

**Bristol Public Library
Board of Trustees Meeting**
January 17, 2019
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 November 15, 2018.
- Approval of Filming and Photography Policy
- Approval of Financial Update
- Approval of Purchasing Policy
- Approval of Public Comment at Board Meetings Policy
- Approval of Study Room Policy
- Approval of Technology Policy
- Approval of Technology Plan for 2019

Actions Outstanding:

- Approval of Credit Card Policy

Next regular board meeting: February 21, 2019, at 4:00 p.m. at the Bristol Public Library.

| | | | | | |
|---|----------------------------|---|----------------------------------|---|-------------------------------------|
| | Board of Trustees | | Tre Webb | | Christy Lunsford, Avoca Branch Mgr. |
| x | Thomas Bowers, Treasurer | x | Carl Williams | | Holston River Regional Staff |
| | Paul Conco, Vice-President | x | Jack Young | | Nancy Roark, Regional Director |
| x | Anthony Farnum | | Library Staff | | Whitney Nelson, Assistant Dir. |
| x | Steven Gobble | x | Amy Kimani, Exec. Director | x | Sarah Egan, Admin. Assistant |
| x | Jonathan Harden | x | Brenda Dunn, Admin. Assistant | | Guests |
| x | Gloria Oster, President | x | Jeanne Powers, Ref. Librarian | | Gayle Brown, Foundation |
| x | Allyson Rutherford | x | Brenda G'Fellers, Assistant Dir. | | Chris Murphy |
| x | Rielly Self | x | Ambrea Baumgardner, Asst. Dir. | | |
| x | Christian Trombetta | | Joyce McCracken, Building Mgr. | | |

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

Public Comment: None.

Warm-Up: Anthony Farnum, the new Bristol, VA City representative for the board, was welcomed to the meeting and introductions were made around the table.

Unfinished Business: Filming and Photography Policy: Amy presented the updated Filming and Photography Policy, which included attached request form for filming and photography. Steven made a motion to approve the policy; Tom seconded the motion. All in favor.

Executive Director's Report: As emailed (on file). Amy reported the library will be partnering with the Birthplace of Country Music Museum, starting in February when their exhibit *Reading Appalachia* begins. The library will cross promote with the museum by offering displays that pertain to the *Reading*

Appalachia exhibit, as well as working with the museum to create a Radio Book Club to air over Radio Bristol. Amy is currently working with Rene Rodgers to create more opportunities and plan more events.

Amy also met with the Steve Johnson and Michael Haslam from BurWil Construction to look over designs of the new entryway downstairs and discuss changes to the original design. Since changes have been made to building codes in the last ten years, BurWil had to reimagine the door design to ensure the doorway will meet current building codes. They will be adding a foyer to prevent the wind tunnel effect and replacing the double doors with only a single door. These changes will be ADA compliant, as well as reduce construction costs.

Gloria inquired about the timeline for completing the project. After Amy emails BurWil with approval for construction to begin, the construction company expects to begin ordering materials, which will take approximately 8 weeks to arrive. Once BurWil has the materials for the project, they expect to complete construction in 2 to 3 weeks.

Teen Report: Rielly Self gave the Teen Report. He said he recently attended the Yule Ball, which was very fun, and he participated in the teen “Hour of Code,” helping to create a 3D printed trophy. He noted Jaden has also been playing some great movies in the Teen Space, as well as taking the Teen and Tween Book Clubs on fieldtrips to see brand new movies.

Treasurer’s Report: As emailed (on file). Tom reported the library recently underwent an audit. Matt Hill, who gave the audit presentation at the Finance Committee meeting, stated that there were no audit findings in the financial statements or the internal control over financial reporting. The library received a very clean audit.

Additionally, Tom noted the Finance Committee approved the Financial Update as presented and agreed to forward it to the board. The committee recommends it to the board for approval. All in favor of approving the Financial Update.

The Finance Committee also reviewed the Purchasing Policy. After a brief discussion, the committee agreed to pass the Purchasing Policy to the board for approval. All in favor of approving of the Purchasing Policy. The newly edited Credit Card Policy will be reviewed next month.

Executive Committee Report: Gloria reported the Executive Committee did not meet this month. She also mentioned the Foundation is looking for a representative from the Board of Trustees to attend their meetings; if anyone is interested in volunteering for the position, please notify Gloria.

New Business: Public Comment in Board Meetings Policy: Amy presented the Public Comment in Board Meetings policy for review. Motion made by Tom to accept the Public Comment in Board Meetings Policy; seconded by Jon. All in favor.

Study Rooms Policy: Amy presented the Study Rooms Policy to the board for review. Carl made a motion to accept the updated Study Rooms Policy; seconded by Steve. All in favor.

Technology Policy: Amy presented the Technology Policy for review. Tom made a motion accept the Technology Policy as is; Christian seconded the motion. All in favor.

Technology Plan for 2019: Amy presented the latest Technology Plan for 2019, which was written by Bridgette from Holston IT. After a brief discussion, Jack made a motion to accept the Technology Plan as written; seconded by Carl. All in favor.

Holston River Regional Library Report: Sarah reported the regional library has been enjoying their new office space immensely and she noted many of the recent continuing education events were very well attended. Amy also mentioned the HRRL LibGuide for new members, calling it a wonderful resource for board members to complete the certification process and keep up to date with changes.

Friends of the Bristol Public Library: Ambrea reported the Friends of the Library have been slowly building up steam and held their very first meeting in November with their kick-off party. She said the BPL FOL will meet at 6:00 p.m. on January 21 for their first meeting of the New Year.

Foundation Update: Gayle Brown reported the Foundation met on Monday, January 14, for their first meeting of 2019. She noted that the Foundation's Finance Committee is continues to monitor funds and review financial policies, while the Governance Committee is working on updating all Foundation policies. The Planning Committee will be meeting next week on Wednesday, January 23, to discuss upcoming events and fundraisers, as well as plans for National Library Week.

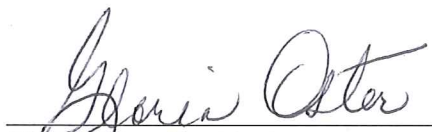
Gloria inquired about the status of the *It's Bristol Baby!* book. Gayle stated the sketches have arrived from the artists and the steering committee will be reviewing them very soon. Although a definite release date is not set, Gayle hopes the complete book will be ready for review within the next few months.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Carl wanted to commend Brenda Dunn for her excellent work with the recent audit. He noted she does excellent work in keeping the library's accounts and ensuring the library experiences a clean audit. The board held a round of applause for Brenda.

Gloria also wanted to thank Amy for putting in so much work to finish the budget early for the City of Bristol, Virginia, and creating the new Trustees notebooks for the Board. Jack mentioned Libby, saying it's a very neat product the library now offers. Jon inquired about moving the board meeting to different locations in the library; Amy is hoping to move the next meeting to the Teen Space downstairs, but she must confirm with Jaden first.

The meeting adjourned at 4:45 p.m.


Gloria Oster, President


Christian Trombetta, Secretary


Ambrea Baumgardner, Recording Secretary