

**Bristol Public Library
Board of Trustees Meeting**

April 19, 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 and library staff were welcomed to the meeting.

Actions Taken:

- Approval of minutes for March 15, 2018.

Actions Outstanding:

- Approval of the Board of Trustees By-laws.
- Approval of Strategic Plan.

Next regular board meeting: May 24, 2018, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees	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.
	Jonathan Harden		Jack Young		Holston River Regional Staff
x	Archie Hubbard		Library Staff		Nancy Roark, Regional Director
x	Braden Lay	x	Amy Kimani, Exec. Director	x	Whitney Nelson, Assistant Dir.
x	Gloria Oster, President	x	Brenda Dunn, Admin. Assistant		Sarah Egan, Admin. Assistant
	Rielly Self	x	Jeanne Powers, Ref. Librarian		Guests
x	Christian Trombetta	x	Brenda G'Fellers, Assistant Dir.	x	Steve Layfield, Library Foundation

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

Public Comment: None.

Warm-Up: None.

Unfinished Business: Strategic Planning: Amy is currently working on the Strategic Plan document, drawing sections from the original Strategic Recommendations presented by Summit. Amy hopes to have the finished document ready for approval at the meeting in May.

Image Evaluation: Amy created a new image evaluation using Google forms. She said the new image evaluation is much shorter, very quick and simple, and more focused on our library. Amy will have paper copies of the image evaluation available; however, she will also be sending out links to the board after the meeting. She asked everyone to complete the image evaluation by the first of June, but if participants need a little longer, Amy will be happy to keep the evaluation open longer. Gloria reported the executive committee reviewed the image evaluation and approved it.

Friends of the Library: Amy is currently reaching out to interested parties regarding the steering committee of the Friends of the Library (FOL) at the Bristol Public Library. She will continue communicating with Charlotte Duncan, Debbie Gwaltney, and Walter Morton, and she plans to have a

meeting during the first week of May. The first meeting will establish goals for the FOL, as well as figure out some ideas for how to get the group started and what projects to orchestrate during the year.

Amy will also reach out to the Friends of the Avoca Branch Library to keep them involved in the conversation and to uncover suggestions for starting—and continuing—a new FOL. Once the FOL gets off the ground, Amy will be stepping back from heading the group and she will designate Ambrea as the FOL liaison. She invited the board to participate. Anyone who wishes to learn more about the FOL or take part in its formation is welcome to join, and Amy will send out email to interested individuals with the upcoming date of the FOL meeting.

By-laws: Amy will email out the proposed changes to the by-laws before the next meeting. Board members may vote during next month's meeting if no changes are made to the document; however, if more changes are needed, board members must wait another month to confirm the by-laws. The document will be available in the May board meeting packet.

Executive Director's Report: As emailed (on file). Amy reported that the Bristol Public Library now has a Google calendar for library events. The calendar can be found at <https://bristol-library.org/calendar-test>, or a link can be sent via email if requested. Amy invited the board to check out the new calendar and offer feedback.

Amy also reported that she attended an OWL Consortium meeting. They discussed training opportunities, cataloguing standards, and, most importantly, they discussed collecting dues from libraries in the consortium to support the libraries which house system administrators. Johnson City, Kingsport, and Sullivan County currently host the system administrators who help with the entire system. Rather than any individual library paying for the training that benefits all, the consortium will establish dues to ensure the cost is fair to all libraries. If board members have more questions about the consortium and dues, Amy is available to answer inquiries.

Teen Report: Braden reported that the Teen Book Club had a Marvel Night with trivia, games, and projects, while the tweens had a Harry Potter Night that was equally fun. He also wanted to mention that the April meeting will be his second to last meeting, as he will be graduating in May. The board congratulated him for his impending graduation and wished him the best for the future.

Treasurer's Report: As emailed (on file). Tom reported that the finance committee opened the RFP for design of library spaces on Wednesday, April 18, and discussed the proposed bids. The finance committee recommended turning the bids over to the board and forming a subcommittee to discuss, decide, and negotiate bids. All in favor of forming a subcommittee. The subcommittee will consist of Paul, Tre, Gloria, Tom, and Amy.

Executive Committee Report: Executive Director Evaluation: Gloria reported that the executive committee is in the process of completing their evaluations for Amy. They hope to have the evaluation forms completed by June 12, and her evaluation completed before the end of the fiscal year. The evaluation committee will consist of the executive committee and Carl. Gloria noted that the executive committee is also discussing the budget and considering the possibility of pay raises for library employees.

New Business: None.

Holston River Regional Library Report: Whitney reported that Transparent Language is now live on the Tennessee Electronic Library (TEL). TERC, the new testing database for Tennessee, will be available later in the month. Paul suggested more marketing be done by the library regarding online and TEL

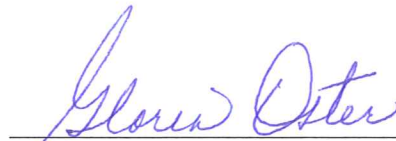
resources. Whitney also noted that a trustee workshop is coming up on September 27 at Walter State Community College, and she highly recommended that all board members attend. Board attendance at the trustee workshop reflects well on the library and will help with the approval of the tech grant, as well as potentially increase the amounts received from the tech grant.

Foundation Update: Steve Layfield reported that the “It’s Bristol, Baby” board book is continuing to take shape. He also noted that the Foundation discussed how their money is invested and curated; further information on their decision will be presented to the board in May.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Paul reported that he has been to several of the *Teetotalers & Moonshiners* events and he said they have been very positive overall. He thinks the programs are going well, and he congratulated the library for expanding programming and offering such interesting events. Gloria noted that the date for the next board meeting has changed and will occur on May 24, 2018, at 4:00 p.m. at the main library.

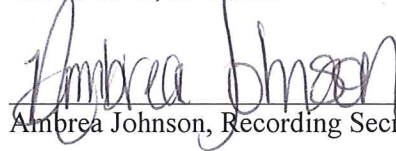
The meeting adjourned at 4:38 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary