

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

Gloria Oster, President, called the meeting to order at 4:01 p.m. A quorum was present. Board members and library staff were welcomed to the meeting.

**Actions Taken:**

- Approval of minutes for February 15, 2018.
- Approval of Strategic Plan format.

**Actions Outstanding:**

- Approval of the FY 2019 Operating Budget.
- Approval of the Board By-Laws.

**Next regular board meeting:** April 19, 2018, at 4:00 p.m. at the Bristol Public Library, Main.

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

**Approval of Minutes:** The minutes for the meeting of February 15, 2018, were approved. Motion made by Paul to approve minutes; seconded by Katherine. All in favor.

**Public Comment:** None.

**Warm-Up:** Tre Webb was welcomed to the Bristol Public Library for his first board meeting. Introductions were made by library board members and staff.

**Unfinished Business: Image Evaluation:** Amy is currently working on an image evaluation for the Bristol Public Library. Amy will trim up the current state evaluation document, so it's quick and easy but information rich. Once she has completed the document, she will bring it to the board for further review. Gloria said the goal is to have the image evaluation done by the end of the fiscal year.

**Friends of the Library:** Although Amy was unable to attend the Nevermore Book Club, Jeanne was able to visit and see who would be interested in helping with a new Friends of the Library (FOL) group. Charlotte Duncan has volunteered to help Amy and, along with Debbie Gwaltney and Walter Morton, will begin laying the groundwork for a FOL at the Bristol Public Library.

**Executive Director's Report:** As emailed (on file). Amy reported that the library has a new Technical Services Assistant. Patrick Stickley, who previously worked at Circulation and Reference, will be taking

on his new role full-time with Brenda G. and Judy. He had a great interview and he is reportedly doing very well in his new position.

Amy attended a meeting with Brenda G. at the Johnson City Public Library regarding Portfolio, a new part of the integrated catalog systems. The software will allow the library to digitize archival items for searching and viewing in the catalog. Amy hopes to partner with the Birthplace of Country Music Museum and work with them to digitize documents, newspaper clippings, photographs, and more.

Amy also met with Zephaniah Wells, a local Boy Scout who is beginning the process of becoming an Eagle Scout. He saw a news article on the Book Bus and would like to recreate a similar project in Washington County, Tennessee, for his Eagle Scout project. Amy said he asked great questions about the process of creating a book bus, as well as learned all about the process for getting his project off the ground.

**Teen Report:** Braden reported that the Teen Book Club finished reading *Simon vs. the Homo Sapiens Agenda* by Becky Albertalli. They are planning to see *Love, Simon*, a film adaptation of Albertalli's YA novel on March 21.

**Treasurer's Report:** As emailed (on file). Tom reported the Finance Committee had its first look at the audit, which was completed by Mauldin & Jenkins. The audit came back clean, having no findings on the accounts. He also noted the RFP has been submitted to the newspaper and the Virginia digital system. It has received some interest and several requests, resulting in site tours. The RFP will close on March 31.

**Executive Committee Report: Strategic Plan:** The executive committee met and held a lengthy discussion regarding the Strategic Recommendations compiled by Roger Leonard of Summit. The executive committee recommends the board take the first four chapters of the Strategic Recommendations as goals, adding the image evaluation and forming the Bristol FOL, and craft a new Strategic Plan. Amy will incorporate these goals into a document and present it to the board for approval by the end of the fiscal year. All in favor.

**Board By-Laws:** The By-Laws Committee—which include Katherine, Paul, and Gloria—have not had a chance to meet formally. A copy of the current by-laws is available online for review. Amy has made suggestions and notations for updates to the by-laws, which she hopes will be reviewed and revised at the next meeting. Amy also suggested the library would take the by-laws before the City Councils, before formally approving them.

**New Business:** None.

**Holston River Regional Library Report:** Nancy sends her regrets that she could not attend. Amy provided a brief report of updates happening with HRRL, as well as ongoing updates of the TEL websites. Paul suggested the library advertise more about TEL and Transparent Languages.

**Foundation Update:** Lynn Butcher reported the Foundation did not meet this month; however, she noted the Foundation Board would hold their next meeting on Monday, March 19.

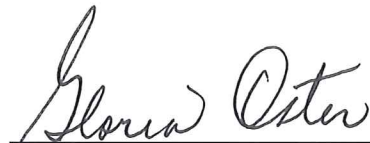
**Department Reports:** As emailed (on file). Gloria wanted to let the staff know she appreciates their department reports and all the hard work they put into creating fantastic library programs. In particular, she bragged on the Children's Department for their Winter Reading Program for providing intergenerational programs for children, adults, and grandparents. Paul also offered praise for the department reports, saying he enjoyed the pictures provided. He thought it was a great opportunity to actually see the programs in action.

**Board Member Reports and Comments:** The second week of April is National Library Week! On April 10, the Foundation and Library Boards will be hosting a Staff Appreciation Luncheon in the breakroom. Gloria asked for volunteers to provide desserts for the luncheon: Paul, Tom, and Katherine agreed. The Community Breakfast will also happen during National Library Week, starting at 7:30 a.m. on April 12.

Ambrea handed out flyers for upcoming events and reminded board members that the library will be hosting a gallery reception for *Teetotalers & Moonshiners: Prohibition in Virginia, Distilled* on March 21, starting at 5:00 p.m. She also noted we would be hosting various events, including a visit from Kathy Shearer on March 27 and Kimberly Brubaker Bradley on April 10.

Jon asked about the Avoca Friends of the Library (FOL) meeting. Ambrea reported the Avoca FOL would be meeting on April 2 at noon. Jon invited others to attend the meeting to see how a FOL group runs their meeting and to use as a model for upcoming plans for a Bristol Public Library Friends of the Library.

The meeting adjourned at 4:53 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary