

NASHVILLE PUBLIC LIBRARY

Board of Trustees Special Meeting

January 3, 2023



Nashville Public Library Board of Trustees
Agenda
Special Meeting
January 3, 2023
Main Library
615 Church Street, Nashville, TN 37219
2:00pm

- I. Call to Order / Roll Call
- 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. Library Director Job Description; Review and Approval, *Joyce Searcy and Sherry Adams*
- IV. Adjournment

Next Scheduled Board of Trustees Meeting

12:00 noon – January 17, 2023
Main Library
615 Church Street Nashville TN 37209

Nashville Public Library Board of Trustees
Minutes
Special Meeting
January 3, 2023
Main Library
615 Church Street, Nashville, TN 37219
2:00pm

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

Library Staff: Terri Luke, Sherry Adams, Lee Boulie, Jenna Schmid, Libby Cain, Andrea Fanta, Susan Drye, Lana Boleyjack

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

- I. Call to Order / Roll Call
 - a. Ms. Joyce Searcy called the meeting to order at 2:03 PM

- 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. Library Director Job Description; Review and Approval, *Joyce Searcy and Sherry Adams*
 - a. Ms. Sherry Adams explained that job descriptions are generalizations of the key job summary, key aspects of the job duties, and the education and experience requirements. Ms. Adams recommended breaking the discussion into sections, pertaining to the Job Objective, Employment Standards, and Education and Experience.
 - b. Ms. Kate Ezell asked when The Library Board would have an opportunity to communicate with the search firm to discuss enhancing the baseline job description. In response, Ms. Adams explained that once the selection of the search firm is confirmed, the description of what the ideal candidate will look like would be established and presented to said firm, to ensure attracting the desired candidate.

- c. Ms. Katy Varney wondered, once the search firm was retained, would The Library Board have the right to change larger aspects of the job description. Ms. Adams stated that The Library Board would not change the larger aspects of the job description, but rather, would describe what they would want to see in a candidate and the search firm would make sure those desires were implicated.
- d. Ms. Searcy asked for explanation regarding the timeline and the necessity to approve the job description. Ms. Searcy previously assumed that The Foundation would also be involved in the discussion of approving the current job description but expressed concern that this would prevent The Library Board from meeting the deadline. Ms. Adams stated that Civil Service Commission meets ever 2nd Tuesday of the month. The purpose of the special meeting was to meet the January deadline for approving the job description. Ms. Adams goes on to say that if Ms. Searcy and The Library Board would like to include others in this process, the deadline for January will not be met, and the job posting would be delayed because the job description would have to be approved and submitted to the search firm before the job could be posted.
- e. Ms. Susan Drye clarified the difference between the job posting and the job description. The job posting would be more detailed, and the job description—which was being discussed at the special meeting— would be a minimum description following basic Metro Charter Guidelines. Ms. Adams added that the job description is broad in nature, as a reminder to the parties present.
- f. Mr. Keith Simmons stated the Job Objective was written as if the candidate were performing administrative and managerial duties, but the Library Director would be leading those who are performing those duties, and this clarification does not come through in the objective portion of the job description. Mr. Simmons went on to say that the Major Job Responsibilities and the Library Director Evaluation Document do not align, and The Library Board could not evaluate a candidate based on those criteria when the job description being discussed has entirely different criteria. Mr. Simmons requested the job description be completely redrafted and modernized. Mr. Derrick Smith mentioned that the Metro Charter required certain objectives, specifically that all Metro Directors are required to submit reports to the Mayor’s Office. Mr. Smith wanted to clarify that amendments made to the job description must be governed by the Metro Charter. Mr. Simmons reiterated that the job description and evaluation

form did not match each other and suggested rewriting the job description to be consistent with the Director evaluation document.

- g. Ms. Adams stated the job description was more consistent with the general descriptions for director positions across Metro Nashville, rather than the Director evaluation document; However, recommendations for changes were welcome, and would need to be sent to Ms. Adams for implementation.
- h. Ms. Adams added that the Library Leadership Team has investigated revising the Education and Experience portion of the job description, considering many higher learning institutions no longer categorize the School of Library Science independently (many schools now label their Library Science degree under Information Studies or Information Science (MLIS, MSIS, etc.)). Central Human Resources recommended revising the job description to encompass all Master of Library Science programs.
- i. Multiple board members discussed what language should be used when clarifying the education requirement for the job description. Ms. Adams was asked to read the current suggested draft of the job description, which stated all candidates must have “a Master’s Degree in Library Science, or an equivalent Master’s Degree in a Library Science field from an accredited college or university, and ten years of professional library experience, including six years of experience managing and directing the work of a major library function. The Library Science program must be accredited by the American Library Association.” Mr. Robert Oermann stated that this description was acceptable in his opinion.
- j. Mr. Simmons asked why “library service” language was left out of the description, and Ms. Adams clarified that she changed the language to “library field” to suggest the consideration of all equivalent Library Science programs accredited by the ALA. Mr. Oermann added that there was no such thing as a library service program.
- k. Ms. Adams continued that the Library Board could not accept other degrees other than what was listed on the job description, and the degree requirement would have to be directly related to the job duties of the Library Director position.
- l. Ms. Varney mentioned there had been research done collecting information from fifteen libraries that the Library Board deemed comparable examples to aspire towards, and fourteen of the fifteen required a Master’s in Library Science. Ms. Varney then asked if this example is still being taken into account when deciding what the education requirement should be. Ms. Adams reiterated that if the Library Board

would like to accept degrees outside of an MLS, the language would need to explicitly state MLS or degrees equivalent to an MLS (see III, i). Mr. Oermann added that the minimum requirement should be a degree accredited by the ALA, whether the degree accepted were an MLS or some equivalent.

- m. Mr. Simmons asked what the Metro Charter said about the minimum experience of a Chief Library (Library Director). Mr. Smith read, “he or she shall be a person with experience in an executive or major administrative position in public library operations.” Mr. Smith continued; the Metro Charter does not specify a number of years required for the position of Chief Librarian, but it does specify executive or major administrative experience in *public* library operations (excludes private library operations).
- n. Mr. Charvis Rand recommended that the Library Board include some minimum years’ experience. Ms. Adams added that the current ten-year minimum requirement is consistent with the Director of Metro Planning and the Director of Transportation. Mr. Oermann rebutted, suggesting the Library Board adopt the exact Metro Charter language, excluding a minimum number of years required. Mr. Smith added that Mr. Oermann’s suggestion would be acceptable according to Metro Charter, as long as the candidate(s) has some type of executive or major administrative experience in a public library operation.
- o. Ms. Varney asked if Senior Administration members (Assistant Directors) have a minimum six years’ experience required. Ms. Adams confirmed that there is a minimum year requirement for all Senior Administration positions. Ms. Adams asked Ms. Libby Cain to check the exact minimum requirement.
- p. Mr. Smith went on to clarify that the job description will be utilized by the search firm to help set parameters for their search, and if the desired information is not specified in the description, the search firm will have to accept all candidates that fall within the wording in the job description. Mr. Smith continued, if there are no minimal requirements and someone is eliminated somehow, this would broaden the field of potential litigants.
- q. Mr. Rand asked what Ms. Terri Luke’s opinion is on the year minimum. Ms. Luke suggested a minimum of five to ten years’ experience. Ms. Varney responded with a minimum of six years. Ms. Adams asked Ms. Cain if she found the current minimum

required years for Assistant Director positions, and Ms. Cain confirmed the minimum years required for an Assistant Director position is currently eight years, not six.

- r. Ms. Luke continued that the preferred candidate(s) should be one with knowledge of a library system like Nashville's (twenty-one facilities, four-hundred-plus staff, etc.). Mr. Rand stated that he agreed with Terri's observation and suggested a minimum of eight years' experience in an executive or major administrative public library position. The remaining Library Board members concurred. Ms. Adams reiterated (for clarification) that for the Education and Experience portion of the job description, they would require a Master's Degree in Library Science, or an equivalent Master's Degree in a Library Science field that is accredited by the ALA, and recommend the minimum years required be changed from ten years to eight years.
- s. Ms. Adams suggested reexamining the minimum six years' required experience in a library function. Ms. Drye stated the need to distinguish between having experience in a library function (having worked in a library) and having experience in executive or administrative roles in a public library (managing a library). After minor discussion, Mr. Oermann clarified stating "eight years of professional public library experience, *including* six years' experience managing and directing the work of a major library function [...]"
- t. Mr. Simmons asked whether a search firm has been selected or not. Ms. Drye answered that a search firm had been selected, and they are waiting for information from Ms. Searcy and Ms. Andrea Blackmon before they can provide an intent to award. Ms. Drye stated that the search firm identity must remain confidential until there is an intent to award. Ms. Drye anticipated the intent to award would be approved within the week and could still be approved without the finalized job description.
- u. Ms. Ezell recollected that the job description would need to be approved by the Civil Service Commission by or before January 10th (the second Tuesday) to make this month's deadline.
- v. Ms. Drye reminded the Library Board of the previous commitment: the search firm would consider input from the Library Board, the Foundation, library employees, and SEIU, but these parties would not be providing input regarding the revision of the Chief Librarian job description.

- w. **Mr. Oermann made a motion to rewrite the job description document to reflect concerns on matching performance evaluation criteria with required education and experience, and to adopt language that matches the Metro Charter. Ms. Varney seconded.**
- x. Ms. Adams agreed to receive all revisions and confine them to one new document addressing the concerns brought up by the Library Board and stated said amendments should be finished before the next Board Meeting.
- y. With one abstention and none opposed, the motion passed.
- z. Ms. Searcy stated that it was very important for the Library Board to view this job description as the foundation for finding a new Chief Librarian, and she felt comfortable going on to the next month to make sure the document is revised properly.

IV. Adjournment

- a. The meeting was adjourned at 3:17 PM.

The meeting minutes were recorded by Lana Boleyjack.

Next Scheduled Board of Trustees Meeting

12:00 PM – January 17, 2023

Main Library

615 Church Street Nashville TN 37219

LIBRARY SERVICES DIRECTOR

CLASS NUMBER: 01070

GRADE: DP02

EEO CATEGORY: Officials/Administrators

FLSA: Top- Level Mgt.

JOB OBJECTIVE

Performs administrative and managerial duties involved in planning, organizing, and directing programs and services provided by the Metropolitan Public Library. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Oversees programs and services provided by the Metropolitan Public Library system.

- Studies present and future needs of the community.

- Establishes and measures goals and objectives.

- Works with administrative staff to design programs and services to meet those goals and objectives.

- Meets with division heads to plan and organize programs and design implementation plans.

- Allocates existing resources for programs and services.

- Determines future personnel, facility, and other resource needs for the library system.

- Reads reports and performs statistical analyses.

- Writes reports, letters, and memos.

- Directs financial activities of the library system.

- Develops and presents a budget to local officials.

- Directs all fund-raising and development activities for the library system.

- Monitors expenditures.

- Promotes programs and services of the Public Library system.

- Confers with the Mayor's staff and other Metro Department Heads as needed.

- Serves on community boards, appears on various panels, and accepts public speaking requests.

Supervises professional staff members.

- Makes recommendations for ways to solve problems or improve service as needed.

- Evaluates employee performance.

- Reviews performance evaluations given by employees under his/her supervision.

- Approves leave requests.

- Counsels with and disciplines employees as needed.

Directs planning and setup of new library facilities and remodeling of existing facilities.

- Meets with architects, developers, and vendors.

- Assists with lay-out and installation of shelving, books, and supplies.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Directly supervises division heads for the Library and has indirect supervisory responsibility over all employees in the Library.

This classification receives general direction from the Mayor, who informs the Library Services Director of his/her overall goals for the Metropolitan Government and the role of the Public Library in meeting those goals. This class exercises discretion and judgment and has a high level of personal accountability.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary, however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Master's Degree in Library Science from an accredited college or university and ten (10) years of professional library experience, including six (6) years experience managing and directing the work of a major library function.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

- Knowledge of library administration, methods, and procedures.
- Knowledge of budget and fund-raising principles and practices.
- Knowledge of Civil Service and departmental rules, policies, and procedures.
- Knowledge of the theories and practices of supervision.
- Knowledge of library resources and materials.
- Skill in planning and implementing program objectives.
- Skill in dealing with the public.
- Ability to represent the library in presenting programs and services to the community.
- Ability to plan, organize, and implement programs to meet the needs of the public.
- Ability to allocate resources and project future resource needs.
- Ability to monitor and analyze activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise and train employees.
- Ability to keep accurate records.
- Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

None

Date Approved: 06/24/80
Date Effective: 07/01/22
Date Revised: 03/03/22