

**Bristol Public Library  
Board of Trustees Meeting  
July 21, 2016  
701 Goode Street  
Bristol, VA 24201**

Carl Williams, President, called the meeting to order at 4:00 p.m. A quorum was present. Board members and staff were welcomed to the meeting.

**Actions Taken:**

- Approval of minutes for June 16, 2016.
- Discussion of policy review process for outdated policies.
- Approval of lowering fines for DVD and VHS tapes from \$2.00 to \$1.00.
- Approval of DSS fees for the JCC.
- Discussion of lowering fine threshold.

**Next regular board meeting:** August 18, 2016, at 4:00 p.m. at the Bristol Public Library, Main.

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

**Approval of Minutes:** The minutes for the meeting of June 16, 2016, were approved. Motion made by Archie; seconded by Walter. All in favor.

**Warm-up:** The Bristol Public Library Board of Trustees welcomed Reilly Self, Brendan Smith, and Paul Conco to the meeting. As new members to the board, Reilly, Brendan, and Paul were introduced to the board and given information on the library, board members, and board responsibilities and duties.

**Unfinished Business: BPL Website:** Amy reported that the Bristol Public Library website is in the process of being updated, and she is currently acquiring quotes for work on and maintenance of the website. As part of strategic planning, Amy intends to create a survey to see what updates need to be made according to website users to make it friendlier to visitors and staff members alike.

**Executive Director's Report:** As emailed (on file). According to Amy, the summer bookmobile project concluded last week as the bus made its final run. Although the bookmobile saw small numbers, Amy was very pleased with the turnout, saying it was a good run for a first program and she hopes to expand next year. More importantly, she said she was pleased by the opportunities the program opened with the local school systems.

Additionally, Amy reported she met with Trish Stone, a relative of Homer and Ida Stone Jones, who offered to provide artwork on an indefinite loan to the Jones Creativity Center (JCC). The Jones family

has also offered to provide signage for the JCC, in conjunction with the donated artwork. Insurance will be updated to reflect coverage of additional materials in the library.

**Treasurer's Report:** As emailed (on file). Thomas reported that the finance committee reviewed the contract for Comfort Systems and discussed updating the library to a more comprehensive service. Currently, the library pays approximately \$900 and additional fees for services from Comfort Systems; however, the library could pay \$2,250 for comprehensive service, which would cover all costs associated with the repair and maintenance of the HVAC system. The update of services would not require the library to change their bid with Comfort Systems, merely upgrade services which were outlined in the original contract.

Additionally, Thomas discussed potential changes to the fee schedule for the BPL and the JCC. First, the finance committee recommended lowering the fine rates for late DVD and VHS tapes from \$2.00 to \$1.00; second, they recommended changing the threshold of fines from \$20.00 to \$5.00 beginning on January 1, 2017; third, they recommended accepting the new Department of Social Security (DSS) fees for the JCC.

All voted in favor for the recommended changes to the late DVD fees and the DSS fees for the JCC; however, Paul had questions about changing the threshold of fines for the library and the board suggested tabling the matter until more data can be acquired. Paul motioned to table the recommendation; seconded by Margaret; Motion approved with three yeas (Archie, Lori, Katherine).

**Executive Committee Report:** Margaret reported on the appointment of new board members and officers. Carl and Thomas attended a City Council meeting to explain to Council why they wanted to be reappointed to the Library Board. This meeting was also attended by Gloria Oster and Amy Kimani, who spoke on Thomas and Carl's behalf, and Walter Morton attended as well. Additionally, the executive committee suggested updating the funding agreement between the library and Bristol, VA/TN. Funding for the library is shared between the Cities of Bristol, TN, and Bristol, VA, but the current agreement needs to be updated to reflect increased contributions and costs.

**New Business: Policy Review Process:** Amy, in an attempt to streamline the policy review process, has asked the board members if they would help in the revision of policies. A set of policies would be given to each board member for review, and then returned to Amy to finish updating. The board updates and sets the policies, while Amy takes care of the procedure. Motion made by Thomas to accept new revision process, seconded by Katherine; all in favor.

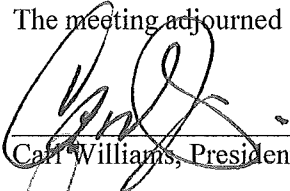
**Cumberland Street Entrance/Exit and Maintenance:** The Board of Trustees discussed designating the Cumberland Street entrance as an exit only and Goode Street as an entrance only, making the parking lot a one-way. Board members will deliberate on changes and whether it will improve safety and congestion in the parking lot. Additionally, the board discussed the replacement of the missing capstones at the Cumberland Street entrance, maintenance of the wall adjoining the parking lot, and landscaping around the campus.

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

**Holston River Regional Library Report:** Sarah Egan reported that Nancy will return on August 15 and should attend the board meeting on August 18, 2016. Additionally, she reminded the board that the Board Certification program needs to be completed within one year of starting. If board members have started and have not finished the certification process, it will expire one year from the time they began the program. She noted that a Trustees Workshop will occur at the Johnson City Public Library on October 4, and encouraged board members to attend.

**Comments:** Amy has officially moved to Bristol. Congratulations were extended to Amy on her new home in the City of Bristol.

The meeting adjourned at 5:13 p.m.



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Carl Williams, President



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Walter Morton, Secretary



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Ambrea Johnson, Recording Secretary