

**Bristol Public Library  
Board of Trustees Meeting**  
August 16, 2018  
701 Goode Street  
Bristol, VA

Gloria Oster, President, called the meeting to order at 3:58 p.m. A quorum was present. Board members and library staff were welcomed to the meeting.

**Actions Taken:**

- Approval of minutes for July 19, 2018.
- Approval of Collection Development Policy.
- Approval of Naming Policy.
- Approval of RFP for construction of new entryway downstairs.

**Actions Outstanding:**

- Approval of Filming and Photography Policy.

**Next regular board meeting:** September 20, 2018, at 4:00 p.m. at the Bristol Public Library.

	<b>Board of Trustees</b>		Tre Webb		Christy Lunsford, Avoca Branch
x	Thomas Bowers, Treasurer	x	Carl Williams		<b>Holston River Regional Staff</b>
x	Paul Conco, Vice-President	x	Jack Young	x	Nancy Roark, Regional Director
x	Steven Gobble		<b>Library Staff</b>		Whitney Nelson, Assistant Dir.
x	Jonathan Harden	x	Amy Kimani, Exec. Director		Sarah Egan, Admin. Assistant
x	Neal Osborne	x	Brenda Dunn, Admin. Assistant		<b>Guests</b>
x	Gloria Oster, President	x	Jeanne Powers, Ref. Librarian		
x	Allyson Rutherford		Brenda G’Fellers, Assistant Dir.		
x	Rielly Self	x	Ambrea Johnson, Assistant Dir.		
x	Christian Trombetta, Secr.		Joyce McCracken, Building Mgr.		

**Approval of Minutes:** The minutes for the meeting of July 19, 2018, were approved. Motion made by Paul, seconded by Carl; all in favor.

**Public Comment:** None.

**Warm-Up:** Gloria welcomed Allyson Rutherford to the Board of Trustees, and introductions were made around the table.

**Unfinished Business: Naming Policy:** Amy presented the revised version of the Naming Policy to the board for approval. Nancy pointed out a slight wording error—line should read, “shall be revoked”—and Amy made a note to add the corrections. Paul made a motion to approve the policy as corrected, Steven seconded; all in favor.

**Executive Director Report:** As emailed (on file). Amy reported the Book Bus and the Reading Jeep were very successful. The Book Bus in Bristol, Tennessee, served 281 unique patrons during its second year, while the Reading Jeep in Bristol, Virginia, served 85 children for its very first year on the road.

Amy is very pleased to build on the initial success of both programs, and looks forward to expanding them next year!

Amy also reported she attended the quarterly OWL Board meeting on July 27 and she was elected as board president for the 2018-2019 fiscal year. Gloria and the board offered their congratulations. Additionally, Amy learned about a new program from the Johnson City Public Library that allows libraries to pinpoint where library users live. This would allow the library to discover where patrons are coming from, show service area “deserts,” and collect information to help library expand programs and marketing.

Amy noted that she and department heads are discussing dates for staff training days, during which time staff members would have the opportunity to become CPR certified. John asked about the AEDs in the library; Amy reported the AEDs have been installed at the Bristol Public Library, one behind the circulation desk and one behind the reference desk, and the Avoca Branch Library.

The Bristol Public Library has also become an IRS Virtual Service Delivery (VSD) site! This service will allow members of the public to speak directly with an IRS representative through a virtual face-to-face meeting. Amy reported the library will provide the site, while the IRS will provide the technology and the service.

**Teen Report:** Rielly reported the teen book club did not meet and teen programs are winding down, because Amber will be leaving at the end of the week. Amy noted the teen department will be transitioning to a new librarian in the coming weeks.

**Treasurer’s Report:** As emailed (on file). Tom reported the Finance Committee met on August 15 and discussed the new RFP for the construction of a new entryway downstairs. The Finance Committee recommended the new RFP to the board for approval. Paul noted the document does not say handicap accessible or ADA compliant; Amy will correct the document to reflect these changes. All in favor of approving RFP as corrected.

**Executive Committee:** Gloria reported the Executive Committee did not meet this month.

**New Business: Collection Development:** Amy presented the Collection Development Policy to the board for approval. Paul made a motion to approve the policy, Carl seconded; all in favor.

**Filming and Photography Policy:** Amy presented the new Filming and Photography Policy to the board for approval. Paul suggested the library have an official form for approval of filming and photographing in the library to prevent any issues arising; additionally, he noted the document implies that the Avoca Branch Library does not have cameras. Amy will be working closely with IT to ensure Avoca does have cameras, and Nancy suggested the board form a facilities committee for the project.

Paul also suggested the policy should go to the city attorney for review. Amy stated she had sent a previous version the policy to Randy Eades, but never received a response from him. Amy will attempt to get his input on a new version of the policy prior to the meeting. Gloria suggested that Neal Osborne could take it to the City of Bristol, Virginia. Amy said any help with the creation of a facilities committee or drafting of the policy would be appreciated. She will bring the Filming and Photography Policy back to the board at the next meeting.

**Holston River Regional Library Report:** As emailed (on file). Nancy reported HRRL will be receiving LSTA grant information very soon and libraries could expect to hear about the results as early as next week. She also noted Holston River will be hosting an open house on November 1 to celebrate

the opening of the new HRRL office. Trustee members and library staff will have the opportunity to meet Chuck Sherrill, the state librarian.

Gloria reminded board members of the trustee certification available through Holston River. Amy will send out links on Monday or Tuesday of next week, which will allow new board members the chance to learn about the certification process and get started on their certification. Additionally, Gloria pointed out the Trustee Workshop will be coming up on September 27 at Walters State Community and she highly encouraged board members to attend, as attendance at the workshop can have an impact on library grant requests and funding.

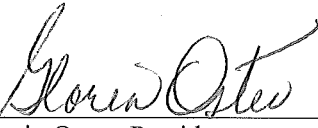
**Friends of the Library Update:** The Friends of the Library met on August 16, 2018, at 3:00 p.m. in the Frances Kegley Conference Room. Ambrea reported the Friends plan to host a table and donation-only parking at the library during Bristol Rhythm & Roots Reunion, as well as offered an update on the progress of the committee. Jack suggested there be a disclaimer that all funds given to the Friends of the Library will be considered a donation for the benefit of the FOL. The next meeting will be on September 5, 2018, at 5:30 p.m.

**Foundation Update:** Amy reported the Library Foundation did not meet this month.


**Department Reports:** As emailed (on file).

**Board Member Reports and Comments:** None.

The meeting adjourned at 4:46 p.m.

  
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Gloria Oster, President

  
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Christian Trombetta, Secretary

  
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Ambrea Johnson, Recording Secretary