

**Bristol Public Library  
Board of Trustees Meeting  
December 15, 2016  
701 Goode Street  
Bristol, VA 24201**

Carl Williams, President, called the meeting to order at 4:02 p.m. A quorum was present. Library and Foundation board members and library staff were welcomed to the meeting.

**Actions Taken:**

- Approval of Minutes for November 17, 2016.
- Review and approval of the Public Comment at Board Meetings policy.
- Review and approval of Purchasing policy.
- Approval of Eldie design contract for website update.
- Approval of 3D Security, pending approval of justification from city attorney, for Security RFP.

**Actions Outstanding:**

- Review and approval of Study Room policy.
- Review and approval of Technology policy.
- Review and approval of Credit Card policy.

**Next regular board meeting:** January 19, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

	<b>Board of Trustees</b>	x	Rielly Self		Joyce McCracken, Building Mgr.
x	Thomas Bowers, Treasurer		Brendan Smith	x	Christy Lunsford, Avoca Branch Mgr.
x	Gayle Brown		Katherine Wilson-Thompson		<b>Holston River Regional Staff</b>
	Lori Byington	x	Carl Williams, President		Nancy Roark, Regional Director
x	Paul Conco		<b>Library Staff</b>		Whitney Nelson, Asst. Director
x	Margaret Feierabend	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
	Archie Hubbard	x	Brenda Dunn, Admin. Assistant		<b>Guests</b>
	Jaime Johnson	x	Jeanne Powers, Library Staff	x	Steve Layfield, BPL Foundation Board
x	Walter Morton, Secretary	x	Ambrea Johnson, Library Staff		
x	Gloria Oster, Vice-President	x	T.J. DeWitt, JCC Director		

**Approval of Minutes:** The minutes for the meeting of November 17, 2016, were approved. Motion made by Tom; seconded by Walter. All in favor.

**Public Comment:** None.

**Warm-up:** No scheduled warm up.

**Unfinished Business: Parking Lot Update:** Carl spoke with a representative for Wells Fargo regarding the current parking agreement and reported that Wells Fargo is interested in the possibility of leasing spaces from the Bristol Public Library. It was also suggested that the parking lot be updated to meet current safety standards. However, in order to lease parking spaces, BPL will need to clarify contracts with the cities and update current policies regarding the leasing of spaces to outside individuals/corporations.

**Gallery Committee:** Amy has proposed forming a gallery committee with two board members, plus a third individual from the local art committee. Paul volunteered to join the committee, Katherine will provide her expertise as she has had experience with past committees, and Amy is currently in the process of recruiting a third volunteer from the art community.

**Public Comment at Board Meetings Policy:** After reviewing the policy regarding public comment at Board Meetings, the board approved the policy as is. Motion made by Paul; Margaret seconded. All in favor.

**Study Rooms Policy:** Margaret inquired whether the policy needed to have some wording about private tutors using study rooms for their professional services, specifically she wanted to know if other arrangements needed to be made for these groups or if they needed to pay a small fee for commercial usage. Additionally, the board discussed the misuse of study rooms and how the conduct policies apply to these spaces. Further discussion of the policy and corrections was tabled.

**Technology Policy:** Paul had questions regarding the technology policy and proposed plan which would serve as the guideline for budgeting and purchasing decisions. The policy states the library will “maintain an annually-updated technology plan,” which Amy, with the assistance of IT staff and department managers, will update once per fiscal year. The plan will be drafted separately from the policy. Paul moved to table discussion of the policy pending a rewrite.

**Executive Director’s Report:** As emailed (on file). Amy reported that she has received all the pre-evaluation questionnaires from library personnel and she is currently processing these with the assistance of department heads. She will update the board when she has more information. Additionally, Amy has spoken with both Eric and Roger at Summit regarding strategic planning. They are looking at creating a handful of focus groups in February, as well as uncovering goals and expectations for strategic planning.

**Treasurer’s Report:** As emailed (on file). Tom presented the report for the finance committee and provided an overview of the library financial update. He noted that the finance committee is not yet ready to recommend the updated Credit Card Policy, suggesting a signed requisition should be put into place as a way of protecting the library and library employees.

**Purchasing Policy:** The finance committee recommended the Purchasing Policy to the Board of Trustees for approval as corrected. All in favor.

**Website:** Amy reported she received two proposals for the website update. Civic Plus would provide a 5-year contract at \$1,575 per year for general maintenance and web-hosting, with approximately \$9,800 for the first year for staff training, initial set up for the website, IT support, and more; while Eldie, a local company from Abingdon, would provide a 1-year contract to be renewed each year at a cost of \$600 per year for general maintenance and web-hosting, with approximately \$5,500 for the first year for staff training, initial set up for the website, IT support, etc. After reviewing the terms of each contract, the finance committee recommended using Eldie Design and submitted their recommendation to the Board of Trustees; all in favor.

**Executive Committee Report: Security:** Amy, along with Tom and Carl, reviewed submissions for the Security RFP on November 30, 2016. She provided a brief summary of all the companies interviewed, before eventually recommended 3D Security, a local security company set up by Officer David Tolbert. A formal justification for the selection will be sent to the city attorney for approval. Margaret made a motion to accept the bid for 3D Security pending approval from the city attorney; Walter seconded. All in favor.

**New Business:** None.

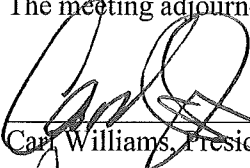
**Foundation Update:** Steve Layfield provided an update on the Foundation Board. He reported that the foundation executive committee met on Monday, December 19, 2016, and they continue to reorganize their policies and finances.

**Department Reports:** As emailed (on file).

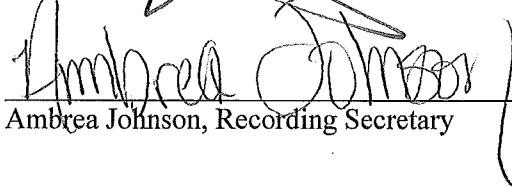
**Holston River Regional Library Report:** No scheduled report.

**Board Member Reports and Comments:** On behalf of the Bristol Public Library Board of Trustees, Carl gave Gayle a certificate of appreciation for all her years of service. From 2009 to 2016, Gayle has served faithfully on the board and provided assistance to the library. Carl and other board members congratulated Gayle for her service.

The meeting adjourned at 5:36 p.m.

  
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Carl Williams, President

  
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Walter Morton, Secretary

  
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Ambrea Johnson, Recording Secretary