

**Bristol Public Library
Board of Trustees Meeting**
October 19, 2017
701 Goode Street
Bristol, VA 24201

Gloria Oster, 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 August 17, 2017.
- Approval of Request for Proposal for library construction.

Actions Outstanding:

- Approval of Educational Assistance Policy.

Next regular board meeting: November 16, 2017, at 4:00 p.m. at the Avoca Branch Library.

	Board of Trustees	x	Langley Shazor		Joyce McCracken, Building Mgr.
x	Thomas Bowers, Treasurer	x	Carl Williams		Christy Lunsford, Avoca Branch Mgr.
x	Lori Byington	x	Katherine Wilson-Thompson, Secr.		Holston River Regional Staff
	Paul Conco, Vice-President	x	Jack Young	x	Nancy Roark, Regional Director
	Jonathan Harden		Library Staff		Whitney Nelson, Asst. Director
x	Archie Hubbard	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
x	Braden Lay	x	Brenda Dunn, Admin. Assistant		Guests
x	Walter Morton	x	Jeanne Powers, Library Staff	x	Gayle Brown, Library Foundation
x	Gloria Oster, President	x	Brenda G'Fellers, Library Staff		
	Rielly Self	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the meeting of August 18, 2017, were approved. Motion made by Carl to approve minutes; seconded by Archie. All in favor.

Public Comment: None.

Warm-Up: Langley Shazor was introduced to the Board of Trustees as the new board member-at-large for the Bristol Public Library.

Unfinished Business: Website update: Amy currently has no new updates for the board regarding the website; however, she hopes for an updated link to the website very soon. After some discussion, Gloria recommended adding a link to voter registration online as GoVoteTN is now online.

Executive Director's Report: As emailed (on file). Amy reported that she has participated in various meetings with Roger Leonard and community representatives about a possible Day Center in downtown Bristol. These meetings, started by Roger Leonard, are merely surface level discussions about the possibility of a Day Center to help support the Bristol homeless community. Amy noted these meetings are being held at the library, but the Day Center will not be located at the library; Amy is simply a representative in the community to discuss the need for a Day Center in Bristol.

Treasurer's Report: As emailed (on file). Tom reported the Finance Committee met on October 18 and discussed the Request for Proposal (RFP) for library construction. Tom stated the RFP is for two specific services: design and construction. Replies to the RFP will offer a baseline for costs and an estimate for requested services. The Finance Committee recommends the RFP for library construction to the board for approval. All in favor.

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

New Business: Educational Assistance Policy: Amy submitted the Educational Assistance Policy to the board for approval. After some discussion regarding the procedure for money handling, requirements for course completion, and application to acquire educational assistance, the board decided to send the policy to the Executive Committee for further discussion. Amy will rewrite the policy and submit it to the Executive Committee on November 14.

Staff Training Day: Amy reported the Staff Training Day on October 16 went very well. She said library employees had the opportunity to learn about technical services, security and safety within the workplace, improved customer service tactics, general information about CPR, and library policies. She also noted that the library will soon create an official employee orientation program that will include webinars and online accessibility.

LEAD Bristol/Friends of the Library: Amy applied to LEAD Bristol for assistance in creating and recruiting for a Friends of the Library for the Bristol Public Library. Her application was mistakenly sorted into the youth leadership division of LEAD Bristol. Since the Friends of the Library primarily recruits adults to help support the library, Amy did not think it was appropriate for the youth leadership to assist with the project.

Amy Shuttle with LEAD Bristol noted the library will not be included in their project list for 2017; however, they will have the library on their list for next year in 2018. In the meantime, discussion of a Friends of the Library will resume in the Executive Committee.

Foundation Update: Gayle Brown reported the Bristol Public Library Foundation is doing well. The Foundation Board just recently held its annual meeting on September 11, 2017; their total board membership is up to 11. Gayle noted the Governance Committee is still working on policies and the Marketing and Development Committee is planning and looking at more long-term fundraising. The Foundation Board will meet again in November.

Teen Report: Braden said the Teen Book Club and other events have been Halloween-themed for October. Gloria asked about the Teen Anime Club and how it is progressing; Braden reported the Anime Club is very popular and continues to bring a crowd each week.

Amy noted that Hannahlily will be leaving on November 12, 2017, after turning in her resignation, and the Bristol Public Library will begin looking for a new teen librarian. Hannahlily will be greatly missed by the teens and her coworkers.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Nancy Roark reported the GoVoteTN website and electronic app are available online. She said GoVoteTN is a great resource for civic information in Tennessee, stating it lists the names of representatives for Tennessee districts, contact information for their offices, and polling locations throughout the state.


Nancy mentioned the Tennessee Electronic Library will soon be getting a website update; additionally, she noted READS has made some big changes. As of October 1, all READS Advantage titles purchased before April 1, 2017, were made available to all Tennessee libraries and new titles will be available statewide after 6 months. Patrons will also get first dibs on their library copy, which will give them more and quicker access to library e-books and audiobooks. This also allows for the use of State and Federal funds to purchase new titles.

Nancy congratulated Ambrea for her acceptance into the Public Library Leadership Academy. Ambrea, along with another librarian from the Holston River Regional Library, will be attending PLLA in Nashville from November 28 to November 30.

Board Member Reports and Comments: Jack Young encouraged other board members and visitors to visit the Slater Center on November 2 at 6:00 p.m. for the Bristol, TN Comprehensive Plan Community Workshop. Gloria complimented Michelle for her presentation at a local conference, and she commended T.J. for his excellent programs in the Jones Creativity Center.

Gloria also congratulated Corbin Finch for his excellent work at Avoca. For his Eagle Scout Project, Corbin Finch made chairs for Avoca Branch Library's youngest patrons and created a new bookshelf for board books in the children's section. Gloria suggested the library recognize his contribution, such as a plaque or a press release to the newspaper; Jon said the library could contact the Sequoyah Council for companies regarding plaques and potential ceremonies. Amy will provide an update at the next board meeting in November.


The meeting adjourned at 5:13 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary