

**Bristol Public Library
Board of Trustees Meeting
June 15, 2017
1550 Volunteer Parkway
Bristol, TN 37620**

Carl Williams, President, called the meeting to order at 3:59 p.m. A quorum was present. Board members, library staff and guests were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for May 18, 2017.
- Approval of Bristol Public Library employee job descriptions.
- Election of new Board of Trustees officers.
- Approval of Internet Policy.
- Approval of Conduct Policy.

Next regular board meeting: July 20, 2017, at 4:00 p.m. at the Bristol Public Library, Main.

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

Approval of Minutes: The minutes for the meeting of May 18, 2017, were approved. Motion made by Archie to approve minutes; seconded by Paul. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Website: Amy reported she has presented text rewrites and photographs to Eldie Designs. They are currently working on ADA compliance for the website and will begin testing this portion very soon.

Job descriptions: Amy presented the updated job descriptions to the board at the previous meeting on May 18, 2017; she noted she did not receive any corrections or updates and asked if any further changes needed to be made. Motion made by Paul to approve updated job descriptions; Gloria seconded. All in favor.

Executive Director's Report: As emailed (on file). Amy reported she went out on the Book Bus for the first time on Tuesday, June 13, and she said the Book Bus has exceeded her expectations. She noted that 64 kids were signed up for Book Bus cards, which could be updated to a regular library card. Book Bus

cards are specially made for the Book Bus, meaning all children who want to sign up for a card are allowed the chance to check out books and, at the end of the summer, possibly keep those books. Amy is excited at all the possibilities offered by the Book Bus program and she invited the board to join her at their next outing on Tuesday, June 20 from 11 a.m. to 2 p.m.

Treasurer's Report: As emailed (on file). As Tom and Jaime were absent from the meeting, Amy presented the treasurer's report.

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

New Business: Director Evaluation: Gloria reported the Executive Committee, plus Jaime and Paul, completed their evaluation for Amy as the Executive Director of the Bristol Public Library. The evaluation committee received excellent reviews from staff completed surveys and noted that Amy has an excellent relationship with library employees. Gloria commended Amy for her extremely detailed self-evaluation.

The board will take a look at salary at the next Executive Committee meeting. Paul requested a summary of how salary is paid at the library; Gloria also asked for a more detailed examination of how library employees are paid and if they are considered separate from city employees. Any questions regarding salary will be broached at the Executive Committee.

Election of Officers: Carl nominated Gloria as the board president; all in favor. As the newly elected board president, Gloria nominated Paul as vice president; Katherine seconded the nomination. All in favor. Gloria nominated Katherine as the secretary; Carl seconded. All in favor. Gloria nominated Tom as treasurer; Katherine seconded. All in favor.

Internet Policy: Amy presented the updated Internet Policy to the board. It currently adheres to ALA standards. Paul made a motion to approve the updated policy; Gloria seconded. All in favor.

Conduct Policy: Amy presented the updated Conduct Policy to the board. Margaret requested "parents" be changed to "guardian" or "caregiver" to acknowledge nonparents. Additionally, Gloria suggested modifying the line about "filthy clothing" regarding appearance while at the library. Jon made a motion to accept the policy as corrected; Katherine seconded. All in favor.

Foundation Update: Scott Peak reported that various committees are continuing to meet to oversee governance and finances. The Foundation is looking at policies and resolving any conflicts between library policies and Foundation policies. Additionally, they are working on letters to send to past donors to solicit donations and a request for proposal for banking services. The Foundation will begin working on strategic planning on July 12; they are currently seeking nominations for new members.

Teen Report: None.

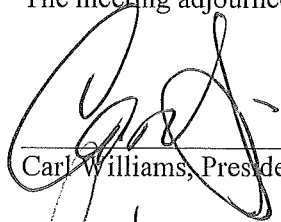
Department Reports: As emailed (on file).

Holston River Regional Library Report: Nancy Roark reminded the Board of Trustees of all the upcoming events available through Holston River Regional and she noted the changes to Library Law will go into effect on July 1, 2017. The Bristol Public Library will receive more information on these updated laws closer to the effective date.


Board Member Reports and Comments: Margaret thanked Carl for his service as board president and Walter for his service as secretary of the board. Paul asked if capital improvements mentioned in the

Treasurer's Report could include repairing the meeting room doors; Amy agreed to look into the matter and find out more information.

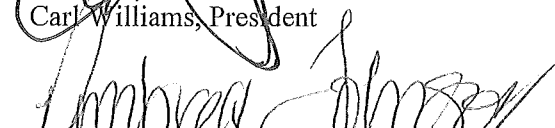
The meeting adjourned at 5:05 p.m.



Carl Williams, President



Walter Morton, Secretary



Ambrea Johnson, Recording Secretary