

**Bristol Public Library
Board of Trustees Meeting**

March 21, 2019
701 Goode Street
Bristol, VA 24201

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 from January 17, 2019 meeting.
- Approval of minutes from February 21, 2019 meeting.
- Approval of Credit Card Policy.
- Approval of Fund Balance Policy.
- Approval of Bulletin Board Policy.
- Approval of Use of Alcoholic Beverages on Library Property Policy.
- Approval of Social Media Policy.

Actions Outstanding:

- None

Next regular board meeting: April 18, 2019, at 4:00 p.m. at the Bristol Public Library.

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

Approval of Minutes: The minutes for the board meeting of January 17, 2019, and February 18, 2019, were approved. Motion made by Paul to approve minutes; seconded by Tom. All in favor.

Public Comment: None.

Warm-Up: Amy volunteered to provide the board with a Libby demonstration after the board meeting concluded. She will offer a quick run-through of the program prior to the next board meeting in April. Paul also asked if the library has ever rented video games out to the public; Amy explained the library has never circulated video games.

Unfinished Business: Fund Balance Policy: Amy submitted the policy to the board for review; no changes have been made since the last review. Paul made a motion to approve the policy; Tom seconded; all in favor.

Bulletin Board Policy: Amy presented the policy to the board for review; no changes have been made since the last review. Gloria inquired who has the authority for approval, and Ambrea explained that all materials that end up at the reference desk are reviewed by staff to ensure it meets library standards and adheres to policies, but some materials will go to Jeanne or Amy for review before they are added. Tom made a motion to approve the policy; Paul seconded; all in favor.

Use of Alcoholic Beverages on Library Property Policy: Amy presented the policy to the board for review; no changes have been made since the last review. Gloria asked who made the determination to remove an individual from the premises if they disobeyed the policy. Amy explained Security would make the initial determination, but all final decisions are made by Amy. Tom made a motion to approve the policy; Paul seconded; all in favor.

Social Media Policy: Amy presented the policy to the board for review; no changes have been made since the last review. Paul inquired who reviewed posts and ensured they complied with the policy. Amy explained that multiple people, including herself and Ambrea, have access to social media alerts and can ensure posts are appropriate. Paul made a motion to approve the policy; Tom seconded; all in favor.

Executive Director Report: As emailed (on file). Amy reminded the board that the very first Radio Bristol Book Club will be airing on March 28 at 11:00 a.m. Amy and Ambrea will be representing the library, while Rene and another individual will represent the Birthplace of Country Music. The show will last approximately a half an hour and focus on books from the *Reading in Appalachia* exhibit at the Birthplace of Country Music Museum.

Gloria asked if 11:00 a.m. was too early for a children's book club. Amy explained that Rene's vision is to continue and, even, expand the book club by incorporating more Appalachian authors and musical literature. If all goes well, the Radio Bristol Book Club will continue even after the *Reading in Appalachia* exhibit concludes.

Amy reported on her meeting about the Day Center. She noted the group has approximately 20 to 25 people involved, and they are working on creating different committees to get the project up and running. She discussed some of the highlights of the meeting and mentioned she was voted to become a board liaison for the Day Center's finance committee.

Amy also reported on the EveryLibrary Workshop she attended in Knoxville on March 18. The workshop went over advocacy tactics and practical strategies for helping your library. Amy said it was a great workshop and it provided lots of wonderful information. Additionally, she mentioned she will be out of the office April 11 and April 12 for the Virginia Public Library Directors Association in Staunton, VA, and then again on April 24 through April 26 for the TLA Conference in Chattanooga, TN.

Teen Report: Rielly Self reported the Teens enjoyed a Valentine's Day party with a Valentine's candy guessing competition, and they also hosted their very first Teen Advisory Board meeting. Amy also mentioned Jaden has updated the Teen Space with chalkboard paint and a LEGO wall.

Treasurer's Report: As emailed (on file). The finance committee discussed the Credit Card Policy and decided to recommend it to the board for approval. Upon review of the policy, Paul asked if the policy should have a timeline for turning in receipts for credit card use. Paul suggested a maximum of three days. Paul made a motion to change the wording and add a line about a timeline for receipts; Christian seconded; all in favor to approve policy as corrected.

The finance committee discussed the Capital Improvement Plan during their meeting, and Amy provided an update to the board regarding updates to the door downstairs. Materials have been ordered and BurWil

estimates they will begin construction in April. Paul inquired about the price of the project; Amy replied it would cost approximately \$60,000 to update and repair the door, but it should cost less after changes were made to the design. Gloria asked if other capital improvements, such as changes to the center area between the stairs and the addition of a family bathroom, were being considered. Amy and Tom explained the projects were broken up into different parts and each would be handled separately.

Executive Committee: Gloria reported the Executive Committee met during March to discuss Amy's job evaluation. Since Amy would like for library staff to be involved in the evaluation, Gloria will have staff evaluations to be given out within the next week or two. All evaluation sheets will have comment sections and numeric ratings. The review process must be completed by June 11, before the board votes on new officers and the library begins a new fiscal year.

Gloria said the Executive Committee also discussed creating a nominating committee to vote on new officers. Currently, the board has Paul as a candidate for president and Christian as vice-president; however, they are still looking for a secretary and a treasurer. The ballot will be decided by the April meeting, so new officers may take their seats in July.

Facilities Committee: Amy reported the Facilities Committee met for the first time this month and she said it was a great meeting. The Facilities Committee is comprised of library staff, board members, and representatives from both Bristol, VA, and Bristol, TN. She noted both sides have agreed to help with changing and updating the lights to LEDs, while Terry Napier from Bristol, TN, stopped by the library to repair the JCC door and the meeting room door. Amy received suggestions from both Virginia and Tennessee for hiring a structural engineer. She hopes to create an RFP to hire a structural engineer to create a "punch list" for preventative maintenance.

Steven mentioned the leaks occurring in the meeting and asked if the Facilities Committee would be tackling that project. While the Facilities Committee did discuss it, Amy noted she has been in contact with BurWil regarding the leaks, because several of them have existed since the building was open. She agreed to keep the board up to date regarding the leaks.

New Business: Strategic Plan Quarterly Review: As emailed (on file). Amy presented the board with a quarterly review of the library's strategic plan. She has made notes and comments on different actionable items discussed in the strategic plan. No notes under an item means the library has not directly focused on that task, while notes in a box mean the library has completed it or is currently working on it. Paul suggested adding a color coding system to differentiate completed, in progress, and new tasks. He said it was a good form and a great start.

Holston River Regional Library Report: As emailed (on file). Whitney passed out copies of the new regional report for March. She mentioned the 2019 Standards Survey, which is now open, and she reminded the board of the Big Library Read, which kicks off on April 1.

She also reported on a new program being offered to the region called "Over Here, Over There," an archival and digitization project for documents and pictures from World War I. This workshop will scan documents and pictures to add them to a larger, digital conservatory for the state, while helping individuals learn more about their materials and help preserve them. It begins on April 11, 2019, at the Kingsport Public Library.

Gloria pointed out the trustee workshop on September 23, 2019, at the Jefferson City Public Library. Both she and Whitney encouraged board members to participate in the trustee workshop, as well as reminded new members to complete their certification process.

Friends of the Library Update: Ambrea reported the Friends met on March 18 for their monthly meeting. This was a “working meeting,” during which several members of the Friends, including Jon, Tom, and Paul, assisted with building storage shelves and sorting books. Ambrea passed out a packet of information from the February meeting and other materials the Friends discussed during their meeting.

Foundation Update: The Foundation did not have a representative present. Amy gave a brief report on the BPL Foundation. Gloria inquired on the progress of the “It’s Bristol, Baby!” book; Amy reported the final art is being selected and processed, so they hope to have a completed copy very soon.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Gloria reminded the board of the Community Breakfast on April 11 at 7:30 a.m. Invitations will shortly be sent out to the board and other community members. The Foundation will be providing the catering for the Community Breakfast, as well as lunches for the staff.

Ambrea presented the board with flyers for upcoming events. Paul suggested the library should start having bookmarks with information about the BPL FOL, as well as bookmarks and flyers with info about the upcoming book sale in June.

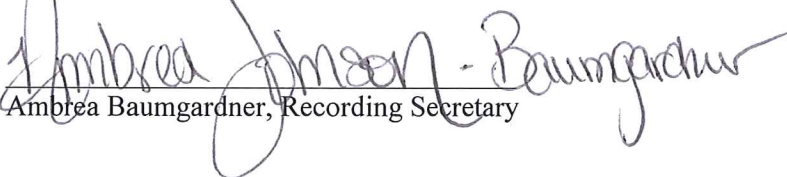
The meeting adjourned at 5:12 p.m.



Gloria Oster, President



Christian Trombetta, Secretary



Ambrea Baumgardner, Recording Secretary