

**Bristol Public Library
Board of Trustees Meeting
July 16, 2015
701 Goode Street
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed.

Actions Taken:

- Approval of minutes for June 18 meeting.
- Approval for change of scale for Marketing position.
- Approval for personnel offer.

Actions Outstanding:

- New director search/hiring.
- Request for bids for remodel construction.
- Budget numbers for the year.
- Quote for furniture for creative/teen centers.

Next regular board meeting: August 20, 2015, at 4:30 p.m. at Bristol Public Library, Main.

	Board of Trustees	x	Kayla McCracken	x	Jeanne Powers, Library Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Joyce McCracken, Library Staff
x	Gayle Brown	x	Carl Williams, Vice-President		Holston River Regional Staff
x	Lori Byington		Katherine Wilson-Thompson	x	Nancy Roark, Regional Director
	Eric Cuddy		Library Staff		Amy Kimani, Assistant Director
x	Margaret Feierabend, President	x	Brenda Dunn, Interim Director		
x	Ed Harlow, Treasurer	x	Christy Lunsford, Library Staff		
x	Archie Hubbard	x	Doris Stickle, Marketing		
x	Paxton Huffman	x	Karen Gaylor, ALL Coordinator		
x	Jaime Johnson	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the June 18, 2015 meeting were approved as presented. Approved by all present; however, Ed Harlow abstained from vote as he was not present for the prior meeting.

Warm-up: Scheduled warm-up was presented by Nancy Roark. She presented information on Good Reads, a resource to help discuss books and provided insightful recommendations. Good Reads allows members to connect via social media over books, providing members with a community of readers (and librarians), as well as offering connectivity to social media. Additionally, Nancy mentioned Book Riot, another site offering connectivity and articles to readers, and Margaret brought up Abe Books, an online bookselling service.

Unfinished Business:

- A. **Homer A. and Ida K. Jones Creativity Center:** Doris has a quote for the furniture creative/teen centers. The cost ranges around \$45,500 for all furniture; accessories and signage will be added to the budget later. With the quote, the library should be able to go forward with a bid and/or purchase of materials.
- B. **Fundraising:** BPL is still looking at grants; however, furniture quotes are within budget of \$92,000. Currently, BPL has not gone public with fundraising, but with construction being planned and placed on a timeline, Doris will soon be able to make plans to go to the community for fundraising. Additional funds may later be used for other projects.
- C. **Ernie Ford filing cabinets:** BCMA will pick up the Ernie Ford filing cabinets (15) from the staff areas on Monday, July 20, to clear up space for the planned renovations.

D. **Library Foundation:** Margaret suggested offering periodic updates to the Foundation on the remodel and the committee search for a new director, as well as discussed the possibility of having the Foundation members meet with the executive committee and having new members incorporated on the Foundation board. Gloria Oster, a professor retiring from King, would consider joining the Foundation Board. Would like to see two or three members who would be able to revitalize the Foundation.

Director's Report: Brenda will be emailing Ken Ross to decide on further discussions for construction/remodeling process. Ken Ross will return on August 13, 2015, and open bids will be provided on August 21. It was agreed that Board of Trustees and financial committee should meet on August 19, in order to discuss bids and budget, with the possibility of inviting Ken Ross to called meeting to make decisions and recommendations.

Treasurer's Report: Ed Harlow reported on budget and briefly discussed the Procurement Act of Virginia in making purchases for the library. Although the numbers for the budget are not finalized, BPL may be slightly over budget from the resignation of the previous director; however, Ed will have more information at the next meeting and give a definitive report.

Executive Committee: The executive committee primarily discussed the personnel search and the new state guidelines for Trustee certification. Training will now be online. The State of Tennessee and the Tennessee Public Library will now provide training online with the "Lighting the Way" Tennessee Public Library Trustee Certification program. Beginning July 1, 2015, "Lighting the Way" will serve to offer specialized training for board members.

Margaret made the suggestion that the Board should meet together to figure out a structure for training days. The training will be a series of video segments. Margaret suggested that board members should meet on select days and do the training together. Board members are free to join the group training days or continue with self-education.

Search Committee: Margaret reported that Pat Hardy and his assistant did a fantastic job in the meetings. She discussed the possibility of thanking them for all their assistance with a gift either sent to them or with an invitation to the reception for the new director and presenting a gift then.

Library staff had an opportunity to meet with potential directors and discuss various topics, pose and answer questions, and make introductions and impressions. Brenda reported that these meetings with the staff went very well. All three candidates were acceptable.

Executive Session: Ed Harlow moved to go into executive session at 5:03 p.m., pursuant to Virginia Code, Section 2.2-3711.A.1 for discussion of Personnel matters. Lori seconded the motion and was certified by roll call: Archie, yes; Walter, yes; Gayle, yes; Thomas, yes; Ed, yes; Lori, yes; Margaret, yes; Jaime yes; Paxton, yes; Kayla, yes; and Carl, yes.

The Board came out of Executive Session at 5:18 p.m.

Certify by Roll Call: Archie, yes; Walter, yes; Gayle, yes; Thomas, yes; Ed, yes; Lori, yes; Margaret, yes; Jaime, yes; Paxton, yes; Kayla, yes; and Carl, yes. All certified that nothing was discussed except what the Board went into Executive Session to discuss. Personnel offer will not be made public, until a press conference is made. Discussed and agreed upon confidentiality.

Change of Scale: Thomas motioned to accept the recommendation from the Executive Committee (attached) to change the scale for Marketing (Doris's position) to Scale G, Step 1, Lori seconded. All agreed.

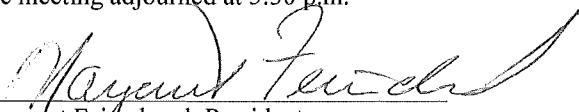
New Business: None.

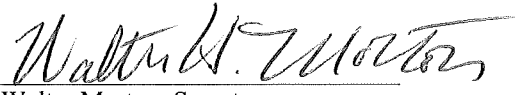
Holston River Regional Library Report: Nancy Roark discussed upcoming workshops and events, specifically the READS-a-palooza, which will occur on September 3, 2015. READS-a-palooza will be a full day of READS workshops with a "Crystal Ball Report"—sessions to discuss upcoming updates to the READS programs. Nancy reported that READS broke the two million mark with circulation.

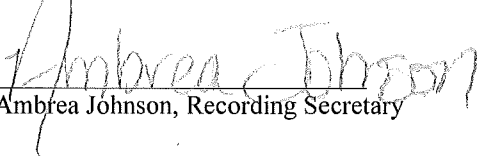
Board comments and reports: Margaret expressed gratitude to members for their help in the search for a new director and attendance to the meetings.

Information: No additional events were discussed.

The meeting adjourned at 5:30 p.m.


Margaret Feibrabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary