

**Bristol Public Library
Board of Trustees Meeting
December 17, 2015
701 Goode Street
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:33 p.m. A quorum was present. Members and staff were welcomed to the meeting.

Actions Taken:

- Approval of minutes for November 19, 2015, meeting.
- Approval of the holiday calendar for 2016.
- Approval of updated grievance policy as corrected.

Actions Outstanding:

- Foundation Issues

Next regular board meeting: January 21, 2015, at 4:00 p.m. at Bristol Public Library, Main.

	Board of Trustees	x	Kayla McCracken	x	Ambrea Johnson, Library Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Jeanne Powers, Library Staff.
	Gayle Brown		Carl Williams, Vice-President		Joyce McCracken, Building Mgr.
x	Lori Byington	x	Gloria Oster		Susan Wolfe, Avoca Branch Mgr.
x	Katherine Wilson-Thompson		Library Staff		Holston River Regional Staff
x	Margaret Feierabend, President	x	Amy Kimani, Executive Director	x	Nancy Roark, Regional Director
	Ed Harlow, Treasurer	x	Brenda Dunn, Admin. Assistant		Whitney Nelson, Asst. Director
	Archie Hubbard		Christy Lunsford, Library Staff		
x	Paxton Huffman	x	Doris Sticklely, Marketing		
x	Jaime Johnson		Katie Venable, ALL Instructor		

Approval of Minutes: The minutes for the meeting of November 19, 2015, were approved. Motion made by Lori, and seconded by Walter; all in favor.

Warm-up: Katherine Wilson-Thompson was in charge of meeting warm-up, because she—along with other members of the board—had fashioned a gift for Jaime Johnson. Jaime was given a “book shower,” a small baby shower with books and baby toys for the impending arrival of her baby.

Unfinished Business: Update on Gate Count and Security System: The gate count at the downstairs entrance has been fixed. Although the cost was a little more than anticipated, repairs have been made and completed; however, security for books and materials is not active. The “thumpers” which activate the security strips in books, movies, media, etc. are not working. Amy is currently looking at different options to replace the “thumpers,” in order to reactivate security on library materials.

2016 Calendar: The 2016 holiday calendar and the 2016 board meeting calendar have been prepared and corrected as necessary by Amy. Gloria made the motion to approve the 2016 holiday calendar as is; Katherine seconded; all in favor. The 2016 board meeting calendar, however, was tweaked to reflect a new meeting time: 4:00 p.m. instead of 4:30 p.m. Katherine made the motion to approve the 2016 board meeting calendar with corrections; Jaime seconded; all in favor.

Foundation Resolution Follow-Up: The Board of Trustees discussed the Library Foundation resolution, which was given to the Foundation board on November 19, 2015. Since November, the Foundation has been in contact by email and met yesterday to discuss times when the board would meet, as well as whether to approve the recommended resolution from the Board of Trustees. The Foundation is set to meet on January 25, 2016, at which time they will hold their annual meeting; additional meetings will be held via teleconference quarterly.

However, the Foundation rejected the resolution, due to an agreement made in early 2014 with the Bristol Public Library; furthermore, the Foundation decreed it shall loan up to \$200,000 to the Bristol Public Library at 3% interest, which shall be paid back over a set term of 12 years. As the agreement/contact made between BPL and the Foundation, which set the terms and amounts for the loan, has not been found or was never written, members of the Board of Trustees discussed options concerning the rejected resolution and potential loan agreement.

As the Foundation still owes the Bristol Public Library a sum of \$52,000 and approximately \$20,000 for the calendar year of 2015, the Board of Trustees has agreed to discuss financial options and payment of renovations from the main fund balance. According to Amy, BPL has enough money to pay for renovations in December and, possibly, January; however, the Board of Trustees may have a called meeting to discuss renovation costs if upcoming bills exceed the amount of money available.

Executive Director's Report: As emailed (on file). Additionally, Amy reported that she has interviewed for the Technical Services (Cataloger) position on December 3, 2015, and she has offered the position to Brenda G'Fellers. G'Fellers has experience in education, and she holds a Master's Degree in Library Science. She will start her position on January 25, 2016. Furthermore, Amy has interviewed applicants for the Teen Librarian position and, with the help of members from the young adult programs, has chosen a possible candidate. She will update the Board of her decision at a later date.

Treasurer's Report: As emailed (on file). Since Ed Harlow was absent from the board meeting, Amy presented the Treasurer's Report for the Finance Committee.

Executive Committee Report: Grievance Policy: The executive committee met and discussed the grievance policy for BPL. The grievance policy, which Amy has updated, reflects changes in policy in the library and city; moreover, it reflects a viable recourse for the submission of grievances by Bristol Public Library employees. Changes were made to reflect "5 business days" as opposed to "5 days"; all grievances and complaint responses shall be given in writing; the Board of Trustees must respond to a complaint in writing within 5 business days and will review all complaints in an executive session.

The policy came as a recommendation from the executive committee: all in favor with corrections.

New Business: None.

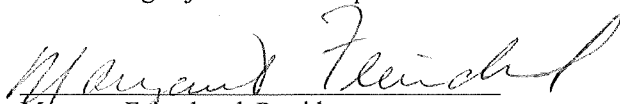
Holston River Regional Library Report: As emailed (on file). Nancy Roark added that READS magazines did go live at the beginning of December. Magazines are offered on a trial basis for one calendar year; however, magazines offered on READS may be purchased by individual advantage libraries, such as the Bristol Public Library.

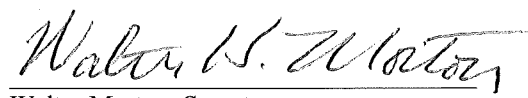
Nancy also reported that the Children's Services Roundtable/Open Lab Day on HootSuite, Eventbrite, and SurveyMonkey was postponed from December 18, 2015, until January.


Comments: The Board of Trustees took a tour of the library to see the progress of the renovations in the Adult Learning Lab upstairs, as well as the Young Adult/Teen room downstairs. Any other board members who were not present at the meeting are welcome to contact Amy for a tour at a later date.

Congratulations were offered once again to Jaime for the impending arrival of her baby.

The meeting adjourned at 5:30 p.m.


Margaret Fejerabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary