

**Nashville Public Library Board of Trustees**  
**Agenda**  
**February 21, 2023**  
**Green Hills Branch**  
**3701 Benham Avenue**  
**Nashville, TN 37215**  
**12:00 PM**

- 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*
  - a. Resolution of Appreciation for and Acknowledgement of the Service, Dedication, and Work of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.
  - b. Welcome Nadine DeLaRosa
- IV. Approval of Minutes: January 17, 2023
- V. Interim Library Director Report, *Terri Luke*
- VI. Foundation Report, *Shawn Bakker*
- VII. Staff Report
  - a. Education and Literacy, NAZA, *Linda Harrison*
  - b. Collection Development Policy, *Lee Boulie*
- VIII. Old Business
  - a. Review Library Director Job Description, *Joyce Searcy, Sherry Adams*
- IX. Adjournment

**Next Scheduled Board of Trustees Meeting**

March 21, 2023  
Main Library  
615 Church Street  
Nashville, TN 37221

**Nashville Public Library Board of Trustees**  
**Minutes**  
**February 21, 2023**  
**Green Hills Branch**  
**3701 Benham Avenue**  
**Nashville, TN 37215**  
**12:00 PM**

**Members Present:** Joyce Searcy, Robert Oermann, Charvis Rand, Keith Simmons, Nadine De La Rosa, and Katy Varney

**Library Staff:** Linda Harrison, Lee Boulie, Susan Drye, Terri Luke, Jena Schmid, Anna Harutyunyan, Ezra Howard, Monica McLaurine, Teriz Fahmy, Deana Blount, Joshua Love, Rachel Pendragon, Vickie Starks, Allie Duke, Andrea Fanta, Mark Crowder, Jessica Martin, Sherry Adams, Shawn Bakker, Calvin Thomas

**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. 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. Ms. Joyce Searcy expressed pride and gratitude for the work of the following NPL staff members: Mark Crowder, Joe Foster (in absentia), Larry Jirik, Jimmy Roberts (in absentia) and Calvin Thomas. Ms. Searcy stated that these men are the epitome of great staff members that make a great library.

- b. Ms. Searcy read the following Resolution (see page 45 of the February Board Packet):

“Appreciation for and Acknowledgement of the Service, Dedication, and Work of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas. On Christmas Eve and Christmas Day, the low temperatures of wintry weather caused damage at two Nashville Public Library locations: the Madison Branch Library and NPL’s off-site Archives storage facility. These dedicated staff worked during the Christmas holiday to quickly contain and address these emergencies. Thanks to their work, Nashville Public Library prevented any further damage at both locations. The Library reopened the Madison branch on January 9, minimizing what would have otherwise become a protracted disruption to patrons.

The Nashville Public Library Board of Trustees extends its acknowledgement of and gratitude for the work and service provided by Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.

Whereas Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas demonstrated a deep commitment to our Library on December 24 and 25, 2022; Whereas their dedicated service enabled Nashville Public Library to be responsible stewards of Library facilities; Whereas a city with a great library is a great city – and a library with a great staff is a great institution; Now therefore, let it be hereby resolved that the Nashville Public Library Board of Trustees recognizes and appreciates the dedication of Mark Crowder, Joe Foster, Larry Jirik, Jimmy Roberts, and Calvin Thomas.”

- c. A motion to accept the resolution was made by Mr. Robert Oermann. Ms. Katy Varney seconded. The motion passed unanimously.
- d. Ms. Searcy welcomed the newest member of the Library Board, Dr. Nadine De La Rosa. Ms. Searcy praised Ms. De La Rosa for her background in strategic planning, change management, data analysis, and team building. On behalf of the Library Board, Ms. Searcy presented a welcome gift to Ms. De La Rosa, which included the NPL “I Read Banned Books” specialty library card.
- e. Ms. Searcy thanked the Nashville Public Library for hosting the announcement of the Belmont University and Fisk University partnership. Ms. Searcy also acknowledged and thanked Ms. Andrea Fanta, who captured the entire event.

#### IV. Approval of Minutes: January 17<sup>th</sup>, 2023

- a. Ms. Varney made a motion to accept the minutes for the January 17<sup>th</sup> board meeting. Mr. Oermann seconded. The motion passed unanimously.

V. Interim Library Director Report, *Terri Luke*

- a. Ms. Terri Luke introduced Ms. Jessica Martin, Teen Librarian of the Green Hills branch. Ms. Martin presented the Green Hills Branch Report on Ms. Heidi Berg's behalf.
- b. The Green Hills branch had nearly half a million circulated items in 2022, and there were three book sales held that raised \$16,445 for the Friends of the Library in 2022.
- c. The Green Hills' teen room received a refresh with new furniture and a new layout. There were new emergency doors installed in the teen room and managers offices. Ms. Martin explained that there are approximately 20-30 students per day in the teen room, so the addition of new emergency exit was paramount.
- d. Ms. Martin showed the Library Board the following attendance numbers:
  - i. Adult Services has had 147 total programs with 1,414 total participants since August 2022.
  - ii. Children's department has 6 programs offered weekly and have had almost 3,000 participants since September 2022.
  - iii. The Teen department has had over 3,000 visitors since August 2022 and has hosted a total of 108 programs.
- e. Mr. Oermann asked about the teen room's max capacity. Ms. Martin stated the capacity was about 50 people, which is very cramped.
- f. Ms. Varney asked Ms. Martin about other renovations she would have liked to see implemented. Ms. Martin answered, stating having a sink installed in the Teen Room would be ideal, due to the many crafts and classes that take place in the Teen Room each week.
- g. Ms. Luke stated the Core Admin team submitted their budget for the Fiscal Year 23-24 on February 11<sup>th</sup>. The Core Admin team voted to ask for \$3,135,400 extra dollars. Ms. Luke explained there were 14 items that determined the Nashville Public Library operating budget, and those items were listed by priority:
  - i. The Donelson Library needs 12 additional staff due to a major increase of space (expected to increase in size from 5,500 square feet to 25,000 square feet). Ms. Luke added that circulation at the Donelson Branch had also increased by 40% over the past year.

- ii. Equal Access: Additional staff to offer more services for nearly 700,000 differently abled Nashvillians.
- iii. NAZA: Summer Programming funds for four additional weeks in July 2023 and four weeks in June 2024.
- iv. Limitless Libraries: Additional staff member for outreach to provide training to school librarians.
- v. Two Travelling Children's Librarians. Ms. Luke added there are eight branches that do not have a professional librarian for the children's department.
- vi. Multi-lingual integration to provide translations for the NPL website and discovery layers. Ms. Lee Boulie added that because the primary languages spoken in Nashville are English, Spanish, Arabic, and Kurdish, this would be a first step to making the library system more multi-lingual.
- vii. Additional NECAT staff.
- viii. A concentrated series of trainings geared toward Diversity, Equity, and Inclusion for all library staff.
- ix. Program coordinator for the Southeast Branch. Ms. Luke explained this person would be responsible for going out into the community to create partnerships that serve the communities outside of the physical branches.
- x. Main parking improvements for library staff.
- xi. Add back non-allocated personnel funds taken from the budget in Fiscal Year 22-23 (around \$60,000).
- xii. Ms. Luke stated in Fiscal Year 22-23, the requirement to hire staff at \$18/hr. was not allocated into the budget. Ms. Susan Drye added that Metro gave funding for filled positions, but unfilled positions did not receive funding, and anyone hired since July 1<sup>st</sup>, 2022, has been paid through non-allocated funds, which caused the library to lose approximately \$98,000.
- xiii. Preparation for 2% budget reduction scenario. Ms. Luke stated the budget would need \$746,300 to anticipate a 2% reduction. Eleven positions were frozen in the process.

- h. Mr. Charvis Rand asked if internal employees would receive opportunities to apply for the new Donelson branch vacancies. Ms. Sherry Adams answered, stating that NPL has an internal transfer process, and any staff can be transferred to a different branch location at any time. Mr. Rand also asked about the function of the Program Coordinator position discussed for the Southeast branch (see V, g, ix). Ms. Luke offered to have Ms. Alfreda Miguel— the current Program Coordinator for the Bordeaux branch— speak to the Library Board regarding the position.
- i. The April Board Meeting was changed from April 18<sup>th</sup> to April 11<sup>th</sup> and will be held at the North branch.
- j. Ms. Luke informed the Library Board and she and Ms. Drye would be presenting the budget requests for Fiscal Year 23-24 to the Mayor’s office on March 22<sup>nd</sup>. Ms. Luke encouraged the Library Board members to attend the presentation to the Metro Council, which takes place on May 18<sup>th</sup>.

VI. Foundation Report, *Shawn Bakker*

- a. Ms. Shawn Bakker discussed upcoming NPLF events:
  - i. The Carnegie Society Annual Book Club – April 23<sup>rd</sup> from 5:30-8 PM at the Main Library branch. Ms. Bakker stated the book that was chosen to be discussed was *Hamnet* by Maggie O’Farrell. Eddie George and the Nashville Shakespeare Festival will be participating.
  - ii. Library Giving Day – April 4<sup>th</sup>. A nationwide day for the community to show their love for their library. Ms. Bakker stated that Google Fiber and Silicone Ranch have both agreed to match up to \$5,000 in donations, respectively.
  - iii. A Novel Night: Next Chapter Society Annual Fundraiser – March 3<sup>rd</sup> from 6:30-9:30 PM at The Old School Farm.
  - iv. Picnic with the Library – April 30<sup>th</sup> from 4-7 PM at the Main Library courtyard. The theme is Charlie and the Chocolate Factory.
- b. Ms. Bakker stated the NPLF team has about ten different grants being submitted within the next few weeks, and three grants have been submitted to the Dollar General Literacy Foundation

- c. Ms. Bakker updated the Library Board on the Bookmobile, which is scheduled to be finished at the end of December. The Dollar General grants will be utilized to help staff the Bookmobile.

## VII. Staff Report

- a. Education and Literacy, NAZA, *Linda Harrison*

- i. Ms. Linda Harrison introduced Ms. Anna Harutyunyan— manager of the Nashville After-Zoning Alliance— to introduce her team and give the Library Board a formal update on all the work they have done thus far:

Ms. Rachel Pendragon – Communications and Events Manager; Manages all communications channels, including NAZA’s website and social media, communications reports, and event logistics.

Dr. Ezra Howard – Data and Evaluations Manager; Manages Program Quality Assessments and NAZA Reporting.

Ms. Monica McLaurine – Capacity-Building and Grants Manager; Manages Professional Development for NAZA partners in the Greater-Nashville area and handles non-Metro grants while making sure NAZA is acting within compliance.

Ms. Allie Duke – Youth Advisor; Leads Youth In Action, NAZA’s youth-led advocacy initiative.

Ms. Teriz Fahmy – Procurement Officer; Works closely with contractors for NAZA partners, monitors budgets and invoices, and procures goods and services.

Ms. Deana Blount – Partnership Manager; Supports all three levels of partnership: Funded, Affiliated, and Enhancement.

Dr. Joshua Love – Operations Manager; Ensures all programs are operationally compliant based on signed partner contracts.

Ms. Vickie Starks – Training Officer; Coordinates all professional development trainings that occur throughout the year for funded and affiliated partners.

- ii. Ms. Harutyunyan thanked the Library Board for supporting NAZA’s request to fill six new positions last year. Ms. Harutyunyan expressed her commitment to making the NAZA team as diverse as possible by hiring team members with various new ideas, voices, and perspectives.



- iii. Ms. Harutyunyan explained that the Mayor's Office and Metro Council have pushed for NAZA to grow in size and numbers, and in order to fulfill this goal in expanding the network, NAZA is increasing the budget request by an additional \$1.7 million for the 23-24 Fiscal Year.
- iv. Ms. Harutyunyan stated NAZA's strategic commitments for the new year is to continue to retell the narrative of after school programming by helping evolve after school programming into more transformative and holistic learning spaces. Ms. Harutyunyan further explained that these priorities are not set by the NAZA team, but have been determined by NAZA partners, youth team members, and the leadership council (co-chaired by the Library Director and the Mayor).
- v. Ms. Harutyunyan clarified that NAZA is not a program, but an intermediary entity between Metro Government and actual program providers, that acts as a funder and a capacity builder.
- vi. Ms. Harutyunyan stated that NAZA was able to grow the number of affiliated partners in the NAZA network, largely due to the work of Ms. Blount. Ms. Harutyunyan further explained that these partners were able to get training and resources, and their youth served are now counted as indirect beneficiaries of NAZA.
- vii. The NAZA team polled youth on their experiences with programs and found that almost 90% of youth want to try harder in school, and many youths expressed wanting to improve their leadership skills as a result of participating in a NAZA funded program. NAZA partners also reported almost 90% feeling their skills increased and around 70% feeling their knowledge increased after participating in a partner training session.
- viii. Mr. Rand thanked Anna for her leadership and commitment to the diversity of her team. Mr. Rand asked what Ms. Harutyunyan's biggest challenges is. Ms. Harutyunyan mentioned other groups have tried to replicate the work NAZA does, which poses a competitive issue. Ms. Harutyunyan further explained that the State legislated to push all Summer funding to be allocated to tutoring programs, but young people are asking for more fun programs over the Summer; therefore, putting NAZA in

direct competition with the school district, which is already required by the state to provide tutoring programs during the Summer. Ms. Searcy asked how the NAZA team planned to solve this problem. Ms. Harutyunyan stated that NAZA is asking for more money from the city to create more alternative programming.

- ix. Ms. Harutyunyan informed the Library Board about NAZA's first conference for practitioners in Nashville. The conference was scheduled to take place at the Main Library branch on March 9<sup>th</sup> throughout the day and would be completely free.

b. Collection Development Policy, *Lee Boulie*

- i. Ms. Lee Boulie stated that the Material Management Committee does an excellent job of keeping the Collections Development Policy modern and up to date (page 64-65 in the February Board Packet outlined the changes made, and page 66 verbalized the new policy).
- ii. Ms. Boulie stated that nothing substantive was changed; most corrections pertained to spelling and grammar, and the term "citizen" was changed to "resident," the new Library of Things and Device Lending Library collections were added to the policy. Ms. Boulie added that all collections were listed in alphabetical order, where previously they were separated based on branch location. These changes were last revised in 2021. (Resolution located on page 80 of the February Board Packet)
- iii. Mr. Oermann moved to adopt Resolution 2023-02 on page 80. Mr. Rand seconded. The motion passed unanimously.

VIII. Old Business

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

- i. Ms. Searcy stated that the recruiting firm had received the Intent to Award letter, and there is a contract negotiation regarding the language used in the state of Tennessee versus the language preferred of the selected recruiting firm. Ms. Drye clarified that the contract negotiations refer to what the company will accept as Metro's standard contract language and ensured the Library Board that the negotiation will be worked out. Mr. Derrick Smith further explained that there are sometimes instances where

Metro language used in a contract is included due to state law, and vendors may ask for exceptions to be made to Metro's approved language. Mr. Smith also stated that Metro does not have flexibility on the state law requirement, but they are pre-empted to comply to state require language.

- ii. Ms. Sherry Adams, along with Ms. Luke and Ms. Boulie, met with the Civil Service Commission and all the changes recommended by the Library Board were included in the Library Director job description.
- iii. Ms. Adams mentioned the only change made by Metro Human Resources the number of years' experience required for the Library Director position. The Library Board previously recommended lowering the amount of required years' experience for the Library Director to eight years; however, Ms. Adams specified that the Library Assistant Director position also required eight years of experience, and the Library Director and the Assistant Director could not have the same amount of years' experience required in their respective job descriptions. Ms. Adams informed the Library Board that this aspect of the job description was amended to state *“nine years of professional library experience, including experience managing and directing the work of a major library function, [...] some experience in a public library required.”*
- iv. Ms. Adams stated that she, Ms. Luke, and Ms. Boulie, along with the Civil Service Commission, discussed changing the language of the job description to *“A Master's degree in Library Science, or a Master's degree in a Library **Science** field;”* however, this change was not reflected on the Metro job descriptions website. The job description on Metro's website states, *“A Master's degree in Library Science, or a Master's degree in a Library **Service** field,”* Ms. Adams ensured she would make sure Central Human Resources corrected said recommendation on the website.

## IX. Adjournment

- a. The meeting was adjourned at 1:33 PM.

**Next Scheduled Board of Trustees Meeting**

March 21, 2023  
Main Library  
615 Church Street  
Nashville, TN 37221

*Respectfully submitted by Lana Boleyjack.*