

**Avoca Branch Library  
Board of Trustees Meeting  
June 21, 2018  
1550 Volunteer Parkway  
Bristol, TN**

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

**Actions Taken:**

- Approval of minutes for May 24, 2018.
- Approval of recommendation by Finance Committee to restart RFP process.
- Approval of 2018-2019 FY Budget.
- Approval of Board of Trustees Bylaws.
- Approval of board officer nominations and elections.

**Actions Outstanding:**

- Approval of Strategic Plan.

**Next regular board meeting:** July 19, 2018, at 4:00 p.m. at the Bristol Public Library.

	<b>Board of Trustees</b>	x	Carl Williams	x	Christy Lunsford, Avoca Branch Mgr.
x	Thomas Bowers, Treasurer		Katherine Wilson-Thompson, Secr.		<b>Holston River Regional Staff</b>
x	Paul Conco, Vice-President		Jack Young	x	Nancy Roark, Regional Director
x	Jonathan Harden		<b>Library Staff</b>		Whitney Nelson, Assistant Dir.
x	Archie Hubbard	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
	Braden Lay	x	Brenda Dunn, Admin. Assistant		<b>Guests</b>
x	Gloria Oster, President		Jeanne Powers, Ref. Librarian	x	Alice Morgan, Library Foundation
	Rielly Self		Brenda G'Fellers, Assistant Dir.	x	Don Mencil, Avoca Branch FOL
x	Christian Trombetta	x	Ambrea Johnson, Assistant Dir.		
	Tre Webb		Joyce McCracken, Building Mgr.		

**Approval of Minutes:** The minutes for the meeting of May 24, 2018, were approved. Motion made by Paul to approve minutes; seconded by Carl. All in favor.

**Public Comment:** None.

**Warm-Up:** Gloria extended thanks the Avoca Branch Friends of the Library for such a lovely array of food for the meeting; she wanted to let the FOL know their efforts were greatly appreciated. Amy also thanked Archie for his service to the library as a member on the Board of Trustees. He was awarded a certificate for his years of dedication.

**Unfinished Business: Strategic Plan:** Amy will be incorporating comments and suggestions to the strategic plan document; additionally, she will add benchmarks for evaluation and comparison purposes. She hopes to have a new draft ready for approval at the next meeting.

**Image Evaluation:** Amy reported the image evaluation is still open and available online for completion by board members. She offered thanks to those who completed it and encouraged others to participate to help the library uncover image needs. Gloria inquired if the Avoca Branch Library should be included in

the image evaluation; Amy said it would be helpful to also have feedback regarding Avoca. Amy will email links to the image evaluation after the meeting, as well as set a new deadline for completion.

**Friends of the Library (FOL):** Ambrea reported the Friends of the Library met on June 7 at 3:30 p.m. in the Frances Kegley Conference Room. The new Friends met and discussed potential projects, as well as hurdles the FOL will face. The FOL is currently looking to complete a memorandum of understanding (MOU) and bylaws.

**Bylaws:** Amy reported the Bylaws have been corrected and she presented a second draft to the board for approval. Paul made a motion to approve the Bylaws as corrected; Archie seconded. All in favor.

**Executive Director Report:** As emailed (on file). Amy reported she was working on the 2019 LSTA Tech Grant offered through the Tennessee State Library and Archives. She is currently speaking with department heads, JCC and IT staff to uncover tech needs at the library, and she asked that any suggestions from the board be made before July 2.

Paul asked if the BPL could acquire Kindles to loan out to patrons with the Tech Grant. Amy has considered purchasing Kindles for the library to loan out to patrons; however, she noted it may not be a feasible program. Kindles have to be linked to an account and pre-loaded with books, which limits items found on each device.

Christian stated there is software for iPad that would allow for devices to be loaned out and allow wider access to books, but he noted it would be prohibitively expensive. Nancy also reported loaning out devices, like Kindles, have not been very popular at JCPL; however, she said many libraries are finding their niche with hotspots, since many people have devices but not internet access.

Gloria noted the Book Bus is doing phenomenally well, kicking off their first week with over 150 participants in Tennessee. Amy reported the "Reading Jeep" will be visiting Virginia next week. Gloria also wanted to bring attention to Amy's list of "Outstanding Grant Requests," applauding the library for branching out to build library services and programs.

Amy reported she met with the Wild Turkeys, the library directors of southwest Virginia, on June 1. The Wild Turkeys held discussions on library services and collaboration, exchanging ideas that have proven successful in individual libraries. Amy gave them a tour of the Teen Space and the JCC; she will also be serving on the committee to help with the revision of library standards for Virginia.

**Teen Report:** No report.

**Treasurer's Report:** As emailed (on file). Tom reported that the finance committee would like to restart the RFP process for library construction projects. They are asking for approval to go back and start the bidding process in a different way, possibly breaking the construction projects down into small pieces—such as repairing the entrance downstairs and constructing a family bathroom versus creating a design for the center space. Carl made a motion to approve the finance committee's request; Jon seconded. All in favor.

Tom reported the library has a level budget for the 2018-2019 fiscal year. Amy recommends the BPL follows the example of the City of Bristol, Virginia, by offering library employees a one-time 1% bonus. Paul noted a big drop in internet costs after the library switched from Charter to Bristol Virginia Utilities (BVU). The finance committee recommends the new 2018-2019 FY Budget to the library board; all in favor.

**Executive Committee:** Gloria handed out a list of comments from Amy's evaluation, noting the goals at the bottom of the report coincide with the library's strategic plan. She reported that the board and the executive committee are very pleased with Amy's work at the library, and she thanked her for all the effort she has put in to making the library an important fixture in the community.

**New Business: Officer Nominations and Elections:** The nominating committee met over the last month to discuss and nominate library board officers. Since Katherine was not present for the meeting, Jon nominated Christian for secretary, Paul as vice president, Gloria as president, and Tom as treasurer. Archie made a motion to approve the officers as nominated; Carl seconded. All in favor.

**Holston River Regional Library Report:** As emailed (on file). Nancy reported the HRRL has moved to a new location in Johnson City, and they are excited to be able to share the news. She said the new building has a training space available for use by local libraries, and she noted the new location is easier to access from the Interstate.

Nancy also reported the State of Tennessee has introduced new continuing education training requirements for Tennessee libraries. These new requirements will encompass all library staff—part-time and full-time alike—and change how library employees acquire CE hours. Additionally, Nancy noted the Tennessee library standards are being updated. She will keep the BPL Board apprised of any major changes.

**Foundation Update:** Alice Morgan reported the Foundation Board has not met since the last Board of Trustees meeting. She did note that "It's Bristol, Baby!" will be going to print very soon with 6,000 copies made during the first printing.

**Department Reports:** As emailed (on file). Paul thanked library staff for their department reports, noting how helpful they are to the board.

**Board Member Reports and Comments:** The Avoca Friends of the Library reported that Flo Carter, a loyal Friend to the Avoca Branch, passed away recently. The Friends asked to see if they could name the Avoca Branch meeting room after Flo Carter for her service and dedication to the library. The board will take the request into consideration and discuss it at future meetings; Amy will create a policy on naming rooms and locations within the library. Paul also requested a biography for Flo to share with the board.

At the request of the board, Ambrea will email board members information on the upcoming 3D Printing Demonstration in the Jones Creativity Center. The 3D Printing Demonstration will be held on June 23 from 10:00 a.m. to 4:00 p.m. with a special ribbon cutting at 11:00 a.m. with Breathe 3D-P. Gloria also reminded the board that the Tennessee Trustee Workshop is coming up in September, and she encouraged board members to participate.

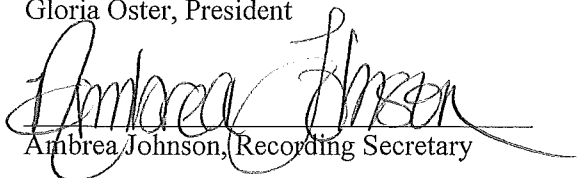
The meeting adjourned at 4:54 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary