

**Bristol Public Library  
Board of Trustees Meeting  
November 16, 2017  
1550 Volunteer Parkway  
Bristol, TN**

Paul Conco, Vice-President, called the meeting to order at 4:07 p.m. A quorum was present. Board members, library staff and guests were welcomed to the meeting.

**Actions Taken:**

- Approval for October 19, 2017.
- Approval of Educational Assistance Policy.
- Approval of 2018 Holiday Closings and Board Meeting Calendars.
- Approval to cancel Board Meeting for December 21, 2017.

**Next regular board meeting:** January 18, 2018, at 4:00 p.m. at the Bristol Public Library, Main.

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

**Approval of Minutes:** The minutes for the meeting of October 19, 2017, were approved. Motion made by Tom to approve minutes; seconded by Katherine. All in favor.

**Public Comment:** None.

**Warm-Up:** Paul extended his thanks to the Avoca Branch Library for hosting the November Board Meeting. Lynn Butcher with Bristol Public Library Foundation was introduced to the Library Board.

**Unfinished Business: Strategic Planning:** Roger Leonard reported on the results of the Bristol Public Library strategic plan. He started with board and staff surveys, data analysis and comparisons, reports from his observation periods, and he discussed the spring focus groups. The results of his research suggested the community would like to see more programs, particularly intergenerational and skill-sharing programs, while the board would like to see a social media plan. Roger suggested more marketing, improved communication, and diversifying programs would benefit attendance at the library, which he will discuss in depth in his final report.

**Website:** Amy reported the website is still in progress, but it should be nearing completion. She will be meeting with Justin from Eldie Design after Thanksgiving to discuss putting the finishing touches on the website and completing the project.

**Renovation:** Amy has approval to send out the RFP for renovations at the Bristol Public Library. Before she submits the RFP, she will be speaking with Tim Beavers with the Bristol, Tennessee Parks & Recreation to gain a second opinion on the content of the RFP.

**Teen Librarian:** Amy has offered the position of Teen Librarian to Amber Combs, current librarian assistant in Smyth County. Amber will start on January 8, 2018. In the meantime, the library will piece together a few programs and notify the teens via social media that regularly scheduled programs will resume in January.

**Executive Director's Report:** As emailed (on file). Amy reported she is currently preparing for the 2018-2019 Budget. She is working with department heads to assess departmental and operational needs, as well as gathering research to start hammering out a new budget.

**Treasurer's Report:** As emailed (on file). Tom reported the Finance Committee met and discussed hosting a "Food for Fines" in December. During "Food for Fines" the Bristol Public Library will give 20 cents in credit for each canned good or nonperishable food item donated to the library for the local food pantry. The Finance Committee recommends the board approve "Food for Fines" for one week in December. All in favor.

**Executive Committee Report:** The Executive Committee reviewed the Educational Assistance Policy, before sending it to the board for a final review and approval. Amy reported Langley Shazor has resigned from the board; however, he will continue to work with the library as an assistant in the Jones Creativity Center. Amy recommended Christian Trombetta for appointment as the new At-Large Board Member. Carl made a motion to accept this new board appointment; Katherine seconded. All in favor.

Amy noted that Walter will be finishing his term in December. He will not be able to serve on the board for another term; however, he hopes he will be able to return to the board in the future. The board will begin the search for a new board appointment from Bristol, Tennessee; the position will be posted online. The Executive Committee wanted to thank Walter for his exceptional service to the board.

**New Business: Educational Assistance Policy:** The Educational Assistance Policy was reviewed by the Executive Committee and rewritten; Amy presented the new policy to the board for approval. After discussing the rewritten policy, Tom made a motion to approve the Educational Assistance Policy. Katherine seconded. All in favor.

**Image Evaluation:** Amy reported the Bristol Public Library will be participating in an image evaluation, in order to meet the Tennessee Standards for Community Relations. Amy asked the board to participate in the image evaluation. She will send a link to all board members with instructions on how to complete the survey; she requested the image evaluation be submitted by the first of the year.

**2018 Holiday Closings and Board Meeting Calendars:** After reviewing the Holiday Closings and Board Meeting Calendars for 2018, Paul inquired if the weekend for Bristol Rhythm & Roots Reunion could be used for staff inservice days. Amy noted it would be difficult due to the lack of parking and increased pedestrian traffic in the downtown area; she did not recommend BRRR weekend as a staff inservice day. Carl made a motion to approve the 2018 Calendars; Jon seconded. All in favor.

**Cancel Board Meeting for December:** Tom made the motion to cancel the next Board Meeting on December 21, 2018, at 4:00 p.m. at the Bristol Public Library, Main. Katherine seconded. All in favor.

**Foundation Update:** Lynn Butcher reported the BPL Foundation met on Monday, November 13, 2017, with a financial advisor. She also reported the Foundation will soon send out letters for donations and will continue discussing the "It's Bristol, Baby" book.


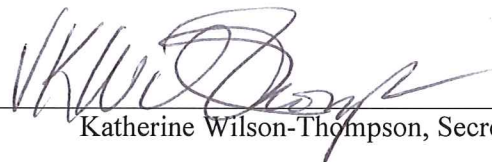
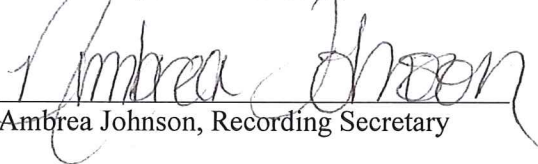
**Teen Report:** Teen and Tween programs are currently on hiatus, until the arrival of the new Teen Librarian in January 2018.

**Department Reports:** As emailed (on file).

**Holston River Regional Library Report:** Whitney Nelson stated the upcoming Summer Reading theme is "Libraries Rock," and she discussed possible program ideas for Summer 2018. She reported the Holston River Region is participating in the READS Digital Dash. The 2017 checkout goal is 3,290,364 and the region is currently 80% toward reaching their goal. Winners who meet certain criteria have the opportunity receive up to \$1000 in content credit. She also recommended the library apply for two new technology grants, the TOP and STEM grants; Amy said the library is currently applying for both grants!

**Board Member Reports and Comments:** Jon asked if the library has AED machines and recommended the library acquire them if they do not. Amy reported she is currently doing research on AED machines and will report to the board in January on her findings. Ambrea reminded the board of the upcoming candy contest on December 12, 2017, at 4:00 p.m. and invited everyone to attend.

The meeting adjourned at 5:30 p.m.

  
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Paul Conco, Vice- President  
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Katherine Wilson-Thompson, Secretary  
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Ambrea Johnson, Recording Secretary