

**Bristol Public Library
Board of Trustees Meeting**
February 15, 2024
701 Goode Street,
Bristol, VA 24201

Don Ashley, President, called the meeting to order at 4:00 p.m. A quorum was present.

Actions Taken:

- Approval of Minutes from January 18, 2024
- Approval of Technology Plan as presented
- Approval of Teen Programming Policy as presented

Actions Outstanding:

Next regular board meeting: March 28, 2024 at 4:00 p.m. at the Main Branch.

	Board of Trustees		Alex Akard, Teen Representative, TN		Holston River Regional Staff
X	Don Ashley, President	X	Kaeleen Robinson, Teen Representative, VA		Jennifer Breuer, Director
	Crystal Peak, Vice President				Selena Harmon, Assistant Director
X	Ted Black, Jr., Secretary		Library Staff	X	Ambrea Johnson
X	Anne Rife, Treasurer	X	Tonia Kestner, Executive Director		
X	Dr. Barry Hopper	X	Brenda Dunn, Director of Finance		Friends of the Library
X	Margaret Feierabend	X	Don Wilson, Library Specialist	X	Millie Rivera-Gagliano
X	John Sanslow	X	Jeanne Powers, Reference Librarian		Don Mencl (President, Friends of Avoca Branch)
	Danny Peterson				Michael Borders
X	Steven Gobble		Keely Smith, Manager of Avoca Branch		Foundation
X	Michael Pollard	X	Rita Eggers, Coordinator Programming & Marketing		Gary Bagnall
X	Liesa Jenkins				Eric Bluestein

Public Comment: None.

Approval of Minutes - as emailed (on file): Minutes of January 18, 2024 were approved as presented. Stephen motioned, John seconded.

Unfinished Business:

Capital Improvement Project: Tonia presented the board with quotes from seven different companies for the proposed outreach vehicle. Specialty Vehicle Services, LLC in Franklin, WI submitted an estimate of \$94,724 for a 2024 Club Car Ion LSV customized to the library's specifications. Questions were raised concerning insurance and maintenance costs. Much discussion followed. Liesa motioned to proceed with the purchase of the 2024 Club Car Ion LSV dependent on Tonia's findings regarding insurance and maintenance costs. Margaret seconded. Approved.

Strategic Plan - High Level Initiatives: Tonia brought forth the High Level Initiative: Expand Reach to underserved populations through outreach and partnerships. This part of the Strategic Plan involves securing funding for an outreach vehicle to expand the libraries reach. Margaret suggested a definition of underserved populations be included. Anne questioned how those parameters would be assessed. Discussion followed.

Executive Directors Report – as emailed (on file): Tonia will meet with Randall Eads on February 20 to discuss the FY25 budget. Michael raised a point about the budget and plans for managing the Reserve Fund once it is full. Discussion followed.

Teen Board Member Report - as emailed (on file): Kaeleen reported that the Teen craft group made recycled paper. The Avoca Teens learned the basics of hand sewing by making coin purses. The Cook & Book Group made mug cakes and read *Legendborn* by Tracy Deonn. Everyone went home with a free copy of the book. The LGBTeens group met twice in January at the request of the members. They made embroidery thread bracelets in the colors of their preferred PRIDE flag. The Gaming Club met weekly to play video and board games. They also held a Mario Kart 8 Tournament during the last meeting of the month. The Dungeons & Dragons Club met once. The YWCA TECHGYRLS met to continue reading *Wildoak* by C.C. Harrington. The Knitwits Group did not meet in January due to library closings.

Treasurer's Report - as emailed (on file): Anne reported that the Finance Committee met on February 14. A quorum was present. James Bence gave a presentation, going over the audit report. He congratulated the library's management and helpfulness. The audit was clean with no issues. He also passed on that Mauldin & Jenkins offer 7 hours of free continuing education classes for accounts. Both cities have a copy of the budget. The potential impact of the upcoming increase in the minimum wage to \$15 on the library budget was discussed. All members received a draft copy of the Reserve Fund Policy. Members will bring questions and suggestions to the March 27 meeting with the goal of finalizing the policy to bring before the Board in April. Dr. Hopper asked for clarification on the reason for dipping into the Reserve Fund that was outlined in the Treasurer's Report. Anne explained that it was mostly underfunding of the Homer & Ida Jones Creative Arts, Technology, and Workforce Development Center.

Committees: None.

New Business:

Technology Plan: Tonia reported that the Tech Eagles have submitted a breakdown of their plan for 2024, which was included in the board packet. There were no questions concerning the policy as presented for approval. John motioned. Steven seconded. Approved.

Teen Programming Policy: There were no questions concerning the policy as presented for approval. Steven motioned. Ted seconded. Approved.

Friends of the Library: Millie reported on Bingo in January, which she ran solo. The monthly game always ends with Blackout Bingo where the whole card must be filled. The January game ended in a tie, leading to a sudden death match. Everyone had fun. The annual book sale will be April 4 – 7. Millie expressed interest in having a large-scale fundraiser for the library.

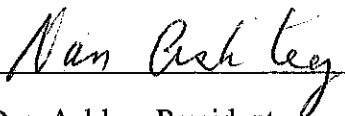
Holston River Regional Library Report as emailed (on file): Ambrea reported on upcoming state and regional sponsored trainings. On February 23 there will be an Early Math Literacy for Youths at the King Family Library in Pigeon Forge. Bang for Your Buck: Low Cost, High Impact Programs for School-aged Kids & Families will be a hybrid program on February 27 at the HRRL office in Johnson City. For the Sake of Customer Service: Be the Bar will be held in Johnson City on March 20. Lunch will be provided for all attendees. The LSTA Grant is nearing its midpoint.

Foundation Update: None

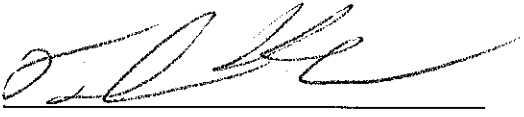
Board Member Comments: Margaret brought up the inconsistencies in the branding of the Homer & Ida Jones Creative Arts, Technology, and Workforce Development Center and how it is referred to in writing and dialogue. Having discussed this issue earlier, Jeanne suggested moving the word Center closer to the beginning of the name ie. Homer & Ida Jones Center for Creative Arts, Technology, and Workforce Development. This would allow for the abbreviation JCC to still be used. Discussion followed. Liesa proposed considering a partnership with Create Appalachia, which does not currently have a branch in Bristol.

Next regular board meeting: March 28, 2024 at 4:00 p.m. at the Main Branch.

Meeting adjourned at 5:06 p.m.



Don Ashley, President



Ted Black, Jr., Secretary



Rita Eggers, Recording Secretary