Bristol Public Library
Board of Trustees Meeting
August 17, 2017
325 McDowell Street
Bristol, TN 37620

Gloria Oster, President, called the meeting to order at 4:02 p.m. A quorum was present. Board members, library staff and guests were welcomed to the meeting.

Actions Taken:
- Approval of Minutes for July 20, 2017.
- Approval of Bristol Public Library Employee Handbook Supplement.
- Approval of Circulation Policy.
- Approval of Cancellation of September Board of Trustees Meeting.

Actions Outstanding:
- Approval of Request for Proposal for library construction.
- Discussion of Tuition Support for Library Staff.

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

Approval of Minutes: The minutes for the meeting of July 20, 2017, were approved. Motion made by Paul to approve minutes; seconded by Tom. All in favor.

Public Comment: None.

Warm-Up: Jack Young was introduced to the Bristol Public Library Board of Trustees. As the mayor of Bristol, Tennessee, Mr. Young will be attending board meetings as a liaison for the City of Bristol, Tennessee.

Unfinished Business: Website update: Amy expects to receive a new version of the website within the next week. She and library staff will review the new website and make final changes as necessary. She will provide a copy of the link to the Board of Trustees as soon as she has received it.

Employee Evaluations: Paul inquired about the status of the staff evaluations. Amy reported that all evaluations for library employees have been completed. Staff evaluations will be done again in December and January, and every year thereafter in June and July. She was pleased to note that the library really does have the best staff.

Executive Director's Report: As emailed (on file). During August, Amy submitted the Final Report to the State of Tennessee for the 2016-2017 LSTA Tech Grant. She announced the Bristol Public Library was awarded a tech grant of $6,000, which is the maximum amount a library could receive. Amy also reported she has submitted a community service project application to LEAD Bristol to help revitalize the Friends of the Bristol Public Library. She hopes to hear more about the project in the next few weeks.

Treasurer's Report: As emailed (on file). Tom reported the Finance Committee met on Wednesday, August 16, to discuss the Financial Report Narrative and future funding options. Additionally, the Finance Committee discussed options for tuition support for library employees. Amy will provide a policy proposal for review at the next meeting.

Executive Committee Report: Gloria reported the executive committee did not meet.

New Business: Bristol Public Library Employee Handbook Supplement: Amy submitted the Bristol Public Library Employee Handbook Supplement to the board for review. After some discussion, recommendations were made to clear up sections on "nontraditional schedules" and procedures for reporting worker's compensation. Lori made a motion to approve the Employee Handbook Supplement as corrected; Carl seconded. All in favor.

Circulation Policy: Amy submitted the new Circulation Policy to the board for review. As the Bristol Public Library did not have a Circulation policy on file, Amy studied policies from other libraries and created one for the library. Recommendations were made to reword some unclear passages in the residency requirements section. Carl made a motion to approve the Circulation Policy as corrected; Paul seconded. All in favor.

Meeting Cancellation: Amy must attend a mandatory director's conference in Richmond, Virginia, and she requested the board reschedule or cancel the board meeting as she will be unable to attend. After some discussion, the board voted to cancel the board meeting for September 21, 2017. Paul made a motion to approve; Lori seconded. All in favor.

Foundation Update: Since Scott Peak was forced to leave early due to a personal emergency, Amy gave an update on the Bristol Public Library Foundation. She noted the Foundation is doing well, steadily updating policies and improving procedures.

Teen Report: Braden reported the Teen Book Clubs have been very exciting this month. He noted that Hannahlily has offered some excellent programs over the summer, including an ongoing Anime Club and several movies that have proven popular.
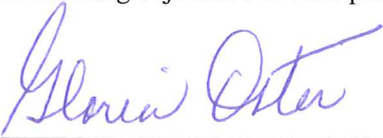
Department Reports: As emailed (on file).

Holston River Regional Library Report: Nancy Roark reminded the board of the Trustee Workshop at Walters State Community College in Morristown, Tennessee, coming up on September 14. She recommended board members to attend the workshop, as it offers tips on how to tell the library story with data and will provide an overview of changes to library law. She also noted changes to the READS website and Overdrive app with Libby, encouraging board members to check out these latest updates.

Board Member Reports and Comments: Gloria asked about the popularity of the events blog and asked if the board could receive an update on new events each month; Ambrea offered to include blog and Facebook statistics in future reports. Additionally, Paul praised the library for their eclipse glasses events

throughout August, noting the eclipse glasses safety presentation on August 15 was incredibly popular and very well done.
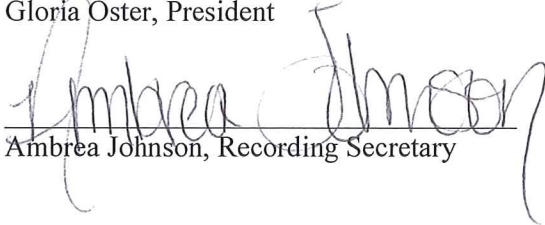
The meeting adjourned at 5:02 p.m.

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Gloria Oster, President

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Ambrea Johnson, Recording Secretary

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Katherine Wilson-Thompson, Secretary