

**Bristol Public Library  
Board of Trustees Meeting**

October 18, 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 September 20, 2018.
- Approval of the Exhibits and Gallery Policy.
- Approval for the removal of the Foundation Appropriations for Children's and Teen Programming Policy.

**Actions Outstanding:**

- Approval of the Filming and Photography Policy
- Approval of the RFP

**Next regular board meeting:** November 15, 2018, at 4:00 p.m. at the Avoca Branch Library.

	<b>Board of Trustees</b>		Tre Webb		Christy Lunsford, Avoca Branch Mgr.
x	Thomas Bowers, Treasurer	x	Carl Williams		<b>Holston River Regional Staff</b>
x	Paul Conco, Vice-President		Jack Young	x	Nancy Roark, Regional Director
x	Steven Gobble		<b>Library Staff</b>		Whitney Nelson, Assistant Dir.
x	Jonathan Harden	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
x	Neal Osborne	x	Brenda Dunn, Admin. Assistant		<b>Guests</b>
x	Gloria Oster, President		Jeanne Powers, Ref. Librarian		N/A
	Allyson Rutherford	x	Brenda G'Fellers, Assistant Dir.		
	Rielly Self	x	Ambrea Johnson, Assistant Dir.		
x	Christian Trombetta		Joyce McCracken, Building Mgr.		

**Approval of Minutes:** The minutes for the meeting of September 20, 2018, were approved. Motion made by Paul to approve minutes; seconded by Tom. All in favor.

**Public Comment:** None.

**Warm-Up:** None.

**Unfinished Business: Filming and Photography Policy:** Amy is still discussing the policy with City Manager Randall Eads. Once she has received approval from the city manager, she will return the Filming and Photography Policy to the library board for review.

**Trustee Workshop:** Gloria reported she and Jon attended the Trustee Workshop at Walters State Community College; both said the workshop was excellent and brought additional packets to the board meeting for members who were unable to attend. Amy offered to make extra copies if more were needed; Nancy reminded board members that copies of the information packet were available on the Tennessee Public Library Trustee Resources libguide through Holston River Regional Library.

**Facilities Committee:** Amy reported the Cities of Bristol, TN, and Bristol, VA, have provided her with names of potential committee members. She will set up a meeting with these individuals and work to create a new Facilities Committee; she stated the first meeting of the committee will likely not happen until after the beginning of the year, followed by quarterly meetings. Amy hopes to have representatives from the cities, as well as members from the Board of Trustees, the Foundation, and library staff. If any board members are interested in joining the Facilities Committee, please let Amy know.

**Executive Director's Report:** As emailed (on file). Amy was approached by Mary Jane Miller from Art in Public Places, who suggested the library host an event to recognize the artwork on campus and the partnerships that went into it. Gloria suggested an event in April, possibly during National Library Week; Paul agreed, suggesting spring would be the best time to host an event. Amy will keep the board updated of any developing plans.

After reading the Executive Director's Report, Paul asked about the Americorp volunteer and if she has begun visiting the library. Amy reported the Americorp volunteer stopped for her first visit at the Bristol Public Library and she will continue to be at the library on Mondays; additionally, she will secure signage to post her weekly hours at the library.

Amy provided information in her report on the new TEL and Find It Virginia resources. Amy hope to start showcasing these new applications and resources, plus she will be talking about them with library employees during their annual Staff Training Day. Gloria asked what steps the library is taking to make people aware of these programs, and Amy reported the library will be advertising both TEL and Find It Virginia through flyers, social media, website links, and on-site workshops.

**Teen Report:** None.

**Treasurer's Report:** As emailed (on file). Tom reported the Finance Committee discussed the RFP and approved the Financial Update. Currently, the RFP has had two inquiries and one submitted bid, which the committee and the library will review before approving any bid. The Finance Committee proposed the Board of Trustees accept the Financial Update; all in favor of approving the Financial Update as presented.

**Executive Committee Report:** Gloria reported the Executive Committee did not meet this month.

**New Business: Exhibits and Gallery Policy:** Amy stated the Exhibits and Gallery Policy is up for its two-year review. The board discussed whether the policy should include an application for potential gallery artists and suggested an application should be available on the library website; Amy will make these corrections and ensure a copy of the application is available online if it is not already. Carl made a motion to approve as corrected; seconded by Christian; all in favor.

**Foundation Appropriations for Children's and Teen Programming Policy:** Amy brought the Foundations Appropriations policy to the board for its two-year review; additionally, she reported the Foundation does not have a provision in the By-laws regarding appropriations for Children's and Teen Programming and suggested the policy be removed. Tom made a motion to remove the policy; seconded by Steven; all in favor.

**Holston River Regional Library Report:** Nancy reported the Regional Board met today; she said the Regional Board recommends that all libraries adopt the orientation outline from the Trustees Workshops for trustee orientation. Amy hopes to adopt the orientation outline for the Bristol Public Library in order to both formalize and streamline the process.

Nancy also reported the region is also working on modules for recertification; she will update the library board as she receives information. She reminded the trustees that the Holston River Regional Library will be hosting their open house on November 1; she said invites will be mailed tomorrow, October 19.

Nancy mentioned Amy will be attending a summit for Level 5 libraries from the region. 9 libraries in Holston River Region are considered Level 5, and will be attending the summit in order to network and, more importantly, share challenges and ideas.

**Friends of the Bristol Public Library Update:** Ambrea provided the library board with a copy of the Friends MOU and By-laws, and reminded the Board of Trustees that the Friends will be hosting their Launch Party on November 13 at 6:30 p.m.

Tom had a few questions about Article 4 in the FOL By-laws, specifically regarding the financial aspects of the Friends, and he suggested the group should have an oversight procedure in place. Gloria inquired if the Finance Committee would be the appropriate body for administering an audit; Amy will approach the Finance Committee with the task and see if they are interested, while Ambrea will bring it up at the next Friends of the Library meeting on November 5 at 5:30 p.m.

The board also reviewed the MOU and found the document acceptable as presented. Tom made a motion to approve the MOU; Paul seconded; all in favor.

**Foundation Update:** The Foundation did not have a representative present. Amy reported the Foundation held a called meeting in regards to an investment policy. Overall, the Foundation is doing well and the "It's Bristol Baby!" book will now be entering its first draft.

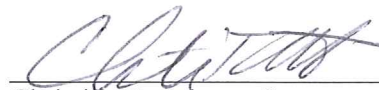
**Department Reports:** As emailed (on file).

**Board Member Reports and Comments:** None.

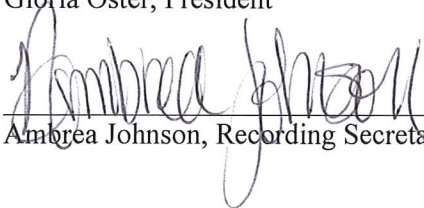
The meeting adjourned at 5:16 p.m.



Gloria Oster, President



Christian Trombetta, Secretary



Ambrea Johnson, Recording Secretary