

**Nashville Public Library Board of Trustees**  
**Meeting Minutes**  
**June 18, 2024**  
**Main Library**  
**615 Church Street**  
**Nashville, TN 37219**  
**12:00 PM**

**Members Present:** Joyce Searcy, Keith Simmons, Kate Ezell, Nadine De La Rosa, Charvis Rand

**Library Staff:** Lee Boulie, Kyle Barber, Jennifer Schmid, Angela Fanta, Chi Amaefula, James Staub, Noel Rutherford, Angela Brady, Linda Harrison, Sherry Adams, Rachel Krohn, Forrest Eagle, Miryam Rose

**Others:** Tessa Ortiz-Marsh, Assistant Metropolitan Attorney at Metropolitan Government of Nashville and Davidson County

I. Call to Order / Roll Call

- a. The meeting was called to order at 12:00 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. Public Comments

- a. “Pursuant to T. C. A. § 8-44-12, time is reserved at the beginning of Library Board meetings for which there is an actionable item on the agenda for public comment germane to items on the agenda. Up to five people will be allowed up to three minutes each to speak. Speakers must register within one half hour prior to the beginning of the meeting by signing their name on a physical sign-up sheet available at the entrance, and identifying any agenda item on which they intend to comment.

IV. Board Chair Comments, *Joyce Searcy*

- a. Ms. Joyce Searcy thanked everyone for being here. Ms. Searcy brought to attention the absence of Ms. Terri Luke due to her father being gravely ill and called home. Ms. Searcy asked everyone to keep Ms. Luke in their thoughts and prayers.
- b. Ms. Searcy thanked Ms. Lana Boleyjack for taking the Board minutes and the training she provided to Ms. Miryam Rose.
- c. Ms. Searcy asked the Board members to complete Ms. Luke's evaluation and send their comments to Ms. Searcy if they have not already done so.
- d. Ms. Searcy mentioned that she was unable to attend the budget hearing with Metro Council and asked the Board members who attended the budget hearing to share with Ms. Searcy how it went. Ms. Kate Ezell and Mr. Keith Simmons highly praised Ms. Luke's presentation to the Metro Council, along with Ms. Susan Drye's presentation. Dr. Nadine De La Rosa pointed out the compliment Metro Council gave on NPL's presentation to the Council; that it was the best they have seen from start to finish regarding the use of data in storytelling for impact. Mr. Simmons highlighted Ms. Luke's request to Metro Council for an increase in budget for collections and commented that this was good. Ms. De La Rosa praised the staff for the work that was prepared in advance to ensure Ms. Luke received all the details to tell this story. Ms. Searcy added that she met a Council Member at an event who made a comment that the budget hearing for NPL went well and was proud of NPL.
- e. Ms. Searcy reminded the Library Board about the opening of the new Donelson branch on June 24<sup>th</sup> at 9:30am. Ms. Searcy thanked the staff for the tour.

V. Approval of Minutes: May 21, 2024

- a. Ms. Ezell had a question on page 16 about the comparison of two data points for May 2024.
- b. Mr. Rand had a question on page 17 regarding total computer usage and asked what resource was used to gather that information. Ms. Lee Boulie responded that Envisionware was the resource used.
- c. Mr. Keith Simmons made a motion to approve the May 21<sup>st</sup> minutes. Mr. Rand seconded. The motion passed unanimously.

VI. Interim Library Director Report, *Linda Harrison on behalf of Terri Luke*

- a. Ms. Harrison relayed to The Library Board that Ms. Luke would like to sincerely thank everyone who attended the Metro Council budget hearing and appreciates all their support.
- b. Ms. Harrison mentioned the grand opening of the new Donelson on June 24<sup>th</sup> at 9:30am.
- c. Ms. Harrison also relayed on behalf of Ms. Luke for the Library Board to join NPL's Summer Reading challenge from June 1<sup>st</sup> through July 31<sup>st</sup>.
- d. Ms. Linda Harrison highlighted the "Your Mind Matters" podcast and stated that "this mental health initiative hosts conversations with local mental health advocates on various topics through a mental health lens. It is hosted by Bassam Habib, who is our Be Well Coordinator, and Lana Boleyjack who is an assistant to me."
- e. Ms. Harrison also highlighted the "Magellan of the Air", the current exhibit in Metro Archives, and its particular significance to Nashville.
- f. Ms. Harrison reported that the auditorium was filled for NPL's event "Conversations at NPL, one evening with Kathrine Switzer", an American marathon runner, author, and television commentator. Ms. Harrison added that Switzer was the first woman to run the Boston marathon as an officially registered competitor.
- g. Ms. Harrison provided a brief update to The Library Board about the Main library's closure on August 19<sup>th</sup>. Ms. Harrison noted that this matter had already been communicated to The Library Board.
  - i. Ms. Harrison reported that the admin team have been working diligently to put together a master plan that compiles information on staff WFH details, options for staff reassignment, along with MarCom's plan for communication with the public in regard to holds during the closure.
  - ii. Ms. Harrison informed the Board that Ms. Susan Drye has received additional information on how long certain areas will need to be closed and will return to the office next week to share this information.
  - iii. Ms. Harrison also shared that the team is meeting on a weekly basis and will keep the Library Board informed as changes occur.
  - iv. Ms. Ezell asked about the dates of expectation for the Main library's closure, and it was clarified that it is currently expected to close from August 19<sup>th</sup> through the first few weeks in October.

- v. Mr. Simmons asked to be reminded of the reason for the Main library closure and it was clarified that it was due to the HVAC.
  - vi. Ms. Searcy inquired if there were any plans for PR. Ms. Andrea Fanta explained that they will approach it from a customer service standpoint on what people need to know and from an issue management standpoint to explain why the library closure is needed and why it is this long. Ms. Fanta said her team has templates from other extended closures and will be building on that.
  - vii. Ms. Searcy asked if the mayor's office and the Council person knows, and Ms. Fanta confirmed that both offices are aware of the Main library closure. Ms. Fanta also shared that Mr. Kyle Barber has notified the Office of Homeless Services and NPL's partners.
  - viii. Ms. Searcy asked if the closure impacts the restaurant. Ms. Fanta responded that she does not know and will need to ask Ms. Drye about the retail space.
- h. Lastly, Ms. Harrison shared on behalf of Ms. Luke the two resolutions The Library Board need to vote on. Ms. Searcy then thanked Ms. Harrison.

## VII. Old Business

- a. Special Collections Book Donation Form Policy, *Kyle Barber; Chinedu Amaefula*  
Resolution 2024 – 02
  - i. Mr. Chinedu Amaefula asked The Library Board to review the Special Collections Book Donation form in the Board packet found on page 55. Mr. Amaefula stated that this resolution builds a direct relationship between the Special Collections division and the person donating the book(s). Previously, at the last Board meeting, Mr. Kyle Barber stated that the current form was for any book donated to the Special Collections division and must first be donated to The Library Board and have The Library Board's approval of the acceptance of the donation on behalf of the Special Collections division.
  - ii. Mr. Amaefula explained that the new process will have book donations be proposed to Special Collections and once received, the decisions will be made by the acquisitions team that will be in alignment with the Special Collections Development Policy, which Mr. Amaefula pointed out was approved at the April 2024 NPL Board meeting. Mr. Amaefula added that once it is received and voted upon by the acquisitions team, it is added to

the collection as a record to be used for research purposes and then to the public for research purposes.

- iii. Mr. Amaefula stated that the purpose of this revised document is to remove The Library Board from decisions that the Special Collections team has competence to make regarding collected items for their division that are then issued for the public.
- iv. Ms. Searcy asked if there were any questions.
- v. Mr. Simmons made a motion to approve the Resolution [2024 – 02]; Ms. Ezell had questions on the Resolution but made the motion to second the Resolution.
- vi. Ms. Joyce then opened the time for questions, comments, discussions.
- vii. Ms. Ezell shared that what has been happening with the board's approval needs to change and could be a problem. Ms. Ezell explained scenarios where board involvement could be useful. Mr. Amaefula stated that The Library Board's involvement can come when dealing with higher donations. Ms. Ezell asked how these distinctions will be made and asked how other libraries handle Special Collections. Mr. Amaefula responded that on a public library level, it is handled the same way by delegating to the team.
- viii. Mr. Simmons and Ms. Boulie mentioned the April 2024 NPL meeting where the Collection Development and Management Policy Update [Resolution 2024-01] was passed.
- ix. Mr. Simmons asked if all they were approving was the revised form and Mr. Amaefula confirmed. Mr. Simmons asked how often donations are made to Special Collections. Mr. Amaefula replied that there were three to four offers a month and out of the three, the Special Collections team would usually accept one. Mr. Amaefula further explained that there was a decline since 2020 but now there has been an influx of donations.
- x. Both Mr. Simmons and Ms. Ezell shared the concern that while The Library Board did not need to be involved with every donation to Special Collections, there will be times where The Library Board involvement will be necessary. Dr. De La Rosa pointed out that there were a few caveats that would require The Library Board's involvement or oversight over this process. Dr. De La Rosa added that these caveats need to be clarified and

amended to the form and the Board may need to review the policy to ensure there is alignment between language and practice.

- xi. Ms. Jennifer Schmid shared her thoughts that it should be the library's decision when to ask for The Library Board's involvement and support. Ms. Schmid stated that traditionally, library boards are not involved in the development of collections. Ms. Schmid also stated that traditionally, any collection that had political significance, the staff has consulted with the Board for input but was not voted on.
- xii. Ms. Ezell mentioned that these can be possible missed opportunities, such as, the Votes for Women Room and the Civil Rights Room and how these are easy for the community to relate to and could have been capitalized on.
- xiii. Ms. Searcy asked why the need for The Library Board to approve this form.
- xiv. Ms. De La Rosa added that The Library Board understands the importance of having the forms in alignment to the practice of the policy, but Ms. De La Rosa asked that if the goal is to have The Library Board step in or consulted with, then that language needs to be on the form so that policy and practice are in alignment.
- xv. Mr. Charvis Rand commented that to him, this is operational and not a policy type of situation and agrees with Mr. Amaefula's observation on The Library Board's involvement with this process.
- xvi. Ms. Searcy noted that there is a motion on the floor as well as a second on the floor and asked Ms. Tessa Ortiz-Marsh for her advice. Ms. Searcy asked if this form is just an operational form needed to implement a policy that The Library Board has already voted on, then what does she do with the motion and the second on the floor.
- xvii. Ms. Ortiz-Marsh stated that if this is not a matter that needs to be reviewed and approved, the motion can be rescinded, and it dies. If The Library Board would like to approve the form with an amendment or with additional information, then this can be deferred to another month.
- xviii. Ms. Searcy asked Mr. Simmons how he felt about his motion on the floor. Mr. Simmons responded that he was happy to rescind the motion but if the form needs to be amended, then add the language.
- xix. Dr. De La Rosa commented that it made the most sense to her for to add that caveat of when to inform The Library Board to the form.

- xx. It was clarified by Mr. Amaefula to Mr. Simmons that this was only for Special Collections and not for all of collections.
- xxi. Ms. Searcy stated that they are approving this form with addition of informing The Library Board for Special Collections why the matter is being brought to the Board for approval.
- xxii. Ms. Ortiz-Marsh asked The Library Board if they want to verbally state their amendment of what they would like the form to be amended to and then approve or would they like to see the form amended and come back to the Board, as these are two separate actions.
- xxiii. Mr. Simmons responded that he would be happy to amend his motion and have them discuss afterwards the amendment to the form along with the addition of the language and does not think the form needs to come back to the Board.
- xxiv. Ms. Ortiz-Marsh asked for a second to Mr. Simmons' amended motion. Ms. Ezell seconded to amend the motion.
- xxv. The motion passed with 4 votes in favor and 1 abstention.
- xxvi. Mr. Simmons withdrew his amended motion.
- xxvii. Ms. Ortiz-Marsh advised The Library Board to motion to withdraw the previous action of the Board because the amended motion passed. Ms. Ortiz-Marsh stated that the Board can in the same session vote again to withdraw the motion of the previous action and then defer.
- xxviii. Ms. Ezell made a motion to withdraw the previous action of The Library Board and asked the staff to clarify what they would like to do. Mr. Simmons seconded. The motion passed with 4 votes in favor and 1 abstention.
- xxix. The Board Chair declared by this to be deferred to the next meeting. Ms. Searcy noted that the main concern is keeping The Library Board with policy matters and the staff with operational matters.

## VIII. New Business

### a. Approval for Interim Director Salary Increase, *Joyce Searcy*

#### Resolution 2024 – 03

- i. Ms. Searcy directed The Library Board to the background and discussion on page 56 of the Board packet and stated that the Board needs to approve

the salary of the Library Director before July 1<sup>st</sup>. Ms. Searcy noted that Metro Council has proposed a 4% COLA increase and 3% open range increase effective July 1. Ms. Searcy also noted that Ms. Luke is not a civil service employee nor entitled to any increase and thus, the Board must approve her salary. Ms. Searcy stated that the recommendation is to do a 7.4% pay increase if funding is available.

- ii. Ms. Searcy added that she had the opportunity to look at all the Metro salaries, from Chief of Police to every department. Budgets and the number of employees supervised were also reviewed and Ms. Searcy agreed that this increase would bring Ms. Luke where she needed to be.
- iii. Mr. Rand made a motion. Mr. Simmons seconded.
- iv. Mr. Simmons supported the increase and commented that Ms. Luke was doing a great job and had concern that Ms. Luke was not being paid appropriately for the job she had been asked to do by the Board. Mr. Simmons thanked Ms. Searcy for the explanation of the number in the percentage increase.
- v. Mr. Rand added that it was not just the individual but the position itself overall that the pay increase should be even more, from the information he gathered from his homework, and based off the level of work the position requires.
- vi. Ms. Searcy confirmed yes to Mr. Simmons' question about whether there would not be another discussion for a pay increase or pay adjustment until next year. Mr. Simmons expressed his thoughts that Ms. Luke should be paid in accordance with other department heads and does not object to Ms. Luke being paid the salary of Mr. Kent Oliver's salary. Mr. Simmons also expressed that The Library Board needs to call Ms. Luke the Director, not the Interim Director.
- vii. The motion passed unanimously, and the Board Chair declared that the motion carried.

## IX. Staff Reports

- a. Nature Kits, *Lee Boulie; Noel Rutherford*
  - i. Ms. Boulie, the Assistant Director of Collections and Technology, introduced Ms. Noel Rutherford, the Materials Manager who has worked



for the library for 17 years and oversees the library collections, cataloging, interlibrary loans, and acquisitions. Ms. Lee stated that Ms. Rutherford “is a national expert in her area. She has been asked by the Public Library Association (PLA) and Library Journal to do presentations this year because of her level of expertise.” Ms. Lee publicly thanked Ms. Rutherford for managing procurement changes this year.

- ii. Ms. Noel Rutherford stated that the Nature Kits were added to the collection this year in partnership with the Cumberland River Compact and the Nashville Predators Foundation.
- iii. Ms. Rutherford shared that the Nature Kits are backpacks for children of all ages with four different themes: creek exploration, tree trek, insect investigation and urban hike. Included in the backpack are explanations and instructions in Spanish, Arabic and English. Also included are activity ideas, QR code informing customers about their adventure, and includes at least one book.
- iv. Ms. Rutherford noted that the Nature Kits will be available at the Donelson, Goodlettsville, and Southeast branches. Ms. Rutherford explained that the Nature Kits are at specific branch locations for cleaning purposes when the kits are returned but they are reservable and may be picked up at any location.
- v. Ms. Rutherford explained what was in the kits according to its theme and assured that all items were sturdy, non-breakable and child friendly.
- vi. Ms. Rutherford mentioned they could not do this collection without the Cumberland River Compact who came to NPL with the idea. The organization will also supply replacement pieces.
- vii. Ms. Rutherford reported on the popularity of the Nature Kits. They have been checked out since circulation with waits of second holds on each kit.
- viii. Ms. Ezell asked how many kits there were. Ms. Rutherford replied that there were six kits for each theme. Ms. Rutherford added that they are housed in the branches on a display for families to discover this unique collection.
- ix. Ms. Searcy commented that they always learn something new.
- x. Mr. Simmons asked if the Cumberland River Compact funded the backpacks and Ms. Rutherford clarified that it was the Nashville Predators Foundation that funded the Nature Kits and the Nashville Public Library

paid for the embellished logo. Mr. Simmons noted that NPL's assistance was needed for circulation purposes.

- xi. Ms. Boulie commented that this was a great collaboration for both parties with Cumberland River Compact providing the resources and Nashville Public Library providing the reach.
- xii. Ms. Searcy thanked Ms. Rutherford and commented that it was amazing.
- xiii. Ms. Rutherford passed the backpack around for The Library Board to view.

b. Passport Pilot, *Jena Schmid; Angela Brady*

- i. Ms. Jennifer Schmid, Interim Assistant Director for Branch Services, introduced Ms. Angela Brady who has been the manager of the Southeast branch for two years. Ms. Brady brought the idea of doing passports into the library system and Ms. Schmid shared her excitement about this idea.
- ii. Ms. Brady shared that over a month ago, Southeast became a federally recognized passport acceptance agency. Ms. Brady reported that nearly 100 applications have been received since the time of being an agency. May 13<sup>th</sup> was the first date of receiving and processing applications. Many factors were considered into the procedures, such as the collection of the facility fee required by the Department of State and costs for postage.
- iii. Ms. Brady reports that this service has been well received. A menu of library services at the Southeast branch are handed out to customers. Evening hours are offered for passport appointments on Mondays. Ms. Brady also reported that the Southeast branch receives \$35 for every passport processed which then goes into the Southeast's general fund. Ms. Brady reported that there is currently over \$3K in the general fund minus the postage costs. Ms. Brady also shared that if all necessary documents are provided by the customer, the appointment can be reduced from 25-30 minutes to 10-15 minutes per person.
- iv. Ms. Brady shared some next steps, such as doing passport fairs at other branches or spending three hours on Sunday afternoons at a regional branch for walk-in appointments. If the pilot program does well, Ms. Brady would like to see other regional branches become a passport acceptance agency.

- v. Mr. Simmons asked if the Southeast branch could start RealID. Ms. Brady noted that they do not take photographs.
- vi. Ms. Searcy asked if the funds going to the branch is consistent with other government agencies, such as the post office. Ms. Brady reported that she does not know what the post office does but confirmed that other public libraries use the same procedure. Ms. Brady shared that if other departments or branches decide to become a passport acceptance agency, then they will rethink where the funds will go and how it will be disbursed.
- vii. Dr. De La Rosa asked if they have done outreach to universities to partner with the Southeast branch for second- and third-year students who are looking to study abroad in Nashville. Dr. De La Rosa noted that this could be a great opportunity. Ms. Brady stated that this is in their plans to reach out and get involved with student welcome nights as well as provide the students with their menu of services. Ms. Brady noted that test proctoring continues to increase.
- viii. Ms. Ezell asked if the only fee charged was for the passport and Ms. Brady clarified that the \$35 fee was required by the federal government.
- ix. Mr. Simmons asked how and who does the exam proctoring. Ms. Brady explained that there are three librarians who manage the exam proctoring and students will contact the library through the website. They are then provided with the library information with available dates.
- x. Ms. Searcy thanked Ms. Brady and expressed her amazement at their creativity and flexibility.

X. Adjournment

- a. The meeting was adjourned at 1:05 PM.

**Next Scheduled Board of Trustees Meeting**

**September 17, 2024**

**Goodlettsville Branch Library**

**205 Rivergate Parkway**

**Goodlettsville, TN 37072**

**12:00 PM**

*Respectfully submitted by Miryam Rose.*