

**Bristol Public Library
Board of Trustees Meeting**
March 17, 2016
701 Goode Street
Bristol, VA

Margaret Feierabend, President, called the meeting to order at 4:05 p.m. A quorum was present. Board members and staff were welcomed to the meeting.

Actions Taken:

- Approval of minutes for February 18, 2016, meeting.

Next regular board meeting: April 21, 2016, (tentative) at 4:00 p.m. at Bristol Public Library, Main.

	Board of Trustees		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		Joyce McCracken, Building Mgr.
x	Lori Byington	x	Gloria Oster		Hannah Lily Angus, Teen Librarian
x	Katherine Wilson-Thompson		Library Staff		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
	Archie Hubbard		Christy Lunsford, Library Staff		Nancy Roark, Regional Director
x	Paxton Huffman	x	Doris Stickley, Marketing	x	Whitney Nelson, Asst. Director
	Jaime Johnson		Katie Venable, ALL Instructor		

Approval of Minutes: The minutes for the meeting of February 18, 2016, were approved. Motion made by Gayle, seconded by Walter; all in favor.

Warm-up: No warm-up this month; however, Gloria is scheduled to complete next month's warm-up.

Unfinished Business: Tennessee Library Association (TLA): Tennessee Library Association conference will be held in Kingsport, TN, this year on Thursday, April 7 and Friday, April 8, 2016. Brenda Dunn will be receiving an award on April 7, 2016, at 9 a.m. at the TLA conference. Further details will be supplied via email, which will tell board members the exact cost of entrance to the conference and whether board members need to pay a registration fee for just the award ceremony.

Strategic Planning Update: Amy and Margaret met with Eric Fields from Summit Companies to discuss strategic planning for BPL. Since the library hasn't participated in a strategic planning initiative in six years, Amy hoped to get started on the right foot by meeting with Mr. Fields and brain storming some ideas that would emphasize the different components of the library, including the staff, the local community, the Board of Trustees, etc.

Mr. Fields will get back to the library in approximately six weeks with ideas and discuss further steps with Amy. BPL hopes to have a completed plan by the end of the year for 2016. When asked when strategic planning would take place, Amy replied that it should take place over a series of weeks with surveys and workshops, etc., inviting the community to offer feedback. The dates and times will be different, depending on what steps the library intends to take.

Executive Director's Report: As emailed (on file). Anna, a social work student from ETSU, has spent the past three weeks at BPL hosting a Coffee and Conversation in the rotunda on Wednesday mornings. She has connected with many individuals in the local community, facilitating meaningful conversations

and building relationships with many members of the homeless population. The last day of this program will be April 29, 2016, at 10 a.m. Amy invites any board members to see the progress of the program for themselves, and asks for suggestions or ideas to keep the program going year-round.

The Bristol Public Library is in the process of spending money the tech grant money provided by the State of Tennessee and Secretary Hargett. Amy reported that new computers were purchased for the Children's Department and the Reference Department, while some software programs were updated to meet new demands.

BPL will also host a summer meal program as a "feeding station." The program, which is grant funded, will provide a free lunch to anyone under the age of 18—not just the students who receive free and/or reduced lunch—and will provide the space for volunteers. Michelle has been heavily involved in the program and will be able to pass along information or answer questions.

Additionally, during the National Library Week—April 10 to April 16, 2016—the Bristol Public Library has scheduled several events, such as a luncheon with Kimberly Brubaker Bradley, a Skype interview with Neil Shusterman, and a staff luncheon on Tuesday, April 12. Official suggestions for caterers should go to Margaret or Carl.

Amy reported that Thomas "T.J." DeWitt has been hired as the Jones Creative Center (JCC) Director. He has worked as the Educational Director at Rocky Mount for several years and, pending a background check, has accepted a position at BPL. He is scheduled to begin working on April 18, 2016.

With the completion of the renovations, Amy reported that funds have been allocated to pay for the entire construction balance of \$363,840. BPL received \$75,253.59 from the Foundation (checks were fully signed by the library foundation), used \$100,000 from the fund balance, and utilized \$23,439.35 from the Delaney Bequest to pay for the remaining construction balance.

Furnishings for the Teen Department have been ordered and Joyce has begun putting up shelving. Collections will soon be moved to their respective departments. BPL will tentatively plan a ribbon cutting in May to officially open the new Teen Department and the new Learning Lab; however, no definitive date has been set.

Treasurer's Report: As emailed (on file). Since Ed Harlow was absent from the board meeting, Amy presented the Treasurer's Report for the Finance Committee, which met on March 16, 2016, at 12 p.m. The Finance Committee primarily discussed the financial updates to the budget and policies for educational loans. The discussion of contracts and parking fees was tabled until the next meeting and would be discussed at length in the future.

Thomas inquired about the policy on educational loans; however, the Bristol Public Library doesn't have a specific policy for awarding and/or repaying loans. An individual was loaned approximately \$2,600; he has managed to repay half of the amount, but payments have slowed down and stopped in recent months. Amy will be looking at the revision of and addition to policy, as well as discuss whether said individual will need to write a new proposal of repayment.

Executive Committee Report: The executive committee has been in contact with Pete Curcio, the attorney for the City of Bristol, VA, about acting as an intermediary in a meeting with the BPL Foundation. Since the Foundation board did not meet in January, as planned, and has yet to have a conference call or meeting in several months.

The Foundation is in desperate need of new members to fulfill the empty and soon-to-be available positions on the Foundation board, and Amy provided a list of unofficial recommendations (individuals not yet vetted, but highly recommended by the BPL Board of Trustees and available for service on the Foundation board). Katherine also asked for a copy of the by-laws for the Foundation.

The Executive Committee also discussed forming a nominating committee to nominate and elect new officers for the Board of Trustees, as well as approve the new teen representatives and the person-at-large. The nominating committee will be formed in May, in order to vote in June, and new officers will be placed in July. Katherine, Lori, and Paxton will meet next Wednesday at 4 p.m. to discuss the nominating committee. Furthermore, Margaret asked for suggestions for a new teen representative for the board.

New Business: Amy stated the library is **required** to have filters on the public computers; however, library staff can turn off these filters for patrons over 18 as long as the website doesn't violate our computer use policies.

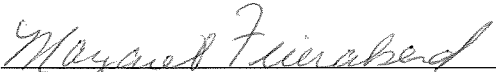
Additionally, Amy is looking into recycling for the Bristol Public Library. Since BPL already recycles cardboard, newspaper, excess paper, etc., Amy will speak with the city—and other companies—to see if the library can start recycling plastics, metal, and other materials.

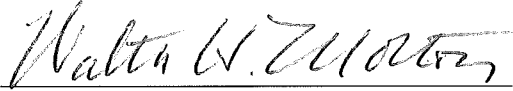
Amy has a director's meeting on April 21, 2016, which coincides with the Board of Trustees meeting, in Staunton, VA. Since state aid is directly tied her attendance, she will not be able to attend the board meeting unless it is rescheduled. Amy will send out an email about a change of dates, as well as other meeting options.


Holston River Regional Library Report: As emailed (on file). Bristol Public Library will be hosting the Tennessee Electronic Library (TEL) Workshop offered by the Holston River Regional Library on Wednesday, April 6, 2016. Over fifty librarians and TEL vendors will be present at BPL for the workshop.

Comments: Amy reported that the teen programs have been steadily growing with the same format as set up by Pam Neal, and it seems to have some very positive results. The teen members seem to respond well to Hannah Lily and appear to like her in all her programs, including the outreach programs with the Boys & Girls Club and the TechGyrls.

The meeting adjourned at 5:44 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary