

**Nashville Public Library Board of Trustees**  
**Agenda**  
**January 17, 2023**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37221**  
**12:00 noon**

- 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. Board Chair Comments, *Joyce Searcy, Chair*
- IV. Approval of Minutes: December 13, 2022, and January 3, 2023
- V. Interim Library Director Report, *Terri Luke*
- VI. Foundation Report, *Shawn Bakker*
- VII. Staff Report
  - a. Library of Things, *Noel Rutherford*
- VIII. Old Business
  - a. Review Library Director Job Description, *Joyce Searcy and Sherry Adams*
- IX. Adjournment

**Next Scheduled Board of Trustees Meeting**

February 21<sup>st</sup>, 2023  
Green Hills Branch  
3701 Benham Ave  
Nashville, TN 37215

**Nashville Public Library Board of Trustees**  
**Minutes**  
**January 17, 2023**  
**Main Library**  
**615 Church Street, Nashville, TN 37219**  
**12:00pm**

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

**Library Staff:** Linda Harrison, Noelle Rutherford, James Staub, Kyle Cook, Lee Boulie, Susan Drye, Sherry Adams, Jenna Smith, Libby Cain, Shawn Bakker, Terri Luke

**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 12:04 PM

II. Special Acknowledgement— *Kyle Cook*

- a. Ms. Joyce Searcy introduced Mr. Kyle Cook— librarian with the Nashville Public Library Collections and Technology division and representative of the SEIU 205 library union— to speak on behalf of staff regarding the search for a new Library Director. Mr. Cook stated as follows:

“Our union members have been watching these board meetings and updates for the search for a new library director with great interest. We appreciate The Board’s commitment to ensuring that the best candidate is selected for the job, and to ensure that the staff’s voices are heard during this process. I’m here today to remind The Board and all our staff that all our staff have their own wish list for what they want to see in our next director: commitment to equity, real inclusion, transparency and accountability, commitment to a respectful workplace, and a living wage for all staff are at the top of our list. As the Board moves through the process of securing a search firm, we want to assure that all staff has a chance to communicate their own wish lists to the firm before the search begins, and again when candidates are considered for the hiring panel. We’re happy to conduct the survey for all staff to participate in, including all branch and all department employees, and we can present the results of this inquiry during a future meeting. If The Board agrees, SEIU local 205 members are willing to facilitate this survey. I thank you again board members for your work making Nashville Public Library a great place to work, and a very special thank you to Terri Luke. We admire the work that she is doing as interim director. We have seen Terri’s commitment to transparency and accountability in our workplace culture, and we appreciate her leadership.”

III. 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.”

IV. Board Chair Comments, *Joyce Searcy, Chair*

- a. Ms. Joyce Searcy thanked Mr. Cook and assured him that The Library Board has the same desire to include staff input while searching for the new Library Director. Ms. Searcy went on to stress that The Library Board wants to know what is important to the staff, the foundation, the funders, and the customers as a selection is made. Ms. Susan Drye added that once the search firm contract is in place, there will be better idea of how a survey would be facilitated.
- b. Ms. Searcy reminded that there was a vacancy on The Library Board, and the Mayor would be appointing Dr. Nadine De La Rosa. She has a Doctorate in Education from Vanderbilt University, a Master’s from Florida Atlantic University, and a Bachelor’s in Social Work and Spanish from Western Kentucky University. She is currently serving as Executive Project Director of Student Affairs at Vanderbilt University and will come on board after approval at the council meeting on February 7<sup>th</sup>. Ms. Searcy stated that The Library Board needs more diversity, and that Ms. De La Rosa would be an excellent addition to The Library Board.
- c. On February 9<sup>th</sup>, a Fisk University and Belmont University collaborative will be announced at NPL. The project was funded by the Rector Family and was designed to educate students on how they can incorporate social justice into their majors and professional careers. Students would tour the Civil Rights and the Votes for Women rooms at Nashville Public Library.

V. Approval of Minutes: December 13, 2022, and January 3, 2023

- a. Mr. Robert Oermann motioned to approve both December 13<sup>th</sup> and January 3<sup>rd</sup> meeting minutes. Ms. Kate Ezell seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke reported that the Administrative Team continues to meet and work on finalizing the operating and capital budget requests for fiscal year 2024. The budget timeline and budget equity tool were received last week, and the deadline to submit these documents is February 11<sup>th</sup>. Ms. Luke anticipated the documents would be submitted before the deadline.
- b. On Christmas Eve, the Madison Branch fire sprinkler froze, and a pipe burst, causing damage to the building. Fortunately, none of the books were damaged, and the

Madison branch was reopened to the public on January 9<sup>th</sup>. Ms. Luke expressed great appreciation and gratitude to Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas for working through their holiday to help minimize the damage done.

- c. On Christmas Day, a pipe burst at the offsite archive storage. There were documents that were water damaged, but they were brought back to the Main Branch, and the Special Collections staff and Archive staff worked together to assist in drying and repairing the damaged documents. Ms. Luke also thanked Ms. Drye and the maintenance staff for all their timely work and assistance.
- d. Mr. Keith Simmons made a motion for Ms. Luke to draft a resolution of appreciation that the board votes on to honor the aforementioned individuals (VI, b) for their hard work and sacrifice during the holidays. Mr. Oermann seconded. The motion passed unanimously.
- e. On January 10<sup>th</sup>, Ms. Luke attended the announcement of the eleven city infrastructure projects selected by the community for the North Nashville Participatory Budget—last year the Mayor set aside \$2 million specifically for the North Nashville area, and the community members voted on special projects to designate the funds towards. Ms. Luke went on to say that this year, there were 3,000 votes from members of the Bordeaux/ North Nashville communities. One of the projects voted on was a library land acquisition in between the Bordeaux Branch and a business named Custom Covers. The second project included improvements to the Looby Branch, which range from a mural to a community garden accessible to the public. Ms. Luke explained that these ideas are still being specified.
- f. Ms. Luke hired Ms. Alfreda Miguel as the new Program Coordinator serving the Bordeaux Branch. Ms. Miguel teamed up with Mr. Bassam Habib from Be Well to plan a Health Fair on January 23<sup>rd</sup>, where community members can get access to vision and dental checks, free vaccines and boosters, and information from partners such as The Bridge Program, Music City Prep, and a number vendors and service providers.
- g. The Foundation and the Digital Inclusion program were awarded a \$50,000 grant from the West End Home Foundation.

- h. The Puppet Truck was invited to perform *The Stone Cutter* at the Frist Museum of Art and select staff were asked to perform two shows at the Nashville International Airport during the holiday season. BNA made a donation to The Foundation for \$1,100.
- i. Mr. Simmons asked about the staffing for Wishing Chair Productions. Ms. Luke informed Mr. Simmons that Mr. Bret Wilson is the new Program Manager over Wishing Chair, and the current vacancy is the position of The Puppet Truck Manager.

VII. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker informed The Library Board that Congressman Cooper and his team have moved out of the Foundation retail space. Ms. Bakker added that the Foundation is actively pursuing another tenant for that space, and a retail broker has been contacted to assist with this process. Ms. Bakker stated that The Foundation has been working with Ms. Drye and her team on making improvements in the meantime.
- b. Ms. Bakker stated that over the next few months The Foundation staff will be busy with proposals, and NPLF will specifically be submitting proposals to AllianceBernstein, Amazon, Dollar General, First Horizon, HCA, The Memorial Foundation, and Vanderbilt University for renewing contracts of support within the next couple months.
- c. Ms. Bakker predicted the bookmobile should be ready by December of this year. The bookmobile has been delayed due to supply chain issues. Dollar General specifically has been one of the largest investors in the bookmobile, but the delays will require on-going requests for increased support in order to cover the construction of the bookmobile, staffing, and library supply materials for the bookmobile.
- d. Ms. Bakker added that charter schools are the primary focus for the bookmobile since only three Nashville charter schools have physical libraries.

VIII. Staff Report

- a. Library of Things, *Noel Rutherford*
  - i. Ms. Noel Rutherford presented on plans to kickstart a non-traditional lending service at Nashville Public Library called *Library of Things*. The service would allow patrons to check out items for specified activities. Ms. Rutherford explained this would be an opportunity to allow patrons to try new activities without having to invest large amounts of money.

- ii. The various items were categorized in the following groups: Activities and Games, Health and Fitness, Tools and Electronics, Food and Party, Crafts and Hobbies, and Musical Instruments.
- iii. Ms. Rutherford stated this service should help the library attract younger patrons and encourage the public to think of the library in more ways than just accessible print materials. Doing so would support the library's longstanding mission to have jointly owned items available for library users.
- iv. Ms. Rutherford explained items made available must be easily transportable, inexpensive, not too fragile, and tested before purchase to ensure quality. The items would need to be used by the patron(s) within a three-week period.
- v. Ms. Katy Varney asked how the staff planned on caring for items if they require cleaning. Ms. Rutherford stated that most of the items do not require cleaning, but those items that may come back improperly cleaned would be taken care of by staff. Ms. Rutherford mentioned the items would be stored in the annex room.
- vi. Ms. Rutherford explained that she and her team have worked closely with Ms. Andrea Fanta and her marketing team to put promotional materials together for the public to easily learn about and access the *Library of Things* portal online.
- vii. Mr. Simmons asked what the cost would be to fund this service, and if funds were delegated from the Collections Budget. Ms. Rutherford answered that the total budget is \$10,000 and confirmed the funds come from the Collection budget. Ms. Rutherford added that the items purchased are relatively inexpensive and the team is currently under budget.
- viii. Ms. Rutherford reviewed the guidelines for borrowing: a minimum age of 18 years of age and all patrons would sign an agreement. Ms. Ezell asked what would happen if items were damaged or broken, and Ms. Rutherford ensured that most items are under \$70 in value, so there may or may not be a charge for the patron, but it would depend on the item borrowed.
- ix. The *Library of Things* was scheduled to launch February 7<sup>th</sup>.

## IX. Old Business

- a. Review Library Director Job Description, *Joyce Searcy and Sherry Adams*

- i. Ms. Sherry Adams asked if there were any additional suggestions or revisions needed for the Library Director job description. Ms. Adams expressed desire to finalize as soon as possible, as she would need to send the agreed upon document to Central Human Resources for review.
- ii. Mr. Simmons recommended the following changes:

Under Major Job Responsibilities, changed “directs all fundraising and development activities for the library system” to “coordinates, cooperates, and participates with the Library Foundation in all fundraising and development activities for the library system.”

Under Major Job Responsibilities, added “Develops and presents a budget to local officials and the Library Foundation.” Ms. Adams suggested specifying budgets to local officials and budgets to the Library Foundation separately under this category.

Under Performance Standards, Mr. Simmons suggested simplifying the wording by changing all “ability to” wording to “skill” and reword them appropriately.

Under Performance Standards, recommended adding “Skill in philanthropic fundraising” and “Skill in working with the Mayor’s office, Metro Finance, and Metro Council to optimize funding to the library.”

Under Major Job Responsibilities, Mr. Simmons asked to clarify the approval of leave requests by stating “Approves leave requests for division heads.” Mr. Derrick Smith amended this revision request, stating under Civil Service rules there are various types of leave that would require approval from the Department Head, and since the Library Director would fall under this definition, the responsibility to “approve leave requests” would suffice as is.
- iii. Ms. Adams clarified the search firm will be looking for candidates with demonstrated experience of the “skills” or “abilities” listed in the job description. Ms. Adams reiterated the change should not significantly impact the ability for the selected search firm to find applicable candidates.
- iv. Ms. Searcy suggested amending Mr. Simmons’ recommendation under Performance Standards, and stated “Mayor’s office, Metro Finance, and Metro Council” should be replaced with a catchall phrase to encompass each

of these factions. Ms. Adams agreed and informed the Library Board that compared to other job descriptions she'd reviewed most had a more general description.

- v. Under Major Job responsibilities, Mr. Simmons recommended changing “Assists with lay-out and installation of shelving, books, and supplies” to “Oversees lay-out and installation of shelving, books, and supplies.”
- vi. Ms. Ezell asked for Ms. Adams to restate what happens next. Ms. Adams explained she would apply the changes discussed to the job description and send the amended document to Central HR. Central HR would then review and potentially revise said job description and submit the document to be added to the agenda for Civil Service’s February meeting.
- b. Ms. Searcy made a motion to approve the Library Services Director job description as amended. Ms. Ezell seconded. The motion passed unanimously.

X. Adjournment

- a. The meeting was adjourned at 1:08 PM.

The meeting minutes were recorded by Lana Boleyjack.

**Next Scheduled Board of Trustees Meeting**

12:00 PM – February 21, 2023

Green Hills Branch

3701 Benham Ave, Nashville, TN 37215