

**Bristol Public Library
Board of Trustees Meeting
November 17, 2016
701 Goode Street
Bristol, VA 24201**

Carl Williams, President, called the meeting to order at 4:01 p.m. A quorum was present. Library and Foundation board members and library staff were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for October 20, 2016.
- Approval of Assistant Director job description.
- Review and removal of the Use of Alcoholic Beverages by the Library Foundation policy.
- Review and approval of the Exhibits and Gallery policy as corrected.
- Review and approval of the Foundation Appropriations for Children's and Teen Programming Policy.
- Review and approval of the Volunteers policy as corrected.
- Review and approval of the fee structure for services, as recommended by the finance committee.
- Approval of funds for the purchase of furniture
- Approval of the Bristol Public Library holiday closings and board meeting calendars.

Actions Outstanding:

- Review and approval of Credit Card policies.

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

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

Approval of Minutes: The minutes for the meeting of October 20, 2016, were approved. Motion made by Gloria; seconded by Katherine. All in favor.

Warm-up: No scheduled warm up.

Unfinished Business: Assistant Director Position: At the last board meeting, Amy presented a rough draft of the job description for an Assistant Director position at the library. Amy would like to hire an assistant director to help with the daily operations of the library and provide support to the administrative staff. The board discussed the requirements and responsibilities of the position, as well as salary considerations. Thomas made a motion to approve the job description, so Amy may post the job opening and hire an assistant director; Katherine seconded. All in favor.

Use of Alcoholic Beverages by the Library Foundation Policy Review: Peter Curcio reviewed the policy at Amy's request and said the policy was sound; however, he stated the getting rid of the policy entirely and prohibiting all alcoholic drinks on the property would be the only way to completely avoid any difficulties in the future. After discussing the policy with Scott Peak, one of the Library Foundation board members, Thomas moved that the library abandon the policy and prohibit all alcoholic drinks on the premises; Gloria seconded. All in favor.

Exhibits and Gallery Policy Review: The board discussed the policy regarding the Virgie R. Fleenor Gallery and various exhibits supported by the Bristol Public Library. Thomas proposed the policy provide a limited liability clause which minimizes any financial risk for the library; additionally, Gloria suggested a memo be added to the agenda regarding the gallery committee. Amy would like for a chosen committee—which would include Amy, as the executive director, a board member, and an active member of the art community—to discuss applications for the placement of artwork in the gallery. Jaime made a motion to approve the policy as corrected; Katherine seconded. All in favor.

Foundation Appropriations for Children's and Teen Programming Policy: After reviewing the policy regarding Foundation appropriations for the Children's and Teen programs, the board approved the policy as is. Motion made by Thomas; Katherine seconded. All in favor.

Volunteers Policy: The board discussed policies regarding the volunteers, including the use of background checks previous to the assignment of tasks. For a couple of the board members, "some" was a vague term and it was recommended a clause be included that allows for letters of recommendation, letters from a current school or educational facilities, or a criminal background check to satisfy the requirements. The board also discussed ways in which the volunteers could be recognized for their work at the public library. Gloria made a motion to approve the policy as corrected; Walter seconded. All in favor.

Executive Director's Report: As emailed (on file). Amy has provided a pre-evaluation questionnaire to library staff, due November 18, 2016, and has begun the process of reinstating job evaluations at the library. Additionally, she has advertised the Security RFP and awaits the closing date of November 30, 2016, at 3 p.m. Thomas and Carl have volunteered to assist in the scoring of security companies to help Amy decide. Amy has also contacted Roger Leonard with Summit to discuss strategic planning; however, she has been unable to get in contact with him. Amy has promised to contact Eric Fields and report her findings to the board at the next meeting.

Treasurer's Report: As emailed (on file). Thomas reported that the Bristol Public Library had an excellent audit. Other than one concern regarding the Foundation, which has been remedied, the library audit went smoothly. Additionally, Thomas reported on the finance committee's review of the credit card policies and fee structures for services. The credit card policy was tabled, pending further review, but the finance committee recommended approval of the fee structure as stated. All in favor.

Executive Committee Report: Website: Amy has received 2 quotes regarding the creation of a new website for the library and she is currently waiting for references. She will present these quotes at the next meeting of the Executive Committee, before reporting their decision to the board of trustees. Additionally, since last year saw some issues with snow, Carl noted that a new plan has been put in place for snow removal.

Downstairs Space and Seating: Amy has requested the use of funds to purchase seating for the empty lobby downstairs. After receiving numerous complaints regarding the loss of seating space following the renovation, Amy hopes to expand use of the library into empty but serviceable areas. The board will move \$30,000 from the furniture fund back to the fund balance, providing Amy with the difference to

purchase appropriate seating. Jaime made the motion to use the remaining money balance (up to \$7,000) to purchase furniture; Thomas seconded. All in favor.

New Business: Approval of Calendars: Amy presented the 2017 Holiday Closings Calendar and the 2017 Board Meeting Calendar to the board for review. Archie made a motion to approve the current calendars; Thomas seconded. All in favor.

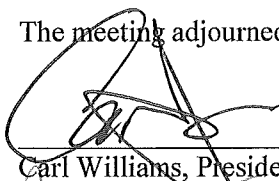
Foundation Update: Scott Peak provided an update on the Foundation Board. He noted that the foundation has added new members to the board, as well as created new committees to support the Bristol Public Library. Currently, the Foundation has undergone a complete review of its bylaws and finance polices are being updated.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Whitney reminded board members of the certification process that is currently ongoing with Holsten River Regional Library, as well as mentioned the upcoming open house for library directors on December 2, 2016, at the HORL Office. Additionally, she noted READS has undergone a major renovation and much of the website has been updated. Although the site provides better maneuverability and great customization, magazines provided through NOOK have been removed.

Comments: None.

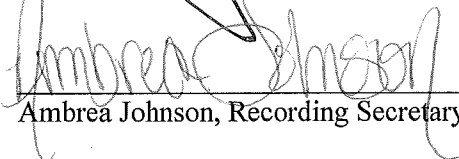
The meeting adjourned at 5:04 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary