

**Bristol Public Library**  
**Board of Trustees Meeting**  
 December 19, 2019  
 701 Goode Street  
 Bristol, VA 24201

Paul Conco, 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 21, 2019.
- Approval of the Search Committee's recommendation to hire Tonia Kestner as executive director.
- Approval of the 2020 Tech Plan.

**Actions Outstanding:**

- None

**Next regular board meeting:** January 23, at 5:00 p.m. at the Bristol Public Library.

	<b>Board of Trustees</b>		Allyson Rutherford, Secretary		<b>Holston River Regional Staff</b>
X	Don Ashley	X	Christian Trombetta, Treasurer	X	Amy Kimani, Regional Director
X	Paul Conco, President	X	Vince Turner		Assistant Director
X	Anthony Farnum		<b>Library Staff</b>		Sarah Egan, Admin. Assistant
X	Steven Gobble	X	Brenda Dunn, Interim/Admin. Assistant		<b>Guests</b>
X	Jonathan Harden, Vice-President	X	Jeanne Powers, Reference Librarian	X	Kathe Rainwater, FOL
X	Benjamin Messimer	X	Brenda G'Fellers, Assistant Dir.	X	Lynn Butcher, Foundation
X	Melissa Mullins	X	Kayla Byrd, Marketing & Programming		
X	Gloria Oster				
	Danny Peterson				

**Approval of Minutes:** Motion made to approve the minutes by Jonathan; seconded by Steve. All in favor. The minutes for the meeting of November 21, 2019, were approved.

**Public Comment:** None.

**Welcome:** Paul welcomed everyone. Kristin discussed the resources available in the library's genealogy department as well as online research tools. Ancestry for Libraries can be accessed for free while in Bristol Public Library or Avoca Branch Library. Other free online resources such as Heritage Quest and Family Search are available to access from anywhere. Our collection of books offers a wealth of information to help patrons answer their genealogy research questions, and Kristin is available to assist.

**Search Committee:** Paul discussed the process that the search committee went through at their meeting on November 8, 2019, to select qualified applicants for the executive director position. The decision was made to interview the three chosen applicants on November 25, 2019. Paul reported that following the interviews, the committee had selected Tonia Kestner as the top candidate and an offer had been made following a background report and reference checks. Paul reviewed the written offer and requested

official affirmation from the board. The suggestion was made to change the by-laws to include staff and community input in the hiring process so that the board is not solely responsible for filling the executive director position. That suggestion was tabled until a later date. Motion made by Gloria to approve the recommendation of the search committee, seconded by Vince, accepted, no opposed, motion carries.

**Unfinished Business:** Margaret Feierabend and Tonia Kestner are working to set up a City Manager's Meeting.

**Interim Director Report:** As emailed (on file). Our Avoca Branch library manager, Christy, is leaving to spend more time with her family and that position will be open. The repairs to the dome are set to begin on Monday, December 23. The planned repairs are approximately \$5,000 to repair a substantial leak. A capital request was submitted to the City of Bristol, TN, for a family bathroom, and a dome replacement was also submitted with an estimate of \$100,000. Bristol, TN, will share this cost with Bristol, VA. Paul mentioned that discussing long-term maintenance and capital repairs was another important reason to have a meeting with city managers. The city has decided to close offices on December 26; the library will also be closed to follow this schedule. Brenda mentioned that the library is still looking for someone to handle snow removal when needed.

**Teen Report:** The Annual Yule Ball was a big hit with the teen group, and featured a "wizard rock" band called Tonks and the Aurors. Ben reported the Teen Book Club finished reading *Guardians of the Galaxy: Cosmic Avengers*, while the Tween Book Club read *Spider-Gwen: Most Wanted*. He said he was also working with the Teen Advisory Board (TAB) on setting up a winter reading challenge for Teens and Tweens

**Treasurer's Report:** As emailed (on file). Christian reported the Finance Committee met on December 18, a quorum was not present. The Finance Committee tabled two agenda items for further discussion. More follow up is needed concerning the removal of a fee collection box in the parking lot across the street, as well as ownership and maintenance of effort for the lot. Paul asked how much money is typically collected from that box each year; Brenda Dunn said it is typically \$1,400-1,500 per year. The other tabled item concerned the budgeted amount for fines and fees at the library.

**Executive Committee:** None.

**New Business:** A vote is needed to approve the Tech Plan for 2020. This has to be turned in annually for the state. Brenda submitted an updated plan for approval. Paul pointed out that the self-checkout stations will lose support for their current operating system and will need to be upgraded or replaced. Paul suggested we leave that decision up for more discussion. Motion made by Christian to approve the tech plan, seconded by Ben, all in favor of passing the 2020 Tech Plan.

**Holston River Regional Library Report:** As emailed (on file). Amy met with Tonia and the two had a long discussion about the library and her new position as executive director. Amy believes the board and search committee made a good decision, and has offered her support to Tonia.

Amy is in the process of hiring an assistant director at the Regional Library, and will be conducting interviews at the end of January. She will also be hiring a Technical Services Assistant.

TOP grant applications are open. Brenda mentioned that TJ has already submitted ours. Librarian's Guide to Homelessness is still available to staff and board members. The trustee certification program is still open for anyone who has not completed that.

Other upcoming training opportunities include Service Learning and Volunteerism on January 15, Data Day on January 29 that will be available to view online or at Regional from 9:00 am – 4:00 pm. Low Cost Marketing Techniques training will be available on February 4.

Amy stressed that she is available to help the director and board in any way she can in her new position. If there is a need for any type of training for library staff or board members let her know.

**Friends of the Library Update:** Kathe reported that their next meeting would take place on January 13. The Friends provided \$300 to purchase a scanner for the City Directory digitization project. Paul is still working on a storage location for books.

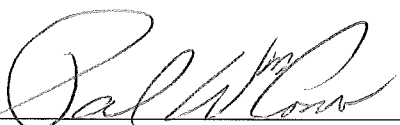
**Foundation Update:** The Foundation met on November 4. A motion was made during that meeting to transfer \$24,724.74 to apply towards the door renovation costs. The *It's Bristol, Baby* book is complete and available for sale. The suggestion to form an Advocacy Committee was approved; its purpose would be to advocate for the library by having a presence at city meetings and other events. About 348 letters were mailed out for the year-end solicitation of donations. Brenda said the total in donations received was currently about \$7,000. The next mailing solicitation will target local businesses in the area. The Foundation will host an employee and community lunch for National Library Week.

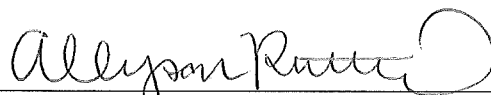
**Department Reports:** As emailed (on file).

**Board Member Reports and Comments:** Paul mentioned that the question had been raised about having closed sessions for board meetings. Amy clarified that closed sessions are allowed in Virginia, but not in Tennessee. Any meeting at Bristol can be closed sessions, but Avoca meetings will need to be open.

The City of Bristol sent an email during the meeting stating they will continue to reimburse the library for any funds that would normally be received from the parking lot fees. Paul suggested that Brenda do a three-year recap on the totals we have received to update the City. Paul mentioned that he would like to see a preview of the Librarian's Guide to Homelessness Training and see how to access it at the next board meeting.

The meeting adjourned at 4:59 p.m.

  
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Paul Conco, President

  
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Allyson Rutherford, Secretary

  
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Kayla Byrd, Recording Secretary