

**Bristol Public Library
Board of Trustees Meeting
July 20, 2017
701 Goode Street
Bristol, VA 24201**

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

Actions Taken:

- Approval of Minutes for July 20, 2017.
- Approval of Meeting Room Policy as corrected.
- Approval of Request for Reconsideration Policy as corrected.
- Approval of Staff Training Day on October 16.
- Recommendation for Board Member at Large.

Actions Outstanding:

- Approval of Request for Proposal for library construction.

Next regular board meeting: August 17, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

	Board of Trustees	x	Gloria Oster, President		Joyce McCracken, Building Mgr.
x	Thomas Bowers, Treasurer		Rielly Self		Christy Lunsford, Avoca Branch Mgr.
x	Lori Byington	x	Carl Williams		Holston River Regional Staff
x	Paul Conco, Vice-President	x	Katherine Wilson-Thompson, Secr.		Nancy Roark, Regional Director
x	Margaret Feierabend		Library Staff	x	Whitney Nelson, Asst. Director
x	Jonathan Harden	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
x	Archie Hubbard	x	Brenda Dunn, Admin. Assistant		
	Braden Lay	x	Jeanne Powers, Library Staff		
x	Walter Morton	x	Ambrea Johnson, Library Staff		

Approval of Minutes: The minutes for the meeting of July 20, 2017, were approved. Motion made by Carl to approve minutes; seconded by Katherine. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Website: The new Bristol Public Library website is still in the process of being updated. Eldie Design is steadily working through links and pages, updating and modernizing webpages and more. Amy is still waiting for the Bristol Public Library Foundation to send her more information to add to the website. Gloria asked if Amy knew when the website would be finished; however, Amy does not have a timeline for completion yet.

Executive Director's Report: As emailed (on file). Amy requested the library close on October 16 for a staff training day. The board discussed the training staff would receive on this day; Margaret recommended the library set aside 2 days out of the year for staff training and Tom suggested emergency services assist with some training. Carl made a motion to close the library on October 16 for a staff training day; Lori seconded. 9 votes affirmative; 1 vote negative. Motion passed.

Treasurer's Report: As emailed (on file). Tom reported the Finance Committee met on Wednesday, July 19, to discuss capital needs for the library, specifically re-carpeting in certain locations, construction of a family restroom and a new entry. The Finance Committee discussed sending out a Request for Proposal (RFP) on the design and construction of a family restroom and new entrance for the library. Finance Committee recommends the Board of Trustees develop an RFP to design and construct a family restroom and a new entrance; all in favor.

The Finance Committee also reviewed the Fees and Fines for the library, specifically fees for the Frances Kegley Conference Room which are currently set at \$50 per hour for commercial reservations. After a brief discussion, the Finance Committee made a motion to approve the fees for the conference room as stated and recommended the board approve the fee structure as is for all conference room usage; all in favor.

Executive Committee Report: Gloria reported the executive committee did not meet.

New Business: Meeting Room Policy: Amy submitted the Meeting Room Policy to the board for review. After some discussion, Margaret suggested reformatting the passage concerning reservation of the Frances Kegley Conference Room; Katherine suggested amendments for the third page to improve the consistency of language. Paul made a motion to approve the Meeting Room Policy as corrected; Carl seconded. All in favor.

Request for Reconsideration Policy: Amy submitted the Request for Reconsideration Policy to the board for review. Tom suggested corrections to the attached application. Carl made a motion to approve the Request for Reconsideration Policy as corrected; Paul seconded. All in favor.

Board Position at Large: As Jaime has finished her board term, the Bristol Public Library Board of Trustees is seeking a new Board Member at Large. Amy suggested Langley Shazor, who currently oversees the Casual Word: Adult Creative Writing Class in the JCC and lives in Virginia, join the board. Tom made a motion to request Langley Shazor fill the vacant Board Member at Large position; Margaret seconded. All in favor.

Foundation Update: Margaret reported that Beth Page facilitated strategic planning for the Foundation and the policies are being updated. The Foundation has also received submissions for the Request for Proposal for their banking; they selected First Bank and Trust. Scott Peak was recused from the discussion since he works with First Bank and Trust.


Teen Report: None.

Department Reports: As emailed (on file).

Holston River Regional Library Report: Whitney Nelson reported that a Trustee Workshop is coming up on September 14, 2017, at Walters State Community College and she noted the Bristol Public Library Board of Trustees will have to provide, at least, one representative.

Board Member Reports and Comments: Paul inquired about the status of the repairs of the meeting room doors; Amy reported the library is currently waiting for quotes from businesses. Katherine commended the recent use of social media to publicize library events.

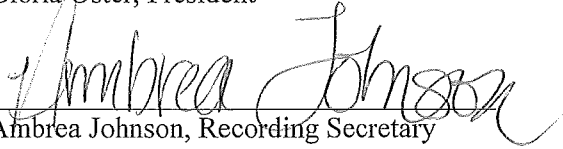
The meeting adjourned at 4:57 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary