

**Bristol Public Library
Board of Trustees Meeting**

October 20, 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 library staff were welcomed to the meeting.

Actions Taken:

- Approval of Minutes as corrected for September 15, 2016.
- Approval of Finance Committee recommendation regarding Comfort Systems.

Next regular board meeting: October 20, 2016, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meeting of September 15, 2016, were approved. Motion made by Gayle; seconded by Archie. All in favor.

Warm-up: No scheduled warm up.

Unfinished Business: Staff Changes: Amy reported Sue has officially retired from the Avoca Branch Library. Christy Lunsford has accepted a position as the Avoca Branch Manager, while Ambrea Johnson has been promoted to Assistant Supervisor. Two positions also opened at the library, one for a research assistant in reference and another for an assistant in technical services. Amy will update the board on the selection process for these positions.

Website: Amy has received a second proposal for the website from Aegis and Eldie Design. Amy approved of the design and noted she liked the ease of access; more importantly, the website, once created, would be fully controlled by the library and it will be ADA compliant. She will receive a quote from Aegis and Eldie Design within the next two weeks and will provide an update.

Executive Director's Report: As emailed (on file). After taking the original Security RFP to the Executive Committee for review and approval, Amy has begun the process of posting the RFP and accepting new bids for security.

Additionally, Amy spoke with the board about Strategic Planning, letting them know the results of her recent meeting with Roger Leonard. She reviewed many of the survey responses Mr. Leonard and

Summit acquired from the staff and board members of the BPL, as well as discussed the goals the library has for Strategic Planning. Amy voiced some concerns about the number of focus groups Roger intends to conduct and the wording of the current survey. She believes our objectives for Strategic Planning need to be updated to properly reflect our expectations and make sure Summit is aligned with our current goals.

Treasurer's Report: As emailed (on file). Amy presented the Treasurer's Report from their meeting on October 19, 2016, at 12:00 p.m. She reported that the Finance Committee recommended to the board that the Bristol Public Library continue with our present Comfort Systems contract. After some deliberation on the potential expenses of an aging HVAC system, the Finance Committee decided it would be best to continue with the present contract and place all or a portion of residual funds from the maintenance line in a restricted account for system repair and/or replacement. All in favor.

Executive Committee Report: At the Executive Committee, Amy broached the subject of Doris' position. Since Doris never had a job description or a defined set of duties, Amy—with the approval of the board—would like to create a new position with the expectation they would assume many of Doris' responsibilities. She would like to create an Assistant Director position to assume some of the day-to-day operational needs of the Bristol Public Library. She provided a rough draft of a job description to the board and will discuss it in further detail at the next meeting.

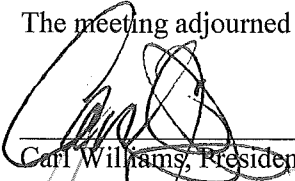
New Business: None.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Nancy thanked several board members for their participation in the Trustee Workshop at the Johnson City Public Library on October 4, 2016, reporting that the event was a big success for the region. Nancy noted that the READS website will be updated on November 9 and previews for the new site are provided at <http://reads.overdrive.com/preview>. Additionally, she recommended board members and library staff alike take advantage of "Autism Awareness in the Library Setting" on November 4, presented by the East Tennessee Autism Society at Northeast State Community College, and "Serving Older Adults in a Changing World," a Webjunction webinar available on November 8.

Comments: Paul requested a section for Policy Review be placed on the meeting agenda, in addition to receiving monthly updates on job description changes. Amy is currently in the process of updating job descriptions and preparing for job evaluations, while board members continue working on library policy updates.

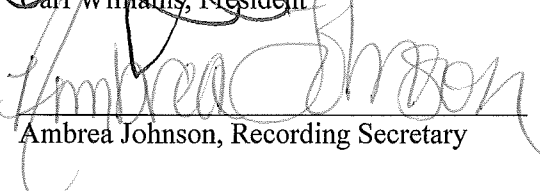
The meeting adjourned at 5:03 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary