

**Bristol Public Library
Board of Trustees Meeting
May 21, 2015
701 Goode Street
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:28 p.m. A quorum was present. Members and staff were welcomed.

Actions Taken:

- Minutes of April 16, 2015 and April 30, 2015 meetings approved.
- Extend contract with Holston IT until December 31, 2015. Then allow new director to have input as to how to continue.
- Final decisions to include open and invited bids for remodel, public opening, and the Teen/YA section given priority.
- Present officers will continue due to renovation and hiring of new director.

Actions outstanding:

- Meeting with foundation.
- Final decisions concerning use of new A.L.L.
- New director search/hiring.
- Review grievance policy.
- Request for bids.

Next meeting: June 18, 2015, 4:30 at Main. (Several members will be unable to attend, so meeting may need to be cancelled. Brenda will send out email to verify.)

	Board of Trustees	x	Kayla McCracken		Holston River Regional Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Nancy Roark, Regional Director
x	Gayle Brown	x	Carl Williams, Vice-President		Amy Kimani, Assistant Director
x	Lori Byington	x	Katherine Wilson-Thompson		Guests
	Eric Cuddy		Library Staff		
x	Margaret Feierabend, President	X x	Brenda Dunn, Interim Director Christy Lunsford, Library Staff		
x	Ed Harlow, Treasurer	x	Doris Stickle, Marketing		
x	Archie Hubbard	x	Jeanne Powers, Library Staff		
x	Paxton Huffman	x	Karen Gaylor, ALL		
x	Jaime Johnson	X x	Katie Venable, ALL Laura Kelly, Library Staff		

Approval of Minutes: The minutes of the April 16 and April 30, 2015 meetings were approved as presented (Archie, Katherine).

Warm up: Archie shared a fascinating look back at his life, including personal artwork and some beautiful photographs he took of his lovely daughter. Next meeting, Nancy Roark will be responsible for the warm up.

Unfinished Business: Final Approval of Remodeling Plans: A. Advertise for bidding; these should be opened ASAP-hopefully by the end of June, beginning of July. (Open and invited bidders will be welcome and will need to attend pre-bid meeting with Ken Ross). Bids will be brought back to board and addressed at the July meeting or a called meeting, if needed. Ken Ross needs to be contacted to receive an estimate of the bidding process, including a statement that it is assumed the pre-bid is already covered. No more services until cost stated beforehand.

B. The opening will be public.

C. Teen/YA program will be given priority.

D. Archie made the motion to proceed with renovation plans as discussed. Tom seconded. Motion passed.

E. Meeting with foundation needs to be arranged. This could be done with finance committee and brought back to board. There is no written contract on paying back interest on remodel. Board consensus is that they should not have to pay.

Interim Director Report: As emailed (on file). Brenda stated that the Johnson City Public Library had given a lot of support through BPL's transition to the new system. The library is now part of OWL-Organization of Watauga Libraries.

Treasurer's Report: Ed went over the minutes as emailed (on file). The finance committee has recommended extending the contract with Holston IT until December 31 and then allowing new director to make decision as to whether they will continue.

Committees: Executive: Remodeling plans were discussed, including A.L.L. program concepts and creativity center. Complaints from staff were addressed and the committee will look over the staff handbook to make sure it is correct as written. Lori will read over and approve the handbook. The grievance policy will be reviewed and Gayle will look over it to see if it may need updated.

Search Committee: Katherine stated that applications were extended to May 26. Surveys were released to staff and patrons to get input on qualifications desired for new director. Doris posted a link to Facebook for surveys and Jeanne posted the staff survey on the blog. (Staff input will be separate and available by next meeting of search committee). On June 3, there will be a practice skype session. Info will be sent to board. On June 15, 2:00-6:00 P.M., 30 minute interviews will be conducted with 15 minutes in between each interview. This will be a preliminary interview to determine final candidates for live interviews. There are 4 spots for the skype interviews at present (subject to change). Time will be allowed to discuss applicants at conclusion of interviews. The search committee will conduct the skype interviews, though all board members are welcome to attend. Live interviews will include all board members.

New Business: Officers: Although June is the month when new officers are to be put in place, Tom made motion to keep present officers for now, due to renovation and hiring of director. Lori seconded. Motion passed.

Holston River Regional Library Report: Report as emailed in packet (on file). May 28 will be the Regional Board Meeting-Standards Showcase at the Greeneville/Greene County Public Library. The Library Services and Technology Grant has been released. At the beginning of July, the TN Trustee Certification program will be available to complete online in your own time. When completed, the library receives a reward. There will be 10 modules all together with Nancy's portion being 21st Century Libraries. She will send info on that in the next few weeks.

Board Member Reports and Comments: Margaret thanked all of staff for hard work during the transition to the new system. She stated that there were good people in leadership positions. Brenda, Doris, and Jeanne are staying late and working hard and should be commended.

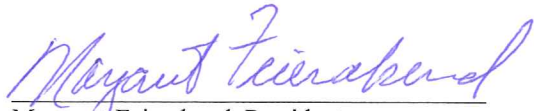
Information: June 3, practice skype interview.

June 15, 2:00-6:00, skype interviews conducted.

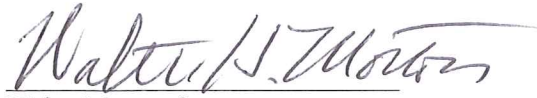
May 28, Regional Board Meeting at Greeneville/Greene County Public Library.

Next meeting will be June 18, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 5:42 p.m.



Margaret Feierabend, President



Walter Morton, Secretary



Laura Kelly, Recording Secretary