

**Bristol Public Library
Board of Trustees Meeting**
August 18, 2016
315 8th Street
Bristol, TN 37620

Carl Williams, President, called the meeting to order at 4:02 p.m. A quorum was present. Board members, staff, and guests were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for July 21, 2016
- Approval of Collection Development policy as corrected
- Discussion of Use of Alcoholic Beverages by the Library Foundation policy
- Discussion of security contract
- Approval of fee proposal for JCC 3D printer
- Discussion of parking lot proposal
- Approval of updated fine threshold

Next regular board meeting: September 15, 2016, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees		Rielly Self		T.J. DeWitt, JCC Director
x	Thomas Bowers, Treasurer	x	Brendan Smith		Joyce McCracken, Building Mgr.
x	Gayle Brown	x	Katherine Wilson-Thompson		Susan Wolfe, Avoca Branch Mgr.
	Lori Byington	x	Carl Williams, President		Holston River Regional Staff
x	Paul Conco		Library Staff		Nancy Roark, Regional Director
x	Margaret Feierabend	x	Amy Kimani, Exec. Director	x	Whitney Nelson, Asst. Director
	Archie Hubbard	x	Brenda Dunn, Admin. Assistant		Sarah Egan, Admin. Assistant
x	Jaime Johnson		Christy Lunsford, Library Staff		
x	Walter Morton, Secretary		Jeanne Powers, Library Staff		
x	Gloria Oster, Vice-President	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the meeting of July 21, 2016, were approved. Motion made by Paul; seconded by Walter. All in favor.

Warm-up: No scheduled warm up.

Unfinished Business: Policy review on Collection Development: As emailed (on file). The policy on Collection Development has been reviewed and updated by board members and Amy. After some discussion, the policy was further updated by the Board of Trustees to reflect digital media availability, costs, and patron access to these materials. Motion made by Paul to approve policy as updated; second by Gloria. All in favor.

Policy review on Use of Alcoholic Beverages by the Library Foundation: As emailed (on file). The policy on the Use of Alcoholic Beverages by the Library Foundation was reviewed and updated by board members and Amy. After some discussion, the policy was tabled until it could be further updated and inspected by city attorney Pete Curcio. The Board of Trustees will take a vote at the next meeting in September.

Updated fine threshold: Amy presented a short report on the amount of fines owed at the Bristol Public Library and the Avoca Branch Library. According to the WorkFlows report, BPL has amassed \$127,022 in fines and Avoca has \$7,900 in fines; however, these appear to be only a portion of fines and it doesn't express how many patrons still owe fines. After some discussion, the Board decided to delay the fine threshold update until March 1, 2017, and reduced the threshold to \$15 instead of the anticipated \$5. Motion made by Paul; seconded by Tom. All in favor.

Executive Director's Report: As emailed (on file). Amy reported that she has received one quote thus far from Civic Plus, which updated the websites of both the City of Bristol, TN, and the City of Bristol, VA, and said they are willing to give a presentation before the board to showcase the services they offer and answer any questions. Amy received a rough estimate of \$9,500 for the updated website, plus \$1,500 a year after the first year. Amy is waiting to receive more quotes and create a scoring criterion, before making a final decision with the board; however, she hopes to have a website contract by the end of 2016.

Amy also reported she's creating a new RFP (Request for Proposal) for security services. The Bristol Public Library currently has a contract with Tri-City Security; however, after several issues arose over staffing, Amy has decided to create an RFP for security services and seek out a new security contract for the BPL. Once she creates a draft for the RFP, Amy will take it to the Executive Committee for approval and present it to the Board of Trustees in September.

Amy updated the board on staffing. Susan Wolfe, branch manager at the Avoca Branch Library, will be retiring October 3, 2016, after 27 years of services with the Bristol Public Library. Amy reported that Doris' position is still open; however, it still needs a job description to incorporate her previous job duties and/or disperse responsibilities to other departments. Additionally, Paul asked about job evaluations. Amy replied that job evaluations have not been completed in several years, but she hopes to reinstitute evaluations and update job descriptions to reflect new and/or changing responsibilities.

Treasurer's Report: As emailed (on file). Tom gave a financial updated for the Bristol Public Library and reported that the auditors would arrive on August 29. Additionally, he noted the new fee proposal for the 3D printer in the Jones Creativity Center. The fee proposal comes as a recommendation from the finance committee; all in favor.

Executive Committee Report: No executive committee meeting this month.

New Business: Parking space proposal: Recently, Wells Fargo offered a parking space proposal in which the library and Wells Fargo would be able to exchange parking space in the lots across the street. The parking lot (to which BPL owns the deed) is currently maintained by and parking lot fees collected by the City of Bristol, Virginia. Margaret suggested the Board of Trustees do a little more research on the cost of maintenance, updating, and etc., before agreeing to the proposal with Wells Fargo or making any decisions.


Department Reports: As emailed (on file).

Holston River Regional Library Report: Whitney Nelson congratulated Tom on his certification completion and gave him a certificate of completion to commemorate his work. Whitney also reminded the library board of 2 upcoming events: On August 26, the Holston River Regional Library will be hosting its Youth and Children's Roundtable at the Bristol Public Library; on October 4, the Johnson City Public Library will host a Board of Trustees Workshop for the Holston River region.

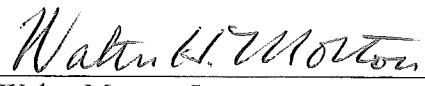
Other reports and comments: Margaret suggested adding a new section to the agenda that will present updates about the BPL Foundation's progress and upcoming events. Additionally, Carl reminded the

Board of Trustees that the Executive Committee will meet on September 13 at 9:00 a.m. at the Bristol Public Library, Main.

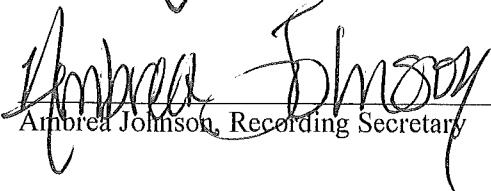
The meeting adjourned at 5:33 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary

7