms that have qualified.
- vi. Metro Council voted to add the Workforce Diversity Manager to the Department Head interview process. So once NPL chooses a search firm, Razel Jones, who is the current Workforce Diversity Manager, will be added.

IV. Approval of Minutes

- a. **Robert Oermann motioned to approve the minutes. Katy Varney seconded. Minutes were approved unanimously.**

V. Interim Library Director Report, *Terri Luke*

- a. New Donelson building project – Kristin Wilson, Mayor John Cooper, Velvet Hunter, the Interim Director of General Services, Terri Luke, and Mike Leonard from General Services met to discuss that NPL is 2.5 million dollars short to move forward with the building project. NPL will be taking a risk by using the contingency money and the furniture, fixtures, and equipment budget to move forward with the building process. Some construction costs have increased in by 42% since beginning this project. Because this is a General Services building, they will also ask for money as part of their funding for this year.
- b. For the first time that Ms. Luke is aware of, NPL presented the NPL Capital Spending Plan for FY23. Ms. Luke had three weeks to prepare for the presentation. She looked at the Facilities Master Plan, how projects were prioritized in the master plan, and answered the eight questions in a PowerPoint presentation. Only three extra questions were asked at the conclusion of the presentation. NPL should receive additional feedback in early 2023. One of the additional questions was why NPL did not stagger projects so that the Capital Spending Plan request was not for 104 million dollars. Unfortunately, due to the delay in projects, NPL no longer has a choice but to ask for all of them now. The projects included in the request were as follows: continue the Donelson project, new buildings for Richland Park, Hadley Park, Edgehill, and Thompson Lane, and renovations of Green Hills and Hermitage. Green Hills and Hermitage are both 22 years old.
- c. The second DEI meeting with the Core Administrative Team at NPL, Andrea Blackman, and Razel Jones took place on September 19<sup>th</sup>. The meeting included how

can they guide NPL in putting together a plan for DEI at NPL. Difficult conversations were had, but hopefully it will allow for forward movement in the process. There will be a racial equity tool in the upcoming budget process. NPL will need to answer nine questions about equity. Sneh Patel from the Finance department will help guide senior staff as a group. Instead of Ms. Luke choosing how to prioritize the budget requests of the various departments, she feels it should be collaborative and senior staff should decide as a group.

- d. September 19, the North Nashville Chamber of Commerce asked to have their meeting at the Bordeaux Branch. Mayor Cooper, Deputy Mayor Brenda Haywood, and Judge Bell were in attendance. It was standing room only.
- e. Thank you to the production team for setting up each of the different events today.
- f. Mr. Simmons asked about the relocation of NECAT. Ms. Luke explained Lee Boulie and Kent Oliver knew that the lease would end in January 2025. A feasibility study was conducted on the current Donelson Branch to see if it could be used for the future NECAT site. The site is feasible. Mr. Rand stated that he would like the Library Board to visit the current studio. GSA has 2 million in their budget to continue the relocation and 1 million in the Comcast franchise agreement. NECAT staff created specifications for the new spaces. Ms. Boulie and the NECAT staff toured various studios to explore possibilities for continued success. The NECAT Board will oversee procurement of grants. They will also be involved with the Comcast Agreement. This includes the community focus groups taking place November 15th-17th. These focus groups are designed to ask the community about the future of NECAT.

VI. Foundation Report, *Shawn Bakker*

- a. As a reminder, the Foundation conducts Library 101 tours monthly. The next tours are October 19 and November 17. These happen from 9:15 a.m. to 10:30 a.m. The tour highlights different areas, particularly areas the Foundation supports. These tours are a good way to understand what the library does and to see if those on the tour have any interest in becoming involved with the library.
- b. The Gala is set for November 11th-12th. Currently, the focus is on ticket sales. Both the Patron Party and the Gala will be held at NPL. Keith Simmons and his wife Kay will be honored at the Gala with the Margaret Ann Robinson Award. The Public Lecture will be held at MLK High School.

- c. NPLF is revamping the funding process and the way the Foundation provides funding to the library. It will be based on a collaborative process to identify the priorities of the library.
- d. The information that Ms. Luke put together for the Capital Spending Plan meeting was very helpful for the Advocacy Task Force. Council Members will be involved with the branches in their districts. Visits should take place in October.
- e. Foundation has two positions open: Marketing and Institutional Giving.

## VII. Staff Report

- a. Marketing Update, *Andrea Fanta*
  - i. Marketing would like to move towards quarterly updates to streamline the way the story of NPL is told versus a large brochure.
  - ii. Last fiscal year, the library invested in Outreach Specialists who are pseudo marketers. They will be out in the community with information that will be translated into various languages to bring more people into the library. This focus will be a hyper local strategy. MarComm currently uses the “big three” social media networks: Facebook, Twitter, and Instagram. Metro ITS has advised refraining from TikTok due to national security risks.
  - iii. Ms. Ezell asked if there is something NPL can do to get more library cards in the hands of more people outside the catchment area. Andrea responded that because NPL is not private sector or self-governed it is harder for the library to change the rules around library lending.
  - iv. Ms. Searcy asked about the MarComm team itself and their areas of involvement. Ms. Fanta then described her team of five in detail and their responsibilities.

## VIII. New Business

- a. Library Board Recognizing the Mayor and Metro Council, *Kate Ezell*
  - i. NPL did well in the budget process. Ms. Ezell asked what the board should do to show thanks for the support for the library.
  - ii. An annual resolution did not seem to be the best idea. Ms. Varney suggested inviting Mayor Cooper to the Gala. She also suggested taking a book with a book plate to the mayor each year. Many agreed that this was a good idea.

## IX. Adjournment

- a. The meeting was adjourned at 1:19 p.m.

**Next Scheduled Board of Trustees Meeting**

12:00 noon – October 20, 2022

NECAT Studio Nashville State Community College  
120 White Bridge Road Nashville TN, 37209