

**Bristol Public Library
Board of Trustees Meeting
March 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 February 16, 2017.
- Approval of Smoking and Tobacco Use on Library Property Policy.
- Approval of Scheduled Community Assessments Policy.
- Approval of Policy Review Policy.
- Approval of FY 2018 Budget.

Actions Outstanding:

- Approval of Background Checks Policy.

Next regular board meeting: April 19, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meeting of February 16, 2017, were approved. All in favor.

Public Comment: None.

Warm-Up: Carl introduced Jon Harden to the library board and welcomed him to his first board meeting. Jon is the new Bristol, Tennessee, council appointee.

Unfinished Business: Strategic Planning: Roger Leonard presented survey and forum results as part of his update on the strategic planning process. He pinpointed the strengths and weaknesses of the library, and he summarized forum comments and recommendations. In particular, he recommended the library become a skills-sharing center, in which patrons can learn different skills and put them to use in real life, and using integrated media, such as event calendars, Facebook, YouTube, book review columns, community media, etc.

Security Update: Amy reported the first month of our transition to a new security team is going well. 3D Security has made an incredible difference at the library, and Amy is pleased with their progress.

Although David Tolbert could not attend the board meeting this month, Amy hopes he will be present next month to give a full report on security changes and updates.

Smoking and Tobacco Use on Library Property Policy: Amy updated the Smoking and Tobacco Use on Library Property Policy to reflect the Bristol Public Library's new commitment to being a smoke free campus and submitted it to the board for review. Motion made by Tom to approve updated policy; Katherine seconded. All in favor.

Scheduled Community Assessments Policy: Amy updated the language in and set new dates for the Scheduled Community Assessments Policy. Motion made by Paul to approve the updated policy; Katherine seconded. All in favor.

Executive Director's Report: As emailed (on file). Amy reported she saw a first glimpse of the new website. She will be giving Eldie Design some photographs of the library and offering design changes. Paul inquired if the website would be ADA compliant. Amy replied that the website is ADA compliant, and she explained Eldie Design will offer consultation and training in order to maintain the library website and keep it up to code.

Additionally, Paul asked about progress on job evaluations. Amy is currently in the process of reworking the job descriptions for library staff and she hopes to have them completed by the beginning of July. Once the job descriptions are completed, she plans to conduct job evaluations after 6 months. She promised to keep the board apprised of changes to job descriptions and progress on job evaluations at the request of Paul.

Treasurer's Report: As emailed (on file). Tom reported that the finance committee met on March 15 at noon to discuss the FY 2018 Budget and Financial Report Narrative. According to Tom, the budget is level for the upcoming fiscal year. The finance committee approved the FY 2018 budget as presented and recommended approval from the board. The board voted on approval of the budget; all in favor.

Executive Committee Report: Carl reported the executive committee spoke with Roger Leonard and Summit about progress on strategic planning. Additionally, they discussed preparations for the staff luncheon on April 11 and new dates for upcoming meetings. As Amy will be out of town on April 20 and September 21, she asked if the board would mind meeting before originally scheduled on April 19 and September 20 at 4:00 p.m. at Main. The board agreed to change these dates.

New Business: Background Checks Policy: Amy presented the updated Background Checks Policy to the board and asked for clarification on the language of the policy. She would like to know if the board wants to allow college and high school students the opportunity to volunteer at the library without a background check or if they board prefers to have a strict cutoff date for background checks. After some deliberation, Amy offered to do some more digging and rewrite the policy to reflect new requirements as agreed upon by the board.

Policy Review Policy: Amy updated the Policy Review Policy, pointing out that she changed some of the verbiage to reflect the library's commitment to updating all policies every two years. Amy will maintain a rolling calendar for policy review and she will bring policies to the board every two years from the amended policy date. Motion made by Paul to approve policy; seconded by Tom. All in favor.

Foundation Update: Gayle reported that the Foundation is continuing to reorganize with the creation and update of three committees: a governance committee for updating and maintaining Foundation bylaws, a finance committee for managing accounts and funds, and a marketing development committee for reaching out to donors and other interested parties and marketing the library/library foundation to the

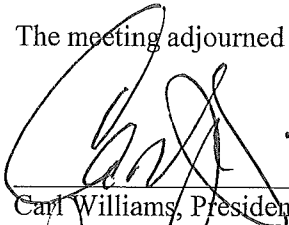
community. Gayle reminded the board of two events during National Library Week: the staff appreciation luncheon on April 11 at 12:00 p.m. in the staff lounge, and the community breakfast on April 13 at 7:30 a.m. in the J. Henry Kegley Meeting Room.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Whitney Nelson gave the March regional report for the Holston River Regional Library. She reminded the board of upcoming workshops, including the Emergency Preparedness/Disaster Planning on April 26-27 and an emerging trends presentation with Darlene Smith and Rita Shacklett on May 18. Amy is currently planning on attending the emergency preparedness workshop, and Gloria recommended having a representative from our security team go with her.

Board Member Reports and Comments: Amy reminded the board that she has tours of the library available at any time. Simply come by her office and she will be happy to show anyone the facility. Additionally, Katherine asked for the term ending dates for board seats. Amy will send out information in an email to let board members know the exact date when their terms end. Carl also reminded the board that the nominating committee will be announced next month at the April 19 meeting.

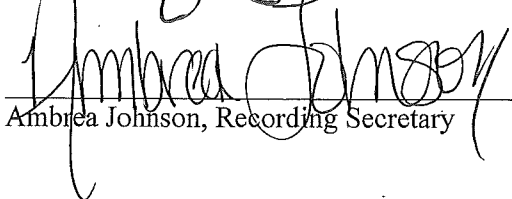
The meeting adjourned at 5:33 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary