

**Bristol Public Library
Board of Trustees Meeting
May 18, 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 April 19, 2017.

Actions Outstanding

- Approval of staff job descriptions.

Next regular board meeting: June 15, 2017, at 4:00 p.m. at the Avoca Branch Library.

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

Approval of Minutes: The minutes for the meeting of April 19, 2017, were approved. Motion made by Gloria to approve minutes; seconded by Paul. All in favor.

Public Comment: None.

Warm-Up: Carl welcomed Braden, the new teen representative, to his first board meeting and made introductions to the Board of Trustees.

Unfinished Business: Strategic Planning: Roger discussed strategic planning with the board and reviewed the results from the most recent forums. He believes the library should become a skill sharing community hub, using crowd sourcing, peer-to-peer programs, and cross-selling to increase library visits and circulation stats. The goal is to become a 5-star library by 2022 by attracting a broad range of demographics, partnering with community organizations, relaunching the Friends of the Library, and improving program attendance.

This plan would be enacted over a 5-year period. Roger recommended staff and board workshops in the fall of 2017 as a way of connecting employees with trustees and aligning goals and expectations. He also recommended increasing programs by generating 5 new programs a month for 55 programs a year. This could be done by reaching out into the community for partnerships, increasing awareness of library programs, adding volunteers, etc.

Executive Director's Report: As emailed (on file). Amy reported that she met with Justin from Eldie Design to make updates to the website as recommended by staff. Library staff and Eldie Designs will meet on May 25, 2017, at 3:00 p.m. for a test run of the website and additional recommendations by staff. Paul asked for an updated link of the website, which Amy agreed to provide to all board members.

Amy presented the board with a packet detailing the updated job descriptions of library staff. She noted that the packet provides a detailed map of organization, job descriptions of new positions, and expanded employment duties. Although Amy did not request a vote at the current meeting, she hopes to have job descriptions approved at the June meeting and in place by the beginning of the fiscal year. She would like for the first round of evaluations to happen in December, then again in June to begin an annual cycle. She requested board members contact her with any corrections.

Amy also told the board about this year's Book Bus. Thanks to the generosity of libraries across Tennessee and Virginia, Amy has been able to accumulate a large collection dedicated strictly to the Book Bus. Amy will be able to sign up children and their parents for library cards, as well as register children for a Book Bus Card to be used on the Book Bus, which means no one will be turned away from checking out books. Amy is very excited about the Book Bus, and she'll report back with updates on the Book Bus throughout the summer.

Treasurer's Report: As emailed (on file). As Tom was absent from the meeting, Jaime presented the treasurer's report. She noted the finance committee is still waiting to hear back from Virginia about the budget; she also reported the next meeting would be held on June 14.

Executive Committee Report: Carl reported the executive committee did not meet and he noted the nominating committee had nothing new to report. He recommended the board take nominations from the floor. Carl listed the current slate of officer nominations to be voted on at the June meeting: Gloria for President, Paul for Vice President, Tom for Treasurer, with the Secretary position open.

New Business: Director Evaluation: Gloria reported the board will proceed with Amy's job evaluation as planned. Amy has completed her self-evaluation, while staff impressions were collected from department heads and a letter from Nancy Roark of the Holston River Regional Library was added to the evaluation packet. Gloria stated that board members will gather after the board meeting to discuss further details, before completing Amy's evaluation on June 7, 2017.

Foundation Update: Steve Layfield reported the BPL Foundation is making good progress. He said new officers will be put in place shortly; however, he noted the Foundation is in need of new members as positions expire. Carl thanked Steve and the Foundation for all their efforts and hard work.


Department Reports: As emailed (on file). Gloria enjoyed the department reports this month, noting she especially liked the kite-flying pictures provided by Michelle and the Children's Department.

Holston River Regional Library Report: Whitney Nelson congratulated Paul, Jon, and Katherine for completing their trustee certification and she passed out certificates to each. Whitney reviewed the upcoming schedule, noting that HRRL will be providing TEL Training on May 25 and a Trustee Workshop on September 14. She stated the Bristol Public Library will need to send at least one member of their board to the Trustee Workshop to help with tech grant awards. She also reported that library law revisions in Tennessee will go into effect on July 1.

Board Member Reports and Comments: Jaime recommended the board take the job description packets on as "homework," since Amy worked so hard to have them completed; she recommended June 1 as the deadline for edits, which could be emailed or delivered to Amy. Margaret suggested a section for

teen comment be added to the meeting minutes. Brenda reminded the Board of Trustees that the next board meeting will be held at 4:00 p.m. at the Avoca Branch Library on June 15.

The meeting adjourned at 5:16 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary