

**Bristol Public Library  
Board of Trustees Meeting  
October 15, 2015  
701 Goode Street  
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:01 p.m. A quorum was present. Members and staff were welcomed.

**Actions Taken:**

- Approval of minutes for September 17, 2015 meeting.
- Approval of new marketing budget for Bristol Public Library.
- Approval of proposal for new reading kits at the Avoca branch.

**Next regular board meeting:** November 19, 2015, at 4:30 p.m. at Bristol Public Library, Main.

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

**Approval of Minutes:** The minutes for the meeting of September 17, 2015, were approved. Motion made by Carl; seconded by Katherine; all in favor.

**Warm-up:** No scheduled warm-up; however, Gloria Oster, a new member to the Board of Trustees, was introduced to the meeting and other board members.

**Unfinished Business:** None.

**Executive Director's Report:** After providing a copy of the Executive Director's Report to members present, Amy discussed a few key items, including the remodeling process and board orientation. Since Gloria Oster has been added to the Board of Trustees, Amy would like to do a full board orientation with Nancy Roark. Board members will have an opportunity to be introduced to the Tennessee State Library and Archives, as well as the Virginia State Library, and receive a full tour of the Bristol Public Library and campus. Board members will meet on November 19, 2015, from 3:30-4:30 p.m. for board orientation to the Tennessee State Library and Archives.

Remodeling is currently on schedule. Amy had a pre-construction meeting on September 29, 2015, and BurWil has set a date to begin the renovation process on October 22, 2015, for billing and timing purposes. BurWil will have 120 days from this date to complete the entire project. Some materials are currently being ordered and they are expected to arrive during the second week of November, earlier if possible; construction will begin shortly thereafter.

Two positions will soon open at the Bristol Public Library: Technical Services Librarian and Teen Librarian. Debbie Moore will retire at the end of the month on October 31<sup>st</sup>, and Pam Neal is projected to retire from the Teen/YA Department by October 31<sup>st</sup> or November 30<sup>th</sup>. According to Amy, job descriptions for these positions will be updated to reflect new duties and obligations, as well as salary changes and part-time/full-time status.

Prior to the renovation in November, the DVD and audiobook sections will shift downstairs. The library is making preparations to move these collections and inform patrons of changes during the renovation. Amy reminded the

board that these collections would remain stationary for two more weeks, before being shifted to a new location downstairs; boxed up collections and other items will be put into storage before renovations begin.

**Treasurer's Report:** Since Ed Harlow was absent from the meeting, Amy presented the Treasurer's Report. She reported the gate count for BPL was inaccurate due to a faulty counter on the gate downstairs. Repairs will be made for an estimated cost of \$300.00 plus labor expenses; repairs are covered under the maintenance budget.

Additionally, members of the finance committee discussed the marketing budget. A new proposal will put the marketing budget at \$6,000—from the original \$4,400 estimated—to pay for additional costs and marketing expenses with the projected renovation. The finance committee recommended accepting this budget increase; motion passed, all in favor.

Results from the audit will be given to the finance committee at their next meeting. The auditors will be present to give a report and answer questions. Margaret declared that all board members are welcome to join the finance committee to view the results of the audit on the Bristol Public Library and the Foundation.

Avoca will introduce a new item to its patrons: a kit with Leap Frog readers, books, and more to help children and early readers. Sue Wolfe, who is the branch manager of Avoca, provided a proposal for fees/fines and costs for broken and/or missing items with initial estimates placing kits at \$145-\$150 (books and devices vary in price). The program will start out with 10 kits and place fines at .20 cents per day. The board strongly recommended an increase in fines—possibly placing \$2 in fines, similar to DVDs—and a possible release to be signed by patron. Amy will deliberate on and write out new procedures. Motion to accept proposal with changes was made by Gloria; Archie, seconded; all in favor.

**Executive Committee:** The committee will meet next week at their regular time.

**New Business:** None.


**Holston River Regional Library Report:** Nancy Roark discussed trustee certification, commending the BPL board members for completing online programs and attending local workshops.

Nancy gave each member a calendar of events, which included a "Friends of the Library Workshop" on November 4, 2015, from 9-3 at the Greeneville/Greene County Public Library; however, she also mentioned a new event—a Children's Services Roundtable for November 12, 2015—which will discuss homeschooling. Additionally, Nancy noted that magazines will now be available through READS online. As an Advantage library, BPL will have the opportunity to purchase and access more magazines beyond what Tennessee READS program offers.

Nancy also informed the board that Whitney Nelson was selected as the new assistant director to the Holston River Regional Library. She thanked Amy for her help in the interview process.

**Comments:** The "Reading Buddies" program, a local community endeavor to help kids read and increase literacy in elementary schools, is looking at possibly expanding. BPL will be exploring options with the Reading Buddies committee, looking at having meetings/volunteer recruitment at the library. According to Margaret, Reading Buddies has had many positive results for the community and it would be a great opportunity for Bristol Public Library to contribute.

The meeting adjourned at 4:53 p.m.

  
Margaret Feierabend, President

  
Walter Morton, Secretary

  
Ambrea Johnson, Recording Secretary