

**Bristol Public Library
Board of Trustees Meeting
February 16, 2017
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, library staff and guests were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for January 19, 2017.
- Approval of Minutes for Called Meeting on February 2, 2017.
- Approval of Social Networking Policy.

Actions Outstanding:

- Approval of Smoking and Tobacco Use on Library Property Policy.
- Approval of Scheduled Community Assessments Policy.

Next regular board meeting: March 16, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meetings of January 19 and February 2, 2017, were approved. Motion made by Paul; seconded by Tom. All in favor.

Public Comment: None.

Warm-Up: Margaret introduced her guest to the board: Beth Page, who is the latest addition to the Bristol Public Library Foundation Board. Carl welcomed Ms. Page to the library board meeting, and further introductions were made.

Unfinished Business: Amy reported she had a budget meeting with the Bristol, VA City Manager and Finance Manager and showed them usage statistics for the Bristol Public Library. Amy noted that she will attend an upcoming city council meeting to showcase what important things that the library does and to address any budget concerns, including Maintenance of Effort. Margaret discussed the possibility of setting up committees to speak with local officials about the library budget; Amy will keep the board apprised of the situation.

Executive Director's Report: As emailed (on file).

Treasurer's Report: As emailed (on file).

Executive Committee Report: Carl reported that the executive committee did not meet this month; however, he reminded his fellow board members that the executive committee would meet on March 14, 2017.

New Business: Smoking and Tobacco Use on Library Property Policy: After some discussion, Margaret suggested rewriting the policy and making the Bristol Public Library a smoke free campus for all visitors and employees. Amy agreed to rewrite the policy and present a revised edition of the policy to the board next month for approval.

Scheduled Community Assessments Policy: Amy discussed the policy with the board and noted much of the wording may be included in our standards. Margaret suggested incorporating the verbiage from the written library standards and make updates or changes as necessary. Amy reported she would also try to incorporate survey tools to ensure the library meets these expectations; additionally, she will rewrite the policy and return a revised edition to the board next month for approval.

Social Networking Policy: Gloria inquired into the wording of the policy, suggesting the phrase “in keeping with its mission...” should be cut from the policy and update “social networking,” which seems obsolete, with “social media.” Motion made by Tom to approve as corrected; seconded by Paul. All in favor.

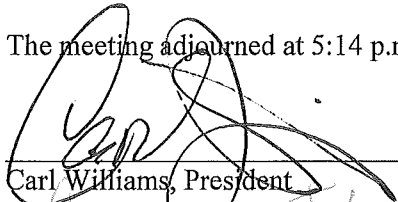
Foundation Update: Beth Page and Margaret reported a small delay in the audit and Form 990 for the Foundation; however, they also noted an extension has been filed to ensure the audit is correct and completed. Additionally, the Foundation will also begin looking at setting a new budget for the fiscal year and fundraising with a newly christened development committee. Margaret also reminded her fellow board members of the staff appreciation luncheon on April 11, 2017, and the community breakfast hosted by the Foundation on April 13, 2017.

Department Reports: As emailed (on file). Gloria inquired why no children’s report was attached to the board packet. Amy explained that Michelle was incredibly busy with her winter reading and family programs; however, she would provide a new one next month and report on her latest activities.


Holston River Regional Library Report: Sarah Egan congratulated Katherine and Paul on completing their trustee certification this month, promising their certificates would arrive shortly within the next month.

Board Member Reports and Comments: Katherine reported that she completed her trustee certification during a Holston River Regional Library open lab and she has several ideas that she hopes to put into effect in the near future, including advocacy among local school groups and organizations. She reminded her fellow board members that the gallery committee would meet tonight, February 16, after the board meeting to discuss requirements for submissions and additional preparations for the gallery.

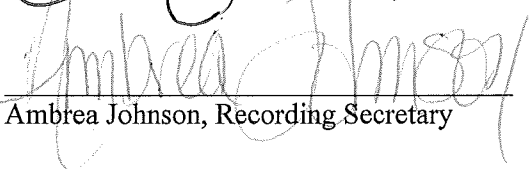
The meeting adjourned at 5:14 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary