

**Bristol Public Library**  
**Board of Trustees Meeting**  
 June 20, 2019  
 1550 Volunteer Parkway  
 Bristol, TN 37620

Gloria Oster, President, called the meeting to order at 4:03 p.m. A quorum was present. Board members, library staff were welcomed to the meeting.

**Actions Taken:**

- Approval of Minutes for May 16, 2019.
- Approval of the Internet Policy.
- Approval of the Conduct Policy.

**Actions Outstanding:**

- None

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

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

**Approval of Minutes:** As emailed (on file). Minutes were approved as corrected "Evaluation date June 24, 2019" (Paul, Christian).

**Public Comment:** None.

**Warm-Up:** None.

**Unfinished Business:** None.

**Executive Director Report:** As emailed (on file). Amy reported the Radio Bristol Book Club is being extended beyond the exhibit for at least 6 months and will include adult titles in the future. She invited anyone that wants to be a part of the program to let her know.

**Teen Report:** Ben reported the space props were finished and installed in time for the Summer Reading Program kickoff, and they are looking at doing a Star Trek event on September 8, 2019.

**Treasurer's Report:** As emailed (on file). Amy reported the Finance Committee met on June 19 at 12:00 p.m. and discussed the Financial Update and the FY20 Budget. The FY20 Budget includes a 2.2% increase from Bristol, TN and level funding from Bristol, VA. Library employees will be receiving a 3% raise, even though the Bristol, VA is no longer considering us city employees and did not fund the raise. Discussion followed. Gloria charged the Board and the Foundation to start being a presence at City Council meetings to keep them apprised of what the Library is doing and advocate for funding. Amy will be meeting with the Bristol, VA City Manager to discuss the Library probably in July. Paul and Anthony offered to go with Amy when she meets with the City Manager. The Finance Committee recommends the Board of Trustees approve both the Financial Update and FY19 Budget as presented. All in favor.

**Executive Committee:** Gloria reported the Executive Committee has been meeting to finalize Amy's evaluation. She reported Staff input was very positive. The Executive Committee will meet with Amy on June 24 to do the evaluation and will report to the Board at the July meeting.

**New Business: Policy Review – Internet Policy:** As emailed (on file). Paul asked about guest passes and how you get one. Amy started you just need an ID and you get one (1) session on the computer. Paul requested this information be included in the policy. The policy was approved as amended (Jon, Carl).

**Conduct Policy:** As emailed (on file). Amy asked for the Board's opinion on lidded beverages in the Library. Carl recommended a trial period. Amy recommended it only say "No food or beverages while using the computer", and allow patrons to start bringing in lidded drinks and see how it goes. The policy was approved as changed (Carl, Paul).

**Job Description Change – Program and Marketing Coordinator:** As emailed (on file). Amy started the only change was to take out the Assistant Director items. Paul asked why program evaluations are not include in the job description. Amy stated she would include this under essential duties. Gloria asked about adding FOL liaison as well. Amy does not want to include this in a job description in case others might be interested in doing this later. Discussion followed. Nancy added it is good for the liaison to be rotated. The job description change was approved as amended (Paul, Christian).

**Friends of the Library Update:** Gloria stated she appreciated all the help from and Library and Ambrea. Ambrea spent a lot of time researching and getting the FOL up and running. She reported there are still not enough members. We had many hours of help from Paul and Tom who picked up books from WCPL for the Book Sale and \$750.00 was made at the sale. They have talked about some projects for the future, but need more members to make it work. Recruitment needs to be a priority.

**Holston River Regional Library Report:** As emailed (on file). Nancy added the Regional Board meeting would be July 11 with the new Director of Regional Libraries attending. There will be an open house and notices will be sent out.

Nancy handed out bookmarks about the Library for Accessible Books and Media (formerly the Library for the Blind and Visually Handicapped). She is excited about the virtual story times they are doing. Each participant will receive a packet with items to explore during the call-in virtual story time. In addition, they will be doing podcasts this summer for each age group (Children, YA, and Adult). You can also participant if you are not visually handicapped. This is a wonderful resource and she encouraged members to try them.

Amy reported she is almost finished with the Standards Survey and will share with the Board soon.

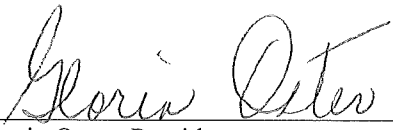
**Foundation Update:** None.

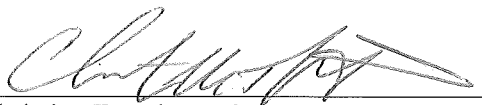
**Department Reports:** As emailed (on file).

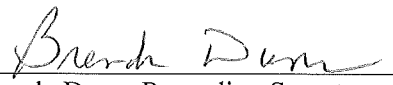
**Board Member Reports and Comments:** Gloria thanked Carl, Tom, and Reilly this being their last meeting. A book of their choosing will be placed in the Library in their honor and each received a Certificate of Appreciation.

Gloria thanked everyone and stated she has enjoyed being the Board President and has learned a lot. Paul will be taking over as President in July. Amy stated we are in the last 10 days of our annual survey, which is available on the website and by paper copy.

The meeting adjourned at 5:08 p.m.

  
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Gloria Oster, President

  
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Christian Trombetta, Secretary

  
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Brenda Dunn, Recording Secretary