

Bristol Public Library
Board of Trustees Meeting
 June 18, 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.

Actions Taken:

- Minutes of May 21 meeting were approved.
- Approval of direction for Homer A. and Ida K. Jones Creativity Center (JCC).
- Approval of Executive Committee to negotiate contract with new director.

Actions outstanding:

- Renewal/clarification of cleaning contract (Hygienitech).
- Review/approve fundraising DVD/brochure.
- New director search/hiring.
- Replacement of humidifier/possible drain (Comfort Systems) .
- Request for bids.
- Sink for Children's Dept.
- Grievance policy/pornography consequences review.

Next meeting: July 16, 2015, 4:30 at Main. (Several members will be unable to attend, so meeting may need to be cancelled. Brenda will send out email to verify.)

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

Approval of Minutes: The minutes of the May 21 meeting were approved as presented (Carl, Archie).

Warm up: No scheduled warm up given due to fact Nancy Roark was unable to attend. However, Doris graciously filled in with a humorous story of a favorite patron.

Unfinished Business: A. Fundraising: Doris stated that the DVD has been revised and is now just over 8 minutes. It is ready for the board to review and she will send dates after the 4th for members to come and preview. Individual letters to specific contacts will be mailed and grants are being prepared. The Walmart grant comes first and is being reviewed by Brenda and Jeanne. The United Company grant is available in December. The website www.facebook.com/BPLCarvingDestinies is now live. There will be a paypal button onsite as well as a GoFundMe account. Brochures are still being edited as info about the Creativity Center needs to be clarified.

B. Homer A. and Ida K. Jones Creativity Center: As part of the 21st Century Library model, partnerships will be used to extend resources. This includes discussions with Mount Rogers Regional Adult Education, Northeast State Community College, and ETSU's Educational Opportunity Center and Veteran's Upward Bound programs. In exchange for scheduled space, use of computers/printers, and marketing services these partners will provide counselors for college admission/financial aid and job skills programs. Mount Rogers Region Adult Education are working to expand their outreach in Bristol through BPL. They presently offer GED classes and also provide ESL classes and job skills/training. They will continue evening classes and will begin day classes starting July 18. ESL begins in September. ETSU Dept. of Social Services and Holston Regional Libraries will place social work interns in the libraries to help underserved people with applications for housing, veteran's benefits, etc. This will begin in the fall semester, 2015. A social work representative will be at the library for a week this summer to work with the patrons to evaluate what is needed. ETSU also offers a program working with Junior/Senior HS students/ parents. NECC works with employers such as Eastman to arrange employment when programs are completed. Other special classes the center would like to pursue include one-on-one or small class basic computer classes (including social media/ebooks) aimed at 50+ students, genealogy and additional book/discussion groups, and special programs for children. Grants will be needed to fund some programs; others a minimal fee. The center would require one full-time staff member and one part-time, as well as volunteers for specific programs. Partners provide own staff for programs they offer through JCC. As develops, JCC will require a big kick-off and marketing for referrals and to the cities. Partners will also help with marketing. The board approved the direction the creativity center is taking. (Thomas/Carl).

Interim Director Report: As emailed (on file). Brenda stated that the remodel is ready to go to bid as soon as tile is picked. Samples due by the end of the week and Brenda will notify members when they can peruse. Ken Ross is in charge of bid. Hopefully, contractor will be chosen by end of July. Comfort Systems looked at humidifier and estimated \$9,000.00 to repair; recommended adding drain to remove some condensation. It has lasted a little over a year and is not under warranty. Hopefully, can push back until closer to winter (September/October).

Treasurer's Report: Minutes as emailed (on file). Ed was unable to attend, but Archie reported that spending is still at a profit. Parking issues were discussed.

Committees: Executive: Minutes as emailed (on file). Question for board as to cleaning contract with Hygienitech, is bid needed to renew? Brenda will review and look at Joyce's job description to clarify responsibilities; Executive and finance committees will review. A sink was approved for children's department, but cost was not approved. Estimates have only recently come in (\$7,000.00) and there is a question as to whether this could be added to the construction and whether there is a possibility of adding a family bathroom downstairs. Margaret will check with city maintenance, get more info, and come back to board for discussion. Lori and Margaret will serve on Development Committee. Board approved giving Executive Committee authority to negotiate contract with new director. (Thomas/Katherine)

Search Committee: Five skype interviews were conducted and 3 candidates were chosen for live interviews. These are scheduled for July 7, 8, and 14. Board members are encouraged to be present for these interviews (RSVP). Katherine will host July 7 & 8; Carl on July 14. Candidates will be picked up from hotel and given a tour of Avoca and Main libraries. They will then meet with department heads and staff before lunching with board representatives and search committee. Following the interview, there will be a Meet and Greet with stakeholders, community representatives, etc. Hulen Bivins, retired director from SC library system, will be interviewed July 7; Hannah Powell, Asst. Dir. Kingsport Public Library, July 8, and Amy Kimani, Asst. Dir. Holston River Regional Library, July 14. Background info is with Bristol, TN Police Chief. Extensive background check (requiring fingerprinting) will be done only after a candidate is chosen for the job. After some discussion about time constraints, it was decided that it was important for staff to give input as well, though this must be done in a timely manner. The search committee will meet at 7:30 a.m. on July 15 to choose one candidate for the director position. They will present this recommendation at the regularly scheduled board meeting on July 16. If the board agrees, they will contact the candidate with the offer. Should they decline, the offer will be made to the 2nd choice. The offer is contingent upon background check. Brenda will check to ensure a quorum for the 16th.

New Business: No new business.

Holston River Regional Library Report: Report as emailed in packet (on file) includes online certification. Possibility to schedule to complete together, if desired. Nancy Roark was unable to attend.

Board Member Reports and Comments: Margaret expressed appreciation to the leadership team (Brenda, Doris, Jeanne) for a job well done. The P.U.S.H. film festival had good attendance and reviews. Many of the workshops were excellent.


Information: July 7, 8, 14, live interviews.

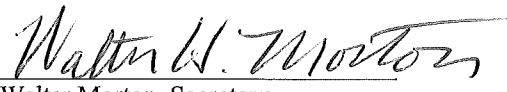
July 17, Maker Fair at Meadowview in Kingsport.


October 5, Trustee training.

Next meeting will be July 16, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 5:53 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Laura Kelly, Recording Secretary