

Bristol Public Library
Board of Trustees Meeting
 September 17, 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 August 19, 2015 meeting as corrected.
- Vote to sign contract with BurWil for renovation.

Next regular board meeting: October 15, 2015, at 4:00 p.m. at Bristol Public Library, Main.

	Board of Trustees		Kayla McCracken		Jeanne Powers, Library Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Joyce McCracken, Building Mgr.
x	Gayle Brown	x	Carl Williams, Vice-President		Holston River Regional Staff
	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		
	Ed Harlow, Treasurer	x	Christy Lunsford, Library Staff		
	Archie Hubbard	x	Doris Stickley, Marketing		
x	Paxton Huffman		Katie Venable, ALL Instructor		
x	Jaime Johnson	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the meeting of August 19, 2015, were approved as corrected to reflect the finance committee's recommendation, rather than motion, to choose BurWill for construction at BPL.

Warm-up: No scheduled warm up; however, Margaret asked Brenda to share with the board members and employees present her experiences with the Bristol Public Library after 43 years of service.

Unfinished Business: None.

Executive Director's Report: Amy explained that pre-renovation rearrangement is moving forward. The contract is ready to sign, while the young adult collection is in the process of being shifted to a different location and the reference section (except for essentials) is being boxed up for the movers to store at a later date. Additionally, Amy reported the auditors were here for the annual audit and their findings will be published at a later date.

The expected intern from East Tennessee State University will not be here in the fall as planned; however, Amy reported that the Bristol Public Library will be looking at other organizations to continue and/or improve the program and she will keep the Board updated. The community read program, which will focus on *Big Stone Gap* by Adriana Trigiani, will not receive any extra books; however, Amy is looking at other options to supply extra books. Book groups and youth programs are currently being planned, while a Skype interview with the author is being negotiated.

BPL has the opportunity to become a READS Advantage library, which would allow the library to purchase copies online for patrons and incorporate them seamlessly into the online reading library. The books would be specific to the Bristol Public Library, rather than exchanged between other libraries in the region. Additionally, BPL received a technology grant, which was delivered by Tennessee Secretary of State Tre Hargett on September 4. According to Amy, this grant was the largest in the region; Margaret requested an itemized plan for the funds.

Additionally, Amy passed around a sign-up sheet for the upcoming trustee workshop on October 5, 2015.

Treasurer's Report: The finance committee discussed the library contract with Holston IT and discussed continuing IT assistance. Additionally, a decrease in gate count numbers were noted; however, Brenda explained that the gate count was not as accurate as it could be due to a broken gate counter at the Piedmont entrance and no gate counter at the meeting room entrance. Committee may pursue getting the gate count fixed. Brenda also provided an itemized report for the director search cost.

Executive Committee: Amy has been sponsored to join the local Rotary Club; she also met with Lee Powers, the mayor of Bristol, TN, to discuss the relationship between BPL and the city of Bristol, TN. The committee also discussed the BPL Foundation, noting that the Foundation has not met to discuss current issues, including the release of requested funds and pledges that have yet to be obtained.

Margaret mentioned the possibility of a new gallery committee, as well as a committee for the Bristol Arts, a committee for BPL programs and policies, and/or community read. (Margaret noted that policies and decisions regarding finances will still be handled and reviewed by the executive and finance committees.)

Additionally, it was noted that Lori, Margaret, Carl, and Archie have finished their Trustee certification. Board members are encouraged to meet to study, view videos, discuss questions/answers, etc. to prepare for and complete the Board of Trustees certification. Furthermore, the Board agreed to set a goal to have all Board members complete their certification by December 31, 2015.

Margaret reminded the board that there is still an opening for a trustee and the appointment needs to be filled, and noted that Gloria Oster as a potential applicant. Additionally, a community reception will be held on October 15, 2015, for Amy Kimani. The reception will be held from 5-6 p.m.; the regular Board meeting will be held from 4-4:45 p.m. to accommodate the community reception.

Vote on Renovation Contract: The Board discussed payment options and costs, contract details (with attorneys from both Bristol, TN, and Bristol, VA, having had the opportunity to survey the contract), and terms. Margaret has communicated with William Burris directly and the BPL Foundation to find out about the release of funds to pay BurWil for renovation.

Thomas made motion for Amy to sign renovation contract; Paxton seconded. All in favor.

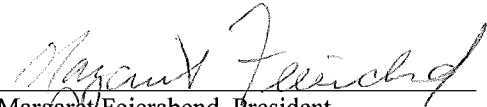
Contracts were signed by Amy Kimani.

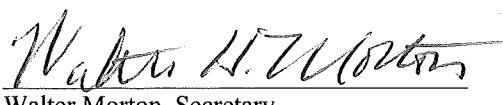
New Business: None.

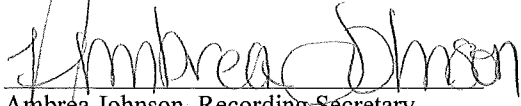
Holston River Regional Library Report: Nancy Roark reported that the summer reading manuals (titled "Ready, Set, Read!") were ready for publication. Additionally, a "Friends of the Library" Workshop will be on November 4, 2015, to help libraries revitalize and create groups. Contracts for the technology grant should arrive during the first week of October.

Comments: Amy reminded the Board that the Bristol Public Library will be closed for Rhythm and Roots Reunion on September 18, 19, and 20, 2015. The "bed bug dog" from Dodson Pest Control will arrive on October 6, 2015, at 7 a.m. Dr. Kenneth Noe, a professor at Auburn University, will be at BPL with the Bristol Historical Association on October 26. GED and ESL classes are up and running in the ALL classrooms; possible updates will appear online.

The meeting adjourned at 5:42 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary