

Bristol Public Library
Board of Trustees Meeting
 August 19, 2015
 701 Goode Street
 Bristol, VA

Margaret Feierabend, President, called the meeting to order at 4:31 p.m. A quorum was present. Members and staff were welcomed, including Amy Kimani for her first board meeting.

Actions Taken:

- o Approval of minutes for July 16, 2015, meeting.
- o Approval of minutes for July 21, 2015, called meeting.
- o Approval of construction company to perform renovations.

Actions Outstanding:

- o Board certification and workshops.

Next regular board meeting: September 17, 2015, at 4:30 p.m. at Bristol Public Library, Main.

	Board of Trustees		Kayla McCracken	x	Jeanne Powers, Library Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Joyce McCracken, Building Mgr.
	Gayle Brown	x	Carl Williams, Vice-President		Holston River Regional Staff
x	Lori Byington		Library Staff	x	Nancy Roark, Regional Director
x	Katherine Wilson-Thompson	x	Amy Kimani, Executive Director		
x	Margaret Feierabend, President	x	Brenda Dunn, Admin. Assistant		
x	Ed Harlow, Treasurer		Christy Lunsford, Library Staff		
x	Archie Hubbard		Doris Stickleley, Marketing		
	Paxton Huffman	x	Katie Venable, ALL Instructor		
x	Jaime Johnson	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the July 16, 2015 meeting and the July 21, 2015 called meeting were approved as presented. Archie motioned to approve minutes; Ed, seconded; approved by all present.

Warm-up: No scheduled warm-up for the meeting; however, Margaret moved to make introductions to Amy Kimani, the new executive director. Members of the board and the staff present were introduced to Amy, providing their name, experience on the board/workplace, and their favorite or most recent book/movie.

Training for the Tennessee Public Library Trustee Certification program has begun with "Lighting the Way." Archie and Carl have both finished the certification project. According to Nancy Roark, they are the first two within the region to have completed the certification program.

Unfinished Business: None.

Executive Director's Report: Amy stated that she's currently working on reviewing policies for the library; she plans on bringing the board into her review process for feedback and recommendations on policies which need to be updated, changed, and/or added. Additionally, Amy met with Kim Armentrout for orientation with the Library of Virginia on Tuesday, August 11, 2015. Orientation allowed Amy the opportunity to review and learn laws and policies for Virginia libraries, as well as understand the different requirements for finances.

Amy has also become involved in the remodeling project. The City of Bristol, TN, has offered storage space for books, shelving, tables, supplies, and etc. at 200 State Street during the renovation process. Amy will be in contact with Terry Napier at the Parks and Recreation Department to discuss the logistics of the endeavor; furthermore, she has reported that the city will also help move items, which eliminates the cost of hiring a moving company.

Additionally, Amy discussed with the Board of Trustees the opportunity to create a community read project with *Big Stone Gap* by Adriana Trigiani as the inspiration. Amy and others are working with the community and partners to create the project; moreover, Nancy Roark has been in contact with Overdrive to see about leasing more online copies of *Big Stone Gap* for patrons participating in community read project. The preliminary community reads project partners should include the production company sponsoring the *Big Stone Gap* movie and the Junior League of Bristol.

Treasurer's Report: Ed reported that the finance committee has met with the Bristol Public Library Foundation and discussed their finances, including their financial reports and their donation pledges which have not been collected. The committee and the board are looking at helping the Foundation collect pledges.

The finance committee has investigated the bids for the renovation process, receiving bid tabulation and costs from Ken Ross Architects. BurWil construction provided the lowest bid at \$309,000. The finance committee believes BurWil's bid to be in line with the project goals and recommended BurWil for the renovations at Bristol Public Library. The recommendation was approved by all present.

Amy will contact Ken Ross for a timeline of construction.

Executive Committee: Discussed the remodel and bid process. Margaret recommended offering a gift of books to Pat Hardy and a gift card for his intern, Joe, for all their hard work. Additionally, she recommended a reception for Amy—possibly after the August race at Bristol Speedway, but before Rhythm and Roots—to meet the public and acquaint herself with the community.

Doris and Brenda will receive their 10% increase in pay, until the end of the month. ALL partnerships are continuing with ETSU and Northeast State. Amy also announced that Debbie Moore will retire this year on October 31, while Pam Neal may possibly retire later this year (date is not yet confirmed).

The Executive Committee and the Foundation board met to discuss financial report and pledges; meeting made for the purpose of improving relationship and communication. Amy facilitated discussion between the committee and the Foundation. Board discussed the possibility of appointing a member from the Bristol Public Library to the Foundation board.

Additionally, the Executive Committee discussed with the Foundation the possibility of payment for the reconstruction project. Recommended that the Foundation set up a reserve fund and discuss how much the Foundation wishes to keep at one time.

The Foundation should meet again within the next thirty (30) days to discuss more on terms, renovations, and etc.

New Business: None.

Holston River Regional Library Report: The Trustee Workshop will occur on October 5, 2015, at Carson-Newman College. Furthermore, the Webjunction Webinar and training portal are currently open to board members and library staff, and a workshop will be available on September 10, 2015, from 3-4 p.m.

Comments: Lori asked a question about "Cumberplunge," whether the event will affect the Bristol Public Library; Amy responded that the library stayed open last year and proceeded with business as usual, but Joyce offered to set up signs and cones as necessary. Board also discussed the possibility of future closings and events which may affect the library.


Margaret mentioned placing a plaque or logo sign at the Cumberland Street entrance to let patrons and visitors know the library has a secondary entrance to use. Additionally, she mentioned the reception held for Jud at Machiavelli's and reported that the meeting went well and staff enjoyed meeting the former director.

Brenda reported that the Bristol Public Library was awarded \$15,000 in technology grant, which Carl helped the library gain by attending a trustee workshop. Margaret reminded board members that, in order attend a workshop, Amy must be notified and board members can be reimbursed for costs/mileage; she also encouraged other board members to go to future workshops and finish the certification process.

Brenda thanked the board for the opportunity to act as interim director and thanked everyone for all the support she received; Margaret expressed that the board was grateful for her and Doris' leadership during the search and hiring a new director.

The meeting adjourned at 5:35 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary