

**Bristol Public Library
Board of Trustees Meeting**
April 18, 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 visitors were welcomed to the meeting.

Actions Taken:

- Approval of minutes for March 21, 2019.
- Approval of the Financial Report.
- Approval of the Scheduled Community Assessments Policy.
- Approval of the Smoking and Tobacco Use on Library Property Policy.
- Approval of the Policy Review Policy.
- Approval of the Background Checks Policy
- Approval of the Confidentiality Policy.
- Approval of the Unaccompanied Adults in Youth Areas Policy.

Actions Outstanding:

- None

Next regular board meeting: May 16, 2019, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meeting of March 21, 2019, were approved. Motion made by Steven to approve the minutes; seconded by Paul. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Door Renovation: Amy reported that the downstairs doorway is officially finished! She encouraged board members to check out the new door. Paul asked about the price of the door; Amy stated the library was originally quoted \$60,000 for the renovation, but, after making some modifications to the blueprints, the actual cost was approximately \$47,000.

Executive Director's Report: As emailed (on file). Amy reported that the very first Radio Bristol Book Club turned out great. She, Ambrea, Rene Rodgers and a volunteer from the Birthplace of Country Music

attended the first book club and discussed *Souder* by William H. Armstrong; next month, on April 25, the book club will discuss *Bridge to Terabithia* by Katherine Paterson.

Amy also thanked the board and the Foundation again for their help with the Community Breakfast and the catered staff lunch during National Library Week. She reported staff really enjoyed the luncheon and community members responded well to the breakfast. National Library Week was a great success!

Teen Report: Benjamin Messimer, one of the new teen representatives on the board, gave a brief report of his attendance at book club. He mentioned the fun projects Jaden plans, including mini golf, and the amazing changes she's made to the Teen Space with the chalkboard and LEGO walls. Gloria also pointed out the BPL Teen Space Instagram is now live and providing enlightening images about teen activities.

Treasurer's Report: As emailed (on file). Tom reported the Finance Committee reviewed and approved the Financial Report, sending it to the Board of Trustees for approval. All in favor of accepting the report as approved.

Executive Committee Report: Gloria reported that Amy's evaluation is in progress. The Executive Committee also discussed the election of new officers. Currently, Paul has been nominated as president, Christian as ^{Treasurer}secretary, and Allyson as ^{Secretary}treasurer. Paul nominated Jon to serve as vice president. Tom made a motion to place Jon on the ballot for vice president; seconded by Paul. All in favor.

New Business: Scheduled Community Assessments Policy: Amy presented the policy to the board and noted updates she made to the policy. Paul made a motion to accept the policy as presented; seconded by Tom. All in favor.

Smoking and Tobacco Use on Library Property Policy: Amy presented the policy to the board and noted changes she made to policy, such as including the Avoca Branch Library. Paul made a motion to accept the policy as presented; seconded by Tom. All in favor.

Policy Review Policy: Amy presented the policy to the board and noted she made updates to reflect new Tennessee Library Standards. Paul made a motion to accept the policy as presented; seconded by Tom. All in favor.

Background Checks Policy: Amy presented the policy to the board; no updates or changes were made to the policy. Paul made a motion to accept the policy as presented; seconded by Tom. All in favor.

Confidentiality Policy: Amy presented the policy to the board; no updates or changes were made to the policy. Paul made a motion to accept the policy as presented; seconded by Tom. All in favor.

Unaccompanied Adults in Youth Areas Policy: Amy presented the policy to the board. Gloria suggested a small format change, specifically ending the phrase "...obtain books or other materials" with a period, to split a lengthy sentence. Paul made a motion to accept the policy as corrected; seconded by Tom. All in favor.

Holston River Regional Library Report: Whitney reported that the Tennessee Library Association Conference was being held in Chattanooga on April 24 through April 26, while the tri-regional workshop will be held in September. Whitney promised to send a link to board members as a reminder. She also discussed the Safe at Home program; Amy will send a link and information out to the board, as well as library staff, regarding the new Safe at Home program.

Friends of the Library: Ambrea reported on the Friends latest meeting, as well as their plans for an annual book sale, starting on June 7 and continuing through June 9. Jon mentioned the donations from the Washington County Public Library FOL and Barry Hopper, a local supporter, and suggested the Friends should send thank you cards. Ambrea agreed and promised to send thank you cards as soon as possible.

Foundation Update: Gary Bagnall reported the Foundation has recently approved their Investment Policy and will be using it to build funds, including the \$500,000 of endowments. He also noted the Foundation can distribute funds to the library—up to 5%--and he hopes Foundation will soon be distributing that money, as well as helping with the cost of renovating the downstairs doorway. He gave a brief update about the *It's Bristol Baby!* Board book, which is in production, and noted the next Foundation meeting will be held in May. Paul will attend the meeting as the board liaison.

Department Reports: As emailed (on file). Gloria and Paul commented on how much they enjoyed reading the board reports from the library departments. They particularly liked the pictures and thanked library staff for preparing them.

Board Member Reports and Comments: Rielly will be graduating this year, which means his tenure as a teen representative on the board will be drawing to a close. Gloria asked where he would be going once he graduated; Rielly replied he would be attending Virginia Tech, majoring in engineering. Gloria noted he would receive a certificate and have the opportunity to select a book to add to the library collection.

Jack mentioned the Hiring Expo at the Bristol Motor Speedway on Thursday, April 25. TJ will be attending the job fair as a representative of the library; he will be offering information about library resources and activities in the Jones Creativity Center.

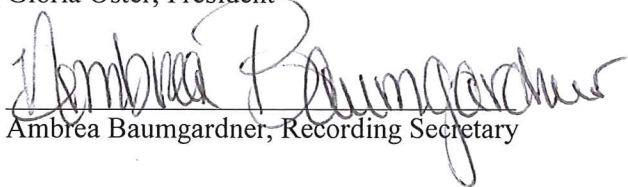
The meeting adjourned at 4:32 p.m.



Gloria Oster, President



Christian Tombetta, Secretary



Ambrea Baumgardner, Recording Secretary