

**Bristol Public Library
Board of Trustees Meeting
April 19, 2017
701 Goode Street
Bristol, VA 24201**

Carl Williams, 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 March 16, 2017.
- Approval of Background Checks Policy.
- Approval of Confidentiality Policy.
- Approval of Unaccompanied Adults in Youth Areas Policy.

Next regular board meeting: May 18, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees		Rielly Self		Joyce McCracken, Building Mgr.
x	Thomas Bowers, Treasurer		Braden Lay		Christy Lunsford, Avoca Branch Mgr.
	Lori Byington	x	Carl Williams, President		Holston River Regional Staff
x	Paul Conco	x	Katherine Wilson-Thompson	x	Nancy Roark, Regional Director
	Margaret Feierabend		Library Staff		Whitney Nelson, Asst. Director
x	Jonathan Harden	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
x	Archie Hubbard	x	Brenda Dunn, Admin. Assistant		Guests
x	Jaime Johnson	x	Jeanne Powers, Library Staff	x	Beth Page, Foundation Board
x	Walter Morton, Secretary	x	Ambrea Johnson, Library Staff	x	David Tolbert, 3D Security
x	Gloria Oster, Vice-President		T.J. DeWitt, JCC Director		

Approval of Minutes: The minutes for the meeting of March 16, 2017, were approved. Motion made by Archie to approve minutes; seconded by Jaime. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Strategic Planning: Amy met with Roger Leonard on April 13, 2017, and discussed the library's strategic plan. She clarified with Roger some of the terminology to minimize confusion between Summit and the Bristol Public Library, and she spoke with him about the final draft of a five-year strategic plan. She reported that Roger will attend the board meeting in May with a finalized plan.

Security Update: Amy reported that security is doing very well enforcing policies and ensuring rules are obeyed. Amy said she has received very positive responses to the library's new security team. David Tolbert, likewise, believes security and safety at the library has definitely improved. He reported more than 9 days have passed since the last documented incident at the library.

Background Checks Policy: Paul made a motion to approve the updated policy; seconded by Jaime. All in favor.

Executive Director's Report: As emailed (on file). Amy noted that a rough draft of the website was sent out to library staff for review. She intends to go over some details with staff and update each department or page with what the library wants and/or needs to make our website accessible and easy-to-use. If board members have any suggestions for the website, she asked them to email her and let her know.

Paul inquired about the status of library job descriptions. Amy reported she is currently still working on job descriptions; however, she has proposed the May board meeting as her deadline to have the job descriptions completed. She hopes to have them approved by June for the anticipated evaluations in December.

Treasurer's Report: As emailed (on file).

Executive Committee Report: Carl reported the executive committee did not meet; however, he mentioned that the executive committee needed to create a committee for Amy's upcoming evaluation. After some deliberation, the executive committee, Jaime, and Paul will serve on the evaluation committee. Additionally, Carl and the executive committee appointed Katherine as the head of the nominating committee. Katherine will select candidates for the nominating committee, then the committee will be announced in May and vote in June to select the new officers for the fiscal year.

New Business: Confidentiality Policy: Amy presented the updated Confidentiality Policy to the board for approval. After some discussion, the board recommended some minor corrections and Nancy Roark with the Holston River Regional Library suggested adding a paragraph that references federal law. Paul made a motion to accept the policy as corrected; seconded by Katherine. All in favor.

Unaccompanied Adults in Youth Areas Policy: Amy submitted the updated Unaccompanied Adults in Youth Areas Policy for approval by the library board. Some concerns arose about the wording of the policy; however, Nancy suggested passing the policy with the understanding that it's a living document and can be changed as the need arose. Tom made a motion to accept the policy as is; seconded by Walter. All in favor.

Foundation Update: Beth Page noted that the Foundation board did not meet since the last meeting. She gave a short update on the success of the staff luncheon and the community breakfast, and she noted that the Foundation has also been looking at the first draft of the website. She hopes the Foundation can add a "donate" button to each website page to help raise funds for library programming.

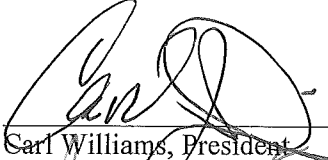
Department Reports: As emailed (on file). Gloria thanked the departments for providing such lovely reports about current projects and programs. She said she especially loved Avoca's report on their Kids Klassic Book Club and their Pippi Longstocking costumes.

Holston River Regional Library Report: Nancy Roark thanked Amy for helping out at the most recent TLA conference. Amy assisted with and even took over some of the conference sessions, and Nancy greatly appreciated her assistance. Nancy noted HRRL does not have an April report; however, they hope to have one completed by May.

Nancy reported that the library laws for Tennessee have been updated. As the Bristol Public Library is located in Virginia, some of the new and updated laws may not affect the library; however, some of them will. These updated laws will be supplied to regional library in the near future. Nancy also congratulated Jon and Katherine for completing their online trustee certification.

Board Member Reports and Comments: Paul asked about the gate count reports for the fiscal year as compared to the last. He noted that it seemed like a large difference between the numbers. Amy and Brenda explained that the gate count has been incorrect in recent years, as the gate counters have been broken or damaged for some time. Last fiscal year offered an average based on recent data, while this year has a more accurate count based on the repaired gate counters.


The meeting adjourned at 4:49 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary