

**Bristol Public Library
Board of Trustees Meeting
May 19, 2016
701 Goode Street
Bristol, VA**

Carl Williams, Vice-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 as corrected for March 17, 2016.
- Discussion of Foundation Board member selections.
- Approval of moving expenses for Amy Kimani.
- Approval of fee for strategic planning by Summit.

Next regular board meeting: June 16, 2016, at 4:00 p.m. at the Avoca Branch Library.

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

Approval of Minutes: The minutes for the meeting of March 17, 2016, were approved as corrected. Motion made by Gayle, seconded by Lori; all in favor.

Warm-up: This week, Gloria Oster completed the warm-up by sharing her notes from the board certification program. She mentioned the importance of advocacy and understanding the programs offered by the Bristol Public Library. She also recommended a site sponsored by the American Library Association (ALA), which features articles and information specially tailored for libraries. The website is www.ilovelibraries.org.

Unfinished Business: Jones Creativity Center (JCC): Although Amy planned on introducing T.J. DeWitt, the new director of the JCC, to the Board of Trustees, T.J. was not present at the meeting as he was attending the Hiring Expo at the Bristol Motor Speedway on behalf of the library. Instead, Amy discussed the new programs offered by the JCC and the acquisition of a 3D printer. She is currently working on a set of policies for the 3D printer and will provide them to the board at a later date.

Foundation Board Elections: Amy provided information on the election of Foundation Board members. Scott Peak and Steve Layfield have been reelected with Debbie Wagner acting as the Bristol, VA, representative. Chris Lee and Martha McGlothlin are completing their term, while Gayle Brown, Lynn Butcher, Erin Downs, Beth Page, Karl Reedy, and Margaret Feierabend have been elected to serve on the Bristol Public Library Foundation Board.

Teen Board Members: Amy addressed the teen board members and thanked them for their service on the board, congratulating them on their upcoming graduation. Both teen members, Paxton and Kayla, will be able to select a title to add to the young adult collection. Their choices will be ordered, prepared

with a book plate commemorating their service on the board, and find a new home in the teen library. Amy added that two candidates are interested in serving on the board, and she will have more information on the prospective teen members at the next board meeting.

Recycling: Amy has spoken with the City of Bristol about recycling more materials at the library. She discovered the city will be able to pick up paper and plastic recycling, but not glass materials. Amy will acquire separate containers for recycling.

Executive Director's Report: As emailed (on file). Amy reported the Bristol Public Library is now keeping a record of WiFi statistics. In the past month alone, BPL WiFi has received nearly 7,000 uses within the library. Separate tallies will be kept for the gate count, circulation, and activity on the public computers.

Additionally, Amy reported on the status of the social work program with ETSU student, Anna Wood. The program—titled “Coffee and Conversation”—received mixed results with some members of the local, homeless community interacting well with social workers and others only stopping long enough to acquire coffee and doughnuts. However, Amy has been speaking with the VA and ARCH, among other organizations, to expand the program. She will keep the board updated on her progress.

Furthermore, Amy informed the board of a joint “Summer Bookmobile” program with the Bristol, TN, school system. The school district has already donated an activity bus and a driver to transport the books, while volunteers are helping to get the program running in various neighborhoods. Amy said she will be working circulation to check out books for children, help students and others apply for library cards, and select books to borrow. She’s excited for this new outreach program and hopes to expand it next summer.

Treasurer's Report: As emailed (on file). Ed Harlow presented the Treasurer's Report for the Finance Committee, which met on May 18, 2016, at 12 p.m. Ed announced his resignation from the Board of Trustees, effective July 1, 2016. He still intends to remain a member of the finance committee; however, he will step down as Chairman.

The Finance Committee briefly discussed Amy's moving expenses, as dictated in her contract. Although no vote is needed, since it is approved in her employment contract, Ed brought the matter before the board to approve the amount listed. A motion was made by Tom to approve the amount; Lori seconded; all in favor.

Additionally, the Finance Committee discussed the costs of strategic planning. Amy has decided to use Summit Corporation, which has a reported fee of \$2,500. Since the amount is under the threshold for the requirement of an RFP, no vote is needed, but committee members recommended approval of the proposal submitted by Summit. Tom made a motion to approve the fee for strategic planning; Jaime seconded; all in favor.

Executive Committee Report: On behalf of the Executive Committee, Carl congratulated Brenda for her award at the recent TLA conference and Amy for her graduation from the LEAD Bristol program with the Chamber of Commerce. He also offered thanks to the City of Bristol, TN, for the assistance in the placement of new signs across the library campus.

Carl reported that the nominating committee will have the names for officers at the next meeting on June 16, 2016. Additionally, he noted that the BPL Board of Trustees will set up a meeting with the new members of the city council. More details will be provided at a later date.


New Business: None.

Holston River Regional Library Report: As emailed (on file). Sarah Egan presented the Holston River Regional Library report for May 2016, mentioning the upcoming events for library staff and board members. She also introduced the board to the brand new Holston River Libguide on <http://tsla.libguides.com/HORL>, which supplies links to grant programs, READS reports, social work intern programs, and technology support, to assist regional libraries.

Sarah congratulated Gloria Oster for completing her trustee certification.

Comments: Carl highly recommended board members attend the Tri-Regional Trustee Workshop in Johnson City on October 4, 2016. He also reminded members of the board that the next meeting will be held at the Avoca Branch Library on June 16, 2016.

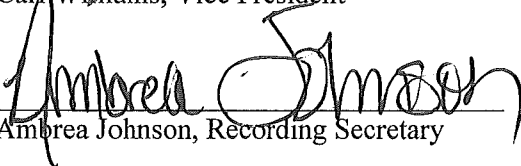
The meeting adjourned at 4:49 p.m.



Carl Williams, Vice President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary