

**Bristol Public Library
Board of Trustees Meeting
November 21, 2019
1550 Volunteer Parkway
Bristol, TN 37620**

Paul Conco, President, called the meeting to order at 4:00 p.m. A quorum was present. Board members and library staff were welcomed. Paul thanked Christy for letting the Board meet at Avoca and for the refreshments. He reported that he had just picked up a check for \$5,000, this is a bequest from the estate of Charles R. Whitaker III. New Board member Danny Peterson was welcomed. Danny works for the Bristol, Virginia School System.

Actions Taken:

- Approval of Minutes for October 17, 2019.
- Approval of the Holiday Calendar for 2020.
- Approval of the Board Meeting Date Calendar for 2020.

Actions Outstanding:

- None

Next regular board meeting: December 19, 2019 at 4:00 p.m. at the Bristol Public Library.

	Board of Trustees	x	Allyson Rutherford, Secretary		Holston River Regional Staff
x	Don Ashley	x	Christian Trombetta, Treasurer		Amy Kimani, Regional Director
x	Paul Conco, President		Vince Turner		Assistant Director.
	Anthony Farnum		Library Staff	x	Sarah Egan, Admin. Assistant
x	Steven Gobble	x	Brenda Dunn, Interim/Admin. Assistant		Guests
x	Jonathan Harden, Vice-President	x	Jeanne Powers, Reference. Librarian		BPL Foundation
	Benjamin Messimer	x	Brenda G'Fellers, Assistant Director	x	Kathe Rainwater, FOL
	Melissa Mullins		Joyce McCracken, Building Manager		
	Gloria Oster		Christy Lunsford, Avoca Branch		
x	Danny Peterson	x	Kayla Byrd, Marketing & Programming		

Public Comment: None.

Approval of Minutes: As emailed (on file). Minutes of October 17th meeting approved as presented (Don, Steve).

Unfinished Business: None.

Meetings with City Managers: This will remain on the agenda as a reminder.

Policy Review: None.

Interim Director Report: As emailed (on file). Brenda added the Day Center Meeting was mostly planning. It looks like it will not open until 2021. Paul recommended the movie "The Public" about a library in Ohio which has a large homeless population. Allyson reported she went to the Community History Day and worked with Kristin. She said it was really busy and successful and kudos to the Library Staff.

Teen Report: As emailed (on file).

Treasurer's Report: As emailed (on file). Christian reported we are financially sound and went over the Finance Committee minutes as presented. He added we are getting a guestimate for the Family Bathroom Project so it can be included in the cities capital improvement plan. Current standards are for a Gender Neutral bathroom and would bring us up to code. Funding from the cities would give them a stake in this. We will also be getting quotes to repair an ongoing leak in the Dome. An RFP is not required for this. The quotes will not only let us know the cost to repair, but also if the Dome was installed properly.

Executive Committee: Paul reported the Search Committee has met several times and had received 11 or 12 applicants. After discussion 3 applicants will be interviewed all in one day. Each will also give a 10-15 minutes presentation. The date for the interviews is November 25, 2019.

New Business: Holiday Calendar for 2020: As emailed (on file). The Holiday calendar was approved unanimously (Steve, Jon).

Board Meeting Dates Calendar for 2020: As emailed (on file). The Board Meeting Dates calendar was approved unanimously (Jon, Christian).

Foundation Advocacy Committee: Paul reported the Foundation has asked that he invite Board members to join this core group to advocate for the Library.

Holston River Regional Library Report: As emailed (on file). Sarah added Amy says hi. She reported Amy had not been in the office much. She is going to all the libraries and meeting with the Directors individually and will be going to Nashville for a meeting in December. They have several applications for the Assistant Director position, but no interviews have been scheduled. Also that Jessica would be leaving at the end of the December. Paul mention to Danny about the Tennessee Board Certification and Danny reported he had already completed it.

Friends of the Library Update: Kathe reported they have a core group of 10 people and one of their goals is to increase membership. She added they are starting to work with the library and getting help with social media. She added they did really well with the parking during Rhythm and Roots and if anyone wants a space for next year let her know. She reported Kristin asked for and was given \$300 to purchase a scanner to scan some locally owned city directories as part of the digitalization grant. They continue to look for projects to do in addition the book sale. Paul mentions he has been looking for storage for the book sale books. Virginia did not have a place now he will check with Tennessee. He added there is about \$4,000 in their account and to let them know of any projects.

Foundation Update: None. Paul added the Friends are still talking with them about whether they need to be a 501c3 or come under the Foundation one. The Foundation has around \$525,000 and we can ask for 5% of that per year. We have not done that in a few years, but have a requested last year's amount (\$24,724.74) in writing and it has been approved. This will help cover the cost of the door replacement or can be put toward the family bathroom.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Don asked about the Gift Shop and how it works. Brenda explain everything is for sale in the Gift Shop. Items are donated and the money earned is part of the Library budget.

Jeanne added the scanner has been purchased and Kristin is practicing with it. She will be going out to scan city directories. She added they hope to work with PBS and have another Community History Day at the Library. She said they are very excited about the scanner.

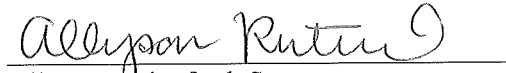
Jon expressed interest in the Genealogy Room and would like to meet there in December. He would also like for someone to explain how the room is used.

The next meeting will be December 19, 2019 at 4:00 p.m.

The meeting adjourned at 4:30 p.m.



Paul Conco, President



Allyson Rutherford, Secretary



Brenda Dunn, Recording Secretary