

**Bristol Public Library
Board of Trustees Meeting**
January 19, 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 December 15, 2016.
- Approval of Minutes for January 12, 2017.
- Approval of Study Rooms Policy as corrected.
- Approval of Technology Policy as corrected.
- Approval of Credit Card Policy as recommended by finance committee.
- Approval of Fund Balance Policy as recommended by finance committee.
- Removal of Reserve Funds Policy as recommended by finance committee.
- Approval of Use of Alcoholic Beverages on Library Property Policy.
- Approval of Bulletin Board Policy.

Actions Outstanding:

- Approval of Security RFP.

Next called board meeting: February 2, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

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

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

Approval of Minutes: The minutes for the meetings of December 15, 2016, and January 12, 2017, were approved. Motion made by Archie; seconded by Gloria. All in favor.

Public Comment: None.

Warm-Up: No scheduled warm up.

Unfinished Business: Strategic Planning Interim Report: Roger Leonard presented and discussed Summit's survey findings, during which they polled library board members and library staff. He also noted Summit will be hosting public forums on February 8 and February 9, 2017, to gain insight from the local community. He mentioned several organizations he hopes to contact to attend these events and

encouraged board members to offer more suggestions. Margaret pointed out that the public forum times restrict access to a number of community organizations, and she suggested adding evening and weekend hours to open up the event to more individuals, especially for those involved in education.

Study Rooms Policy: The library board discussed the updated Study Rooms Policy, specifically time limits for room reservation and availability for reservations. Margaret suggested corrections for limits on time for study rooms, noting that two (2) hours per day at no more than two (2) days per week should be sufficient for most groups. Prior approval from the Library Director will be necessary for patrons needing use of the rooms for more than two hours per day or more than two reservations per week. Jaime also suggested the library keep one of the study rooms available for reservations on the day of; Amy agreed, stating the Cardiovascular Associates Reading Room (otherwise known as the Teen Room) will no longer accept advance reservations. Additionally, Katherine suggested a limit of two months for advance reservations, allowing for the Library Director to approve dates further in advance on a case-by-case basis. Paul made a motion to approve the policy as corrected; Katherine seconded. All in favor.

Technology Policy: Margaret suggested rewriting the Technology Policy. Amy accepted the rewritten policy, adding corrections to reflect updates to IT Staff that should read “persons responsible for IT support” and providing a more definitive date for presenting the technology plan to the Board of Trustees. The annual technology plan, as developed by Amy, department managers, and IT staff members (currently Holston IT) will now be presented to the board in December before the next budget cycle. Paul made a motion to approve the updated version of the policy with corrections; Gloria seconded. All in favor.

Security RFP: A called meeting was held on January 12, 2017, to discuss the pending approval for the Security RFP. After speaking with Tabitha Crowder, City Manager for Bristol, VA, and other individuals, Amy learned she would have to negotiate with potential security companies to help establish which company best fulfills all the security needs of the Bristol Public Library. The original security selection committee—Amy, Carl, and Tom—will meet to sort out further details, and then the Board of Trustees will convene during a called meeting for final approval. The called meeting is tentatively set for February 2, 2017, at 4:00 p.m. at the Bristol Public Library, Main Branch.

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

Treasurer’s Report: As emailed (on file). Tom presented the report for the finance committee for January 18, 2017, and provided a brief financial update of the library. He noted changes to several policies and made a special mention of committee comments, including discussion of a family restroom, community services for individuals in need, and potentially adding a member to the finance committee who has a background in accounting with the city.

Credit Card Policy: After some deliberation regarding the Credit Card Policy, the finance committee recommends approval of the updated policy. Paul inquired about the credit card limit and noted a clause should be included to reflect the Business Visa account has a combined credit limit of \$5,000. Additionally, it was noted by Tom that the \$500 purchase limit would only effect single/individual transactions; these purchases would need prior approval from the Executive Director. The finance committee recommended approval of the policy as corrected. All in favor.

Fund Balance Policy: The finance committee recommends approval of the updated Fund Balance Policy; all in favor.

Reserve Funds Policy: The finance committee discussed the purpose of the Reserve Funds Policy and whether the policy was redundant with the addition of the Fund Balance Policy. After some deliberation, the finance committee recommended deleting the policy entirely. All in favor.

Executive Committee Report: Carl presented notes for the executive meeting from January 17, 2017. The executive committee discussed security and safety, among a number of topics, and hopes to create a safety plan that will prepare personnel for various contingencies after a new security company is hired. Additionally, Carl suggested board members keep emails to a minimum and leave committee and/or board meeting subjects for face-to-face meetings. The library may see a budget cut in the next year and the reformation of the Friends of the Library for the Main Branch.

New Business: Use of Alcoholic Beverages on Library Property Policy: Amy explained the purpose of the policy and noted it encompasses all events, including Foundation events, that take place on library property. Margaret made a motion to approve policy; Katherine seconded. All in favor.

Bulletin Board Policy: Amy explained the purpose of the policy and noted that no corrections have been made to the policy, as it remains accurate. Margaret inquired if this policy includes a community board for patrons to utilize as needed; it does, which the library provides on the lower floor at this time. Margaret made a motion to approve policy; Archie seconded. All in favor.

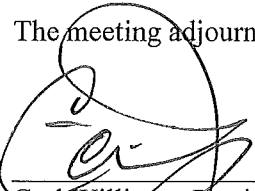
Foundation Update: Margaret provided a quick overview of Foundation updates. The Foundation has revised and approved their by-laws; next, they plan to work on financial policies and fundraising. Margaret noted the Foundation's D&O insurance expired in 2013, but steps have been taken to rectify this issue. Additionally, Margaret gave the board an update on the "It's Bristol Baby!" book—and the Foundation Board has agreed to supply approximately \$10,000 of the \$30,000 goal for publication of the book.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Nancy reported the regional board is now meeting on a regular basis, and she noted that Tennessee READS has hit 2 million in circulation. She also congratulated Amy and the Bristol Public Library on receiving a technology grant from the State of Tennessee for \$12,443. Secretary of State, Tre Hargett, will be at the library on February 3, 2017, at 9 a.m. for the check presentation ceremony.

Board Member Reports and Comments: Margaret reminded the board that April is National Library Week, and she noted they need board members to volunteer in the planning of a staff appreciation luncheon. She also pointed out the board is still seeking applicants for vacant positions. Gloria offered thanks to Amy for her work writing the tech grant proposal.

The meeting adjourned at 5:10 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary