

**Bristol Public Library
Board of Trustees Meeting
November 19, 2015
701 Goode Street
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:32 p.m. A quorum was present. Members and staff were welcomed to the meeting, including auditor Matt Hill.

Actions Taken:

- Approval of minutes for October 15, 2015 meeting.
- Approval of the audit with the provision that Ed Harlow and other members have an opportunity to review the report and bring up any concerns at the next meeting.
- Approval of resolution for the Bristol Public Library Foundation as corrected.

Next regular board meeting: December 17, 2015, at 4:30 p.m. at Bristol Public Library, Main.

	Board of Trustees		Kayla McCracken	x	Ambrea Johnson, Library Staff
x	Thomas Bowers	x	Walter Morton, Secretary		Jeanne Powers, Library Staff.
x	Gayle Brown	x	Carl Williams, Vice-President	x	Joyce McCracken, Building Mgr.
	Lori Byington	x	Gloria Oster		Susan Wolfe, Avoca Branch Mgr.
	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	x	Whitney Nelson, Asst. Director
x	Archie Hubbard		Christy Lunsford, Library Staff		Guests
x	Paxton Huffman		Doris Stickley, Marketing	x	Matt Hill, auditor
	Jaime Johnson		Katie Venable, ALL Instructor		

Approval of Minutes: The minutes for the meeting of October 15, 2015, were approved. Motion made by Archie; seconded by Gloria; all in favor.

Warm-up: No scheduled warm-up; however, Margaret reminded members that the Board of Trustees would have a sign-up sheet for members to participate in the monthly meeting warm-up.

Unfinished Business: The malfunctioning gate count in the downstairs lobby at the Piedmont entrance is currently under repairs. BPL employees are attempting to find and inspect equipment to reinstate the gate count/gate security systems; some equipment may need to be replaced if damaged or defective. Amy informed the board that a gate count system will be installed at the meeting room entrance to properly monitor visitor numbers.

Audit Report: Matt Hill attended the Board of Trustees meeting and reported on the state of the audit, as well as gave an overview of individual items to the members of the board. The audit, which was reviewed by all members present, was an unmodified opinion by Maudlin & Jenkins, LLC. According to Matt Hill, there were no findings and no material deficiencies present in his review of the Bristol Public Library (Main and Avoca), the Adult Learning Lab, and the Bristol Public Library Foundation.

After discussing various aspects of the audit, Archie motioned to accept the audit as is; Carl seconded. The board suggested Ed Harlow have the opportunity to review the finalized audit; likewise, he and other members may present any comments or concerns at the next meeting. All in favor.

Executive Director's Report: Amy reported that renovations have begun at BPL and construction appears to be going smoothly. Patrons have had some questions, but she found there have been very few complaints overall with the construction noise and loss of seating space.

The Spirit of the Season event, which is set to occur on December 4 and December 5, has changed. Originally planned as a fundraising event, for which patrons and other members of the community could purchase tickets, will

no longer require a payment to attend on December 4, 2015. The event for Friday evening is a reception that will allow patrons to meet published authors from Jan-Carol publishing, which coincides with Art D'vine. Events on Saturday are free and open to the public, including a book fair, author signing, and writers' seminars.

Additionally, Amy reported she was currently looking at resumes and applications for a technical services librarian and teen librarian. Since Debbie Moore (technical services librarian) retired on October 30, 2015, and Pam Neal (teen librarian) retired on November 19, 2015, their positions are open to be filled. Amy said she hopes to have a technical services librarian hired by the beginning or middle of December, having scheduled interviews for after Thanksgiving; however, the teen librarian position may be filled as late as January, since Amy hopes to include several members from BPL teen clubs in the interview process.

Treasurer's Report: Since Ed Harlow was absent from the board meeting, Amy presented the Treasurer's Report for the Finance Committee. She reported that finances were as expected with the audit; furthermore, she discussed interactions with the BPL Foundation.

The Bristol Public Library Board of Trustees has, at the recommendation of the Finance Committee, has prompted a resolution for funding provided by the Foundation for the renovations of 2015-2016. The Foundation owes a sum of \$51,957.73 from an agreed upon funding formula to BPL; moreover, the Board of Trustees asks that the Foundation provide up to \$200,000 for the renovations without requiring repayment.

Members discussed the resolution, including corrections to be made to the wording of the document, and approved the measure. Carl made a motion for approval; Gayle seconded; all in favor.

Executive Committee: The executive committee discussed strategic planning for the upcoming months, and discussed the possibility of board member orientations in January. Nancy Armentrout is set to offer a board orientation of the Virginia State Library and Archives in March.


New Business: The 2016 calendar for Bristol Public Library has arrived. The calendar, which is finalized except for the Christmas holiday season, needs to be voted on by the BPL Board of Trustees. After dates and closures for the calendar are finalized, members will approve the calendar at the next meeting on December 17, 2015.

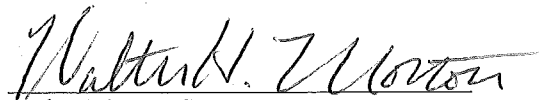
Holston River Regional Library Report: Nancy Roark had to leave early to attend another library meeting; however, she introduced her new assistant director, Whitney Nelson, to the Board of Trustees and commended several BPL board members for completing their board certification. She encouraged other members to continue and complete their certification.


Additionally, Nancy reminded the board that approximately 30 of the most popular magazine titles will be available on Tennessee READS for patrons to peruse. Patrons of the Bristol Public Library will have access to these magazines through READS, and BPL will have the opportunity to access even more subscriptions through READS and Zinio.

Comments: Carl made the suggestion that the agenda, which is printed prior to the meeting, should become more detailed. In the interest of being as transparent as possible, he suggested the agenda include more detail in order to have all subjects broached by the Board of Trustees displayed.

The meeting adjourned at 5:30 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary