

**Bristol Public Library
Board of Trustees Meeting
January 18, 2018
701 Goode Street
Bristol, VA**

Gloria Oster, President, called the meeting to order at 4:05 p.m. A quorum was present. Board members, library staff and guests were welcomed to the meeting. Gloria welcomed new Board member, Christian Trombetta and new Teen Library Amber Combs; everyone introduced themselves.

Actions Taken:

- Approval of minutes for November 16, 2017.
- Approval of Grievance Policy with changes.
- Approval of 2018-2019 Technology Plan.

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

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

Approval of Minutes: The minutes for the meeting of November 16, 2017, were approved. Motion made by Paul to approve minutes; seconded by Carl. All in favor.

Public Comment: None.

Recognition of Outgoing Board Members: Gloria thanked Margaret Feierabend for her years of service to the Library board. A certificate of appreciation was presented and a book of her choosing, *Trampoline*, by Robert Gipe, will be placed in the Library in her honor.

Warm-Up: None

Unfinished Business: Website: Amy reported the website is live and we will be getting control of the site and training soon. Anyone who wants is welcome to come for training.

Teen Library Update: Amy reported new Teen Librarian, Amber Combs, started working on January 8, 2018. Teen and Anime programming has started and Tween programming will be up and running soon. Amber was present and welcomed at the meeting.

Eagle Scout Recognition: Amy reported a plaque had been ordered and placed on the bookcase at Avoca. An event was held at Avoca, planned by the scout's parents. They do not want anything else done, but are willing to meet with Jan Patrick to get pictures and do a press release for the newspaper. Jon reported the Boy Scout Council meets once a month and someone might want to attend.

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.

Amy reported she has contacted the Fire Departments in both Bristol, Tennessee and Bristol, Virginia about the best AED machines. Both recommend Phillips as being the most reliable. A grant of \$300 off each AED we purchase was offered to us. We would need a minimum of three AEDs; one for each floor at Main and one for Avoca. We are looking at the budget to see where money is available for this purchase.

Paul asked for an update on the Strategic Plan. Amy reported she had a meeting with Roger next week to review the plan and go over the final numbers. She will bring it to the next meeting for approval.

Teen Report: Rielly reported the Teen programs had restarted now that new Teen Librarian Amber is here.

Treasurer's Report: As emailed (on file). Amy reported the Finance Committee did not meet due to the weather, but everything is in good shape.

Renovation RFP Update: Amy has separated the RFP into two parts on a recommendation from Tim Beavers with the Bristol, Tennessee Parks & Recreation, and will present it to the Finance Committee next month. Archie stated since it was not a huge project it should probably go out as one RFP with the option to bid the two parts either together or separately.

FY 2019 Budget: Amy reported she was working on the FY19 budget and the Finance Committee would bring it to the full board next month.

Executive Committee Report: Friends of the Library: Gloria reported the Executive Committee met and talked about what the next stage in creating a FOL is; what the FOL group would be doing (book sales, gift shop, etc.); a job description; who might help in the process. Also, the need for clearly defined missions and goals for the group.

Image Evaluation: Amy sent out the link to the survey for the Image Evaluation. She reported there is a lot of discontent about the number of questions on the survey. She has been in contact with Nancy at the Region about this. The questions need to be valid and usable with a reasonable number of them; no more than 50 questions. The Image Evaluation is part of complying with Tennessee Standards for Community Relations.

New Business: Grievance Policy: As email (on file). Paul stated the need for a form to use for the written grievance, could be short, with a spaces for name, date, and what the grievance was. Recommended "formal" be added in the second paragraph before . . . written grievance. Motion by Archie to approved the policy with the change, second by Paul. All in favor.

2018-2019 Technology Plan: As emailed (on file). After discussion the plan was approved on a motion by Paul, second by Christian. All in favor.

Foundation Update: Michael Webb reported the BPL Foundation had sent an end of the year fundraising letter to 351 individuals, including former and current Foundation and Library board members. To date they have had 37 donations for approximately \$9,500. He stated he counts this a successful fundraiser, and they plan this to be an annual event. He also reported they have been updating policies including one on investments.

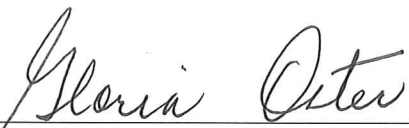
Holston River Regional Library Report: As emailed (on file).

Department Reports: As emailed (on file).

Board Member Reports and Comments: Gloria stated she really enjoys reading the Department Reports.

The next meeting will be February 15, 2015 at Main.


The meeting adjourned at 5:05 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Brenda Dunn, Recording Secretary