

**Bristol Public Library
Board of Trustees Meeting
September 15, 2016
701 Goode Street
Bristol, VA 24201**

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

Actions Taken:

- Approval of Minutes as corrected for August 18, 2016
- Update of strategic planning by Summit
- Recommendation of a new library project to the Foundation

Next regular board meeting: October 20, 2016, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees	x	Rielly Self	x	T.J. DeWitt, JCC Director
x	Thomas Bowers, Treasurer		Brendan Smith	x	Joyce McCracken, Building Mgr.
x	Gayle Brown		Katherine Wilson-Thompson		Susan Wolfe, Avoca Branch Mgr.
x	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		Whitney Nelson, Asst. Director
x	Archie Hubbard		Brenda Dunn, Admin. Assistant	x	Sarah Egan, Admin. Assistant
x	Jaime Johnson	x	Don Wilson, Library Staff		Additional Guests
x	Walter Morton, Secretary	x	Jeanne Powers, Library Staff	x	Roger Leonard, Summit Managing Dir.
x	Gloria Oster, Vice-President	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the meeting of August 18, 2016, were approved as corrected. Motion made by Gloria; seconded by Paul. All in favor.

Warm-up: No scheduled warm up.

Unfinished Business: Amy reported she does not have an update on the website, as she's still looking for quotes from other businesses; she needs 3 quotes, but she currently has 1 from CivicPlus. Additionally, she notified the board that Sue Wolfe, Branch Manager of the Avoca Library, will be retiring on October 3, 2016, and plans to have her position filled within the next month. The policy review on the Use of Alcoholic Beverages will be tabled temporarily, until Amy speaks with a lawyer to approve the updates and cover all legal bases.

Executive Director's Report: As emailed (on file). Amy announced the Bristol Public Library will participate in the LEAD Bristol Community Service project, which will help devise new and innovative marketing for the library, and will meet with a committee of individuals in October. Additionally, she reported that she will be reinstating job evaluations at the BPL and updating job descriptions over the following months.

Treasurer's Report: As emailed (on file).

Executive Committee Report: Carl reported the executive committee primarily discussed the new security RFP (request for proposal) submitted by Amy. The RFP will contain a scoring rubric, which will be made public ahead of time, for prospective security contractors to view. Paul suggested potential security providers should offer a list of references and lost business, as well as undergo six month evaluations to suitability for the library. Amy promised to go back and revise the RFP, before returning it to the Executive Committee on October 3.

New Business: Summit Strategic Planning: Roger Leonard, Managing Director of Nonprofit Services at Summit, made a presentation about Strategic Planning at the Board of Trustees meeting. He outlined the goals, executable plans, and detailed methodology used by Summit to procure patron and community feedback. Additionally, Mr. Leonard provided the board with a copy of a survey for the collection of information, which will be updated based on feedback from the board and library employees, and discussed the next steps for the library.

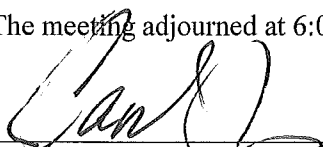
“It’s Bristol, Baby” Reading Initiative: Margaret proposed a potential library project with the publication of a children’s board book titled *It’s Bristol, BABY!* Roanoke, Virginia, has published and distributed a small gift book for children born at local hospitals. Margaret proposed the library adopts the publication as a library project, in the hopes of asking the Bristol Public Library Foundation Board to contribute \$10,000 toward the book’s publication. After some discussion, the board agreed to submit the project proposal to the Foundation under the condition the copyright and other details are settled and the Foundation understands that Amy will be actively participating in the publication of the book.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Sarah Egan reminded the board of the Tri-Regional Trustee Workshop taking place on October 4, 2016, at the Johnson City Public Library. She encouraged board members to attend the meeting, as well as the Understanding Autism Workshop on November 4, 2016, at Northeast State Community College.

Comments: Amy informed the board that a retirement party is planned for Sue Wolfe on September 26, 2016, from 1 p.m. to 3 p.m. at the Avoca Branch Library. She encouraged everyone to attend the celebration, as Sue has served the library for 27 years.

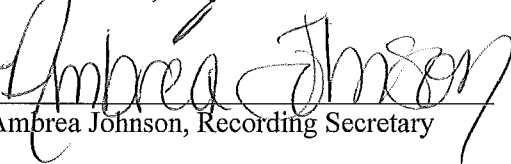
The meeting adjourned at 6:03 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary