

**Bristol Public Library
Board of Trustees Meeting
February 15, 2018
701 Goode Street
Bristol, VA**

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 January 18, 2018.
- Approval of the RFP for the Architectural Design for Ground Floor Revision.
- Approval of Gift Policy Review.

Actions Outstanding:

- Approval of the FY 2019 Operating Budget

Next regular board meeting: March 15, 2018, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meeting of January 18, 2018, were approved. Motion made by Carl to approve minutes; seconded by Paul. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Strategic Planning: Amy passed out a copy of the final report of the Strategic Recommendations from Summit and Roger Leonard. She noted the report is not a structured 5-year plan, rather it is a list of recommendations for library improvements; the 5-year plan for the library will be pulled from the report and rely on some of the suggestions provided by Summit. Amy requested the board read the final report and be ready to discuss it at the next meeting.

Image Evaluation: Amy will create a new image evaluation and provide it to the board at the March meeting. Although the official state document would work, the new image evaluation will be an easier, more compact document.

Executive Director's Report: As emailed (on file). Amy reported the library has received a large donation from Dr. and Mrs. Zaidi toward the purchase and installation of AED machines at the library. She noted the Bristol Virginia Fire Department has already agreed to set up the AED machines and train

library staff to use them. She will also check to see if the cases can be alarmed, in regards to safety concerns.

Amy also reported the Bristol Motor Speedway received a formal proposal and request for funding regarding the "It's Bristol Baby!" board book. The Bristol Motor Speedway will allow the library and the BPL Foundation to use the "It's Bristol, Baby!" trademark and sell books at the speedway gift shops. Another proposal will be given at the hospital, once Ballad Health is formalized. Additionally, the BPL Foundation has agreed to commit \$10,000 toward the publication of the board book.

Amy noted she would be working with Twin City Reads, a large group dedicated to literacy and improving the reading level of local students. Amy is currently planning meetings with Bristol's Promise and Bristol Youth Alliance, among other organizations, to promote Twin City Reads and secure new partners. Additionally, Amy will be reaching out to the Nevermore Book Club to discuss creating a Friends of the Library group and she will be working closely with former board member Walter Morton in the creation of the Friends.

Teen Report: Braden reported that the Teen and Tween Book Clubs celebrated an Anti-Valentine's Day with the new teen librarian. Participants were able to decorate cookies and watch *The Princess Bride*. He said they had a great time, and he noted that the Teen Book Club is thriving under Amber's guidance.

Treasurer's Report: As emailed (on file). Tom reported that the finance committee recommended the RFP for Architectural Design for Ground Floor Revisions be approved by the board. The board discussed the proposed costs of the completed project and the separation of the project into two parts, a design RFP and a build RFP; Paul recommended the project should fall under one document, a design and build RFP. The board voted on the Architectural Design for Ground Floor Revision RFP: 9 votes for, 1 vote against (Paul). Recommendation from the finance committee on the RFP was approved.

The finance committee also recommended the board approve the revised Gift Policy. The policy was updated to reflect a change in wording regarding the responsibility of the donor in determining the value of donated items. All in favor.

Amy reported the Bristol Public Library has a draft of the FY19 Operating Budget. Amy will be meeting with the City of Bristol, Virginia, on February 26, 2018, to present the budget draft. Formal approval will be needed from the cities of Bristol, Virginia and Bristol, Tennessee before the budget can be presented to the board for approval. Amy will provide an update on her meetings with the cities at the March meeting.

Executive Committee Report: The Executive Committee did not meet this month; however, they will be meeting on March 15 at 2:00 p.m. to discuss the upcoming executive director evaluation, the Friends of the Library, and budget concerns.

New Business: Board By-Laws: Amy reported that the board by-laws are out of date and she recommended the board by-laws go to a committee for update. Gloria, Katherine, and Jonathan will form a new committee and update the board by-laws accordingly.

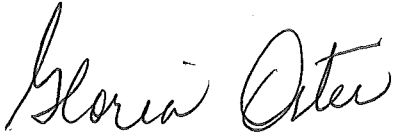
Holston River Regional Library Report: Nancy Roark reported that the TEL website has recently been updated and will be receiving 2 new databases. She also reported that Tennessee READS has more than 3 million check outs for the calendar year of 2018, which puts TNREADS on the level with libraries in New York City and Los Angeles. She noted that HRRL would be hosting a readers' advisory roundtable at the Bristol Public Library on March 23, 2018, at 9:00 a.m.

Foundation Update: Beth Page reported that the Foundation did not meet in January, but the Foundation executive committee did. She noted the Foundation received \$10,550 in donations from their end of the year donation drive. The Foundation has also received proposals for investment firms regarding their RFP, and the 990s for the Foundation have been completed and filed. The Foundation is currently looking for new members, discussing the proposed renovations at the library, and planning events for National Library Week in April. She concluded that the Foundation would meet on Monday, March 19.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Jon commented that the Rotary Club gives away dictionaries to local students, making approximately 12 visits to regional schools and donating more than 700 dictionaries to kids. He recommended a youth librarian, either from the Children's Department or the Teen Library, should be present for the giveaway to let kids know about library programs. Amy said she will speak with Michelle and Amber about the possibility.

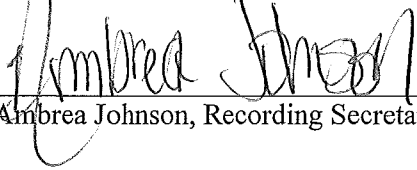
The meeting adjourned at 4:51 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary