

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

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