

**Bristol Public Library
Board of Trustees Meeting
June 16, 2016
1550 Volunteer Parkway
Bristol, TN 37620**

Margaret Feierabend, President, called the meeting to order at 4:00 p.m. A quorum was present. Board members, staff, and visitors were welcomed to the meeting.

Actions Taken:

- Approval of minutes for May 19, 2016.
- Discussion of Foundation Board member elections.
- Approval of new officers for the Board of Trustees for fiscal year 2016-2017.
- Review of policies and fee structure for the JCC.
- Review of public comment policies.

Next regular board meeting: July 21, 2016, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees	x	Gloria Oster		Joyce McCracken, Building Mgr.
x	Thomas Bowers	x	Katherine Wilson-Thompson	x	Susan Wolfe, Avoca Branch Mgr.
	Gayle Brown	x	Carl Williams, Vice-President		Holston River Regional Staff
	Lori Byington		Library Staff		Nancy Roark, Regional Director
x	Margaret Feierabend, President	x	Amy Kimani, Executive Director		Whitney Nelson, Asst. Director
	Ed Harlow, Treasurer	x	Brenda Dunn, Admin. Assistant	x	Sarah Egan, Administrative Asst.
x	Archie Hubbard		Doris Stickley, Marketing		Guests
x	Paxton Huffman		Christy Lunsford, Library Staff	x	Eric Fields, Summit Companies
x	Jaime Johnson		Jeanne Powers, Library Staff	x	Christine Caldwell, Friends of the Avoca Branch Library
	Kayla McCracken	x	Ambrea Johnson, Library Staff		
x	Walter Morton	x	T.J. DeWitt, JCC Director		

Approval of Minutes: The minutes for the meeting of May 19, 2016, were approved. Motion made by Archie to approve minutes; seconded by Carl; all in favor.

Warm-up: Susan Wolfe, Avoca Branch Manager, welcomed the library board to the Avoca Branch and offered a brief history on the library. Christine Caldwell explained the history of the Friends of the Avoca Branch Library and offered stories about their most recent activities, their attendance, and their other members. The Board of Trustees also welcomed Jaime's new baby, Allison, to her first meeting.

Unfinished Business: Strategic Planning: Eric Fields from Summit Companies was introduced to the board. He explained the various duties Summit would be performing in assisting the Bristol Public Library with their strategic planning, as well as offered insight into the planning process, such as means of gaining feedback internally and externally, using surveys and interviews to improve and/or expand existing services, and more. Additionally, the new vice-president for the BPL Board of Trustees (Gloria Oster) will serve as the liaison between Summit Companies and the Bristol Public Library in the following months as strategic planning gets underway.

JCC Director: Amy introduced T.J. DeWitt to the Board of Trustees. T.J. provided a new director's report for the Homer & Ida B. Jones Creativity Center, which saw increased attendance (including 27 new students for a total of 110 teaching hours) and the acquisition of a 3D printer. Brochures, calendars, signage, and other forms of outreach to advertise class offerings for the JCC were briefly discussed, and would be addressed by Amy and T.J. at a later date.

Foundation Board: The Bristol Public Library Foundation Board met on Monday, June 13, 2016, for their first meeting with new members and newly elected officers. Margaret Feierabend was elected the board chair, Steve Layfield was voted in as the treasurer, and Erin Downs was selected as secretary. Nancy Roark was present for the meeting and offered insight into the foundation board responsibilities and expectations.

Outgoing Teen Board Members: Margaret and Amy thanked Paxton and Kayla for their service with the board and their excellent attendance for their tenure with the trustees. Paxton selected *The Freedom Writers Diary: How a Teacher and 150 Teens Used Writing to Change Themselves and the World Around Them* by the Freedom Writers and Erin Gruwell and Kayla selected *The Outsiders* by S.E. Hinton to add to the collection of the young adult library.

Executive Director's Report: As emailed (on file). Amy reported that the Bristol Public Library will soon receive a brand new website, which will be more user-friendly for patrons and staff. She also noted that the trial run with the Summer Bookmobile program has been a success. She hopes to continue our partnership with the Bristol, Tennessee, school system and expand advertising through BPL programs to bring more attention to the Summer Bookmobile.

Additionally, Amy hopes to partner with the Bristol Redevelopment and Housing in Virginia to expand summer programs and, more importantly, bring books to more children. The program provides crafts, reading activities, etc. to low-income children in the community. She reported she will be participating in the program by reading to local children on July 8.

Treasurer's Report: The finance committee did not meet for the month of June. Amy reported a new fee structure for the JCC for DSS clients and other program costs, which she will broach at the next finance committee meeting.

Executive Committee Report: As emailed (on file). Katherine reported the results of the nominating committee, which met in April, and provided a list of names for officer recommendations: Carl as president, Gloria as vice president, Tom as treasurer, and Walter as secretary. Motion made by the nominating committee; all in favor. New officers will assume their positions in July.

New Business: Updated Policies: Amy addressed a new code of conduct policy for the JCC and a public comment policy for board meetings. The new Code of Conduct for the Jones Creativity Center has been updated to reflect the change in location and new rules adopted by the JCC. Likewise, the policy for Public Comment at Board Meetings has been updated to reflect changes in policies. Both updated policies were tabled until the next executive committee meeting in July.

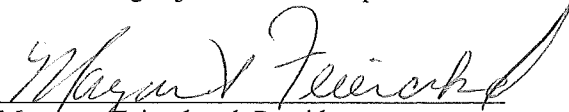
Department Reports: As emailed (on file).

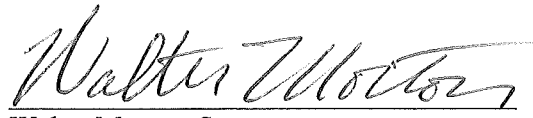
Holston River Regional Library Report: As emailed (on file). Sarah Egan reminded the board of the upcoming Trustees Workshop on October 4 at the Johnson City Public Library. She also reported that Jennifer Garrison, who works in Nashville with the Tennessee State Library's Human Resources Department, will be collecting director feedback and administering annual evaluations. Amy completed a

self-evaluation earlier in the year, while her annual evaluation will be completed by the board in the upcoming month.

Comments: Margaret thanked Katherine and the nominating committee for their hard work in April, thanked Jaime for bringing baby Allison for a visit, and thanked T.J. for his service as the director of the JCC. Additionally, Amy reminded the board of the Artist Power Hour on Saturday, June 18, 2016, which would take place on the front patio at the Bristol Public Library from 1pm-2pm. She said the event is sure to draw a lot of attention.

The meeting adjourned at 5:15 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Ambrea Johnson, Recording Secretary