

**Bristol Public Library
Board of Trustees Meeting**
February 18, 2016
701 Goode Street
Bristol, VA

Margaret Feierabend, President, called the meeting to order at 4:04 p.m. A quorum was present. Board members and staff were welcomed to the meeting.

Actions Taken:

- Approval of minutes for December 17, 2015, meeting.
- Approval of financial committee's recommendation to pay BurWil from the fund balance.
- Approval of FY17 budget.
- Approval of revised gifts, donations, and bequests policy.

Next regular board meeting: March 17, 2016, at 4:00 p.m. at Bristol Public Library, Main.

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

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

Warm-up: Margaret offered congratulations to Brenda Dunn for her commendation by the Tennessee Library Association; she will be receiving an award at a conference for the Tennessee Library Association. Jaime shared an update on her newborn baby, and reports that her family is happy and healthy.

Unfinished Business: Grievance Policy: Amy showed the updated and approved grievance policy to the Board of Trustees (as on file). A small typo was discovered and will be corrected in the final draft of the grievance policy.

Foundation Board New Member Recommendations: Amy has a list of possible recommendations for the Bristol Public Library Foundation board. She has received no response from the Foundation, as of yet, and they have not met to discuss the addition of new board members. Amy said she has the unofficial recommendations list available if any of the library board members would like to see the list.

Executive Director's Report: As emailed (on file). Amy introduced the newest staff members of the Bristol Public Library to the board. She introduced Brenda G'Fellers as the latest Technical Services Librarian (otherwise, the cataloger), and Hannahlily Angus as the new Teen Librarian. She thanked them for all their hard work, saying she's excited to have them join the staff at BPL. Amy also thanked the board and everyone who has helped her transition to a new workplace over the last six months.

Strategic Planning: Eric Fields with Summit Companies may help in the facilitation of strategic planning. The meeting for strategic planning will happen closer to late spring or early summer. Amy mentioned a meeting with Eric Fields on February 26, 2016, to discuss strategic planning, and she entreated board members to join the meeting.

Snow Days: During the first snow storm the Library closed early, closed for an entire day, and opened two hours late due to snow removal issues. Joyce, Amy, and an outside lawn/landscaping service helped to clear the parking lot. The second snow storm was much easier to manage. Archie was asked to check with the city to see if any additional assistance can be offered in the removal of snow during inclement weather.

National Library Week: National Library Week will begin in mid-April. Kimberly Brubaker Bradley, a local author who recently wrote *The War that Saved My Life*, recently received a Newbery Honor award for her novel; Amy is currently working on having Ms. Bradley attend a luncheon in her honor during National Library Week. Additionally, Amy and Doris are currently making other plans for the week; however, Amy asks anyone to share suggestions and recommendations for activities.

Treasurer's Report: Renovation Costs and Foundation Loan: As emailed (on file). Since Ed Harlow was absent from the board meeting, Jaime presented the Treasurer's Report for the Finance Committee. According to the Treasurer's Report, the Finance Committee recommends that BPL spend \$100,000 from the fund balance to pay for the construction bill from BurWil. With the \$75,000 owed from the Bristol Public Library Foundation and a generous monetary gift of \$68,000, the Bristol Public Library will be able to pay off the remaining construction balance. All in favor of paying BurWil from fund balance.

Budget for FY17: Additionally, the Finance Committee recommends approving the budget as presented for FY17. The board discussed the budget and examined the numbers assigned to the Jones Creative Center (JCC) and the Adult Learning Lab (ALL), as well as the allocation of funds to cover the 9% insurance increase and the 1% VRS increase for library employees. BPL will be asking Bristol, VA, to match what Bristol, TN, provides in the main budget and the appropriation of funds for ALL.

Archie inquired whether the outreach of partnerships with Northeast State, ETSU, and Mount Rogers (which supplies GED and ESL classes) wouldn't be a duplication services; however, BPL will be providing the umbrella under which these services fall and will be providing a means of local people in Bristol, TN/VA (and beyond) to access an educational network. Moreover, BPL will be providing additional services with a variety of classes, a brand new 3D printer, and more in the creative center and learning lab. All were in favor of FY17 budget.

Revision of Gifts/Bequests Policy: As emailed (on file.) A revision of gifts and bequests was provided by Amy at the meeting and examined by board members. Motion made to accept revision of gifts/bequests policy by Tom, and seconded by Gayle; all in favor.

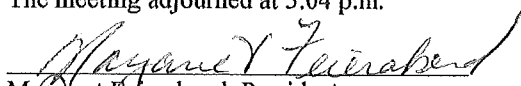
Executive Committee Report: Executive committee did not meet; however, Margaret said the committee would need to create a nominating committee in order to incorporate new officers into the BPL Board of Trustees. Ideally, the nominating committee will be formed in May; slate of officers and election in June with new officers taking their positions in July.


New Business: None.

Holston River Regional Library Report: As emailed (on file). Nancy reported that Michelle Page, the Children's Librarian, received an award for her crafts at the summer reading workshop hosted by the Johnson City Public Library. Additionally, she thanked Bristol Public Library for offering to host an upcoming Tennessee Electronic Library (TEL) workshop, and she encouraged everyone to take the Broadband Survey at <http://www.tn.gov/ecd/section/broadband-survey>.

Comments: None.

The meeting adjourned at 5:04 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary