

**Bristol Public Library
Board of Trustees Meeting
May 24, 2018
701 Goode Street
Bristol, VA**

Gloria Oster, President, called the meeting to order at 4:03 p.m. A quorum was present. Board members and library staff were welcomed to the meeting.

Actions Taken:

- Approval of minutes for April 19, 2018.
- Approval of Fee Schedule.
- Approval of updated Staff Manual.

Actions Outstanding:

- Approval of the Board of Trustees By-laws.
- Approval of Strategic Plan.

Next regular board meeting: June 21, 2018, at 4:00 p.m. at the Avoca Branch Library.

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

Approval of Minutes: The minutes for the meeting of April 19, 2018, were approved. Motion made by Paul to approve minutes; seconded by Archie. All in favor.

Public Comment: None.

Warm-Up: None.

Unfinished Business: Strategic Plan: Amy reported the strategic plan is completed and she will email the first draft of the document to the board immediately after the meeting. If board members have anything they would like added or changed, please let Amy know. She will compile thoughts and suggestions into a new document, which will be discussed at the next meeting.

Image Evaluation: Paul reported he completed the image evaluation. He noted the document was easy to navigate and worked like a charm. The image evaluation will close on June 1, unless otherwise requested.

Friends of the Library (FOL): Amy reported the Friends of the Library met on May 2 at 1:30 p.m. The meeting was wonderful, helping to set the tone for the group, and the FOL has decided to begin small. The next meeting will be held on June 7 at 3:30 p.m. An invitation has been sent to the Avoca

Branch Friends of the Library as a way of connecting the groups and drawing upon the Avoca FOL's experience.

By-Laws: Amy announced the by-laws are included in the board meeting packet with notes of changes. Most alterations were made in regards to updating sections on board membership and committees, as well as sections on conflict of interest. Motion made by Paul to approve the by-laws after first reading with the addition that the program committee meets at least annually; seconded by Jack Young. The by-laws will be discussed again at the next meeting to secure final approval.

Executive Director Report: As emailed (on file). Amy reported she was approached by representatives of the Imagination Library for Bristol/Washington County, Virginia, about the possibility of the Bristol Public Library taking over operation of the Imagination Library. Amy noted she is hesitant to take over the operation of the Imagination Library, because it's not a project the BPL is equipped to handle. Amy is willing to sit on the Imagination Library board and act as a consultant to help the group get back off the ground; however, she does not wish for the BPL to take over operation of the Imagination Library.

Teen Report: Braden reported the teens recently participated in Harry Potter Trivia, which was incredibly fun. The teen programs are currently on hiatus before summer programs begin on Friday, June 1.

Treasurer's Report: As emailed (on file). The finance committee discussed the library fee schedule and reviewed updated fees. The finance committee recommended the approval of the updated fee schedule to the Board of Trustees; all in favor. The finance committee also discussed the replacement and repair of doors. Amy is waiting to reconvene the RFP committee to discuss repairs and/or replacement of doors with construction.

Executive Committee: Gloria reported the executive committee was cancelled for May; however, she noted the board needs to complete Amy's evaluation by the end of June. Gloria also asked for volunteers for the nomination committee, which will present a list of new officers to vote on at the next meeting on June 21 at the Avoca Branch Library. The nomination committee will include Jonathan and Katherine.

New Business: Tech Grant: The library received a matching grant of \$6,000 from the LSTA Tech Grant. Amy has included a narrative report, which outlined the goals the library met and a report of the tech project successes, for the board to read.

Library Service Agreement: The Bristol Public Library and the Avoca Branch Library sign a Public Library Service Agreement with the State of Tennessee every year. Amy has included a copy of the new service agreement, which reflects changes in the Tennessee standards for continuing education.

Staff Manual Update: Updates to the Public Library Service Agreement—including new continuing education standard—will also be reflected in the staff manual. Motion made by Archie to approve changes to the staff manual; seconded by Christian. All in favor.

Holston River Regional Library Report: As emailed (on file).


Foundation Update: Erin Downs reported the Foundation fund balances have been adjusted, accounting for all transactions made from 2013 to the present. All funds are in separate accounts, which will allow for easier management of donations. Additionally, the Foundation will be working with Manning & Napier to invest and manage funds. New procedures for money handling have also been instituted to protect Foundation funds.

“It’s Bristol, Baby!” will be going to print very soon. The Foundation is currently working on a trademark agreement for use of the “It’s Bristol, Baby!” trademark used by the Bristol Motor Speedway.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Jack Young thanked TJ DeWitt for attending the Hiring Expo at the Bristol Motor Speedway on May 19 and representing the library. Amy and Gloria reminded board members that the next meeting will take place on June 21 at the Avoca Branch Library.

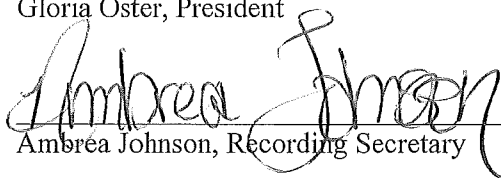
The meeting adjourned at 5:15 p.m.



Gloria Oster, President



Katherine Wilson-Thompson, Secretary



Ambrea Johnson, Recording Secretary