

**Bristol Public Library
Board of Trustees Meeting**

January 23, 2020
701 Goode Street
Bristol, VA 24201

Paul Conco, President, called the meeting to order at 5:05 p.m. A quorum was present. Board members, library staff, and guests were welcomed to the meeting.

Actions Taken:

- Approval of Minutes for December 19, 2019.
- Approval of Fiscal Year 2021 budget.
- Approval of the Grievance Policy.
- Approval to proceed with RFPs for a family bathroom.

Actions Outstanding:

- None

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

	Board of Trustees	X	Vince Turner		Holston River Regional Staff
X	Paul Conco, President	X	Benjamin Messimer	X	Amy Kimani, Regional Director
X	Jonathan Harden, Vice-President	X	Alyssa Leonard		Assistant Director
X	Allyson Rutherford, Secretary		Library Staff		Sarah Egan, Admin. Assistant
X	Christian Trombetta, Treasurer	X	Tonia Kestner, Executive Director		Guests
X	Steven Gobble	X	Brenda Dunn, Admin. Assistant	X	Kathe Rainwater, FOL
X	Don Ashley	X	Brenda G'Fellers, Assistant Dir.	X	Margaret Feierabend, Foundation
X	Melissa Mullins	X	Jeanne Powers, Ref. Librarian		
	Gloria Oster	X	Kayla Byrd, Marketing & Programming		
X	Danny Peterson				
X	Anthony Farnum				

Welcome: Paul welcomed everyone, and thanked the Friends of the Library for planning and funding Tonia's reception. Paul introduced Alyssa Leonard who will be attending board meetings as a representative of Virginia High School.

Public Comment: None.

Approval of Minutes: Motion made to approve the minutes by Don; seconded by Anthony. All in favor. The minutes for the meeting on December 19, 2019, were approved.

Unfinished Business: City Managers Meeting: Margaret will work with Tonia to set up a City Manager's Meeting. This will remain on the agenda as a reminder until the meeting happens.

Executive Director Report: As emailed (on file). Tonia has met with all department heads, and plans to have one-on-one meetings with all staff members. She attended a joint city council meeting, as well as a rotary club meeting. Tonia thanked Brenda Dunn for all of her help as she settles into her new role.

Teen Report: In December, the teens and tweens enjoyed the Annual Yule Ball featuring the “wizard rock” band Tonks and the Aurors, and made LED holiday cards with the help of the Jones Creativity Center. The teens and tweens participated in the Annual Christmas Tree Parade in the children’s library. The tweens decorated a Harry Potter-themed tree and the teens opted for a Percy Jackson-themed tree. For their December book club meetings, the tweens read *The Nest* by Kenneth Opper and the teens read *The Iliad* a graphic novel by Gareth Hinds.

Treasurer’s Report: As emailed (on file). Christian reported that the Finance Committee discussed possible changes to how the library addresses fines for late materials as a source of revenue, specifically the possibility of dropping or reducing fines on children’s materials. The committee has spoken with Tonia about placing a contribution box at the circulation desk, and seeing if that works well before further discussing the possibility of reducing or eliminating fines. The Finance Committee also discussed the current agreement between the City and the Library concerning the parking lot and money collected from it; this agreement is out-of-date and references a nonexistent parking lot. The Finance Committee is presenting this agreement to the Board for approval and reevaluation to bring it up-to-date. Anthony has discussed the maintenance needs for the parking lot with the director of public works for Bristol, VA, who said that maintenance needs could be addressed when weather permits. Paul suggested forming an ad hoc committee to review and update the parking lot agreement. Fiscal year 2021 budget is being presented to the board for approval with no major changes from the previous year. No motion needed; all in favor. The budget for fiscal year 2021 was approved. The audit has been completed, and is clean. A presentation will be given covering the details of the audit at the next Finance Committee meeting.

Executive Committee: None.

New Business: Grievance Policy: A vote is needed to approve the Grievance Policy. Tonia has reviewed the policy and does not suggest making any changes. Motion to approve made by Vince; seconded by Steven. All in favor. The Grievance Policy was approved.

Holston River Regional Library Report: As emailed (on file). Amy mentioned that the Tennessee trustee certification program is available to anyone who needs to complete that training, and presented Danny Peterson with a certificate of completion for the program. Anyone interested can contact Amy for information. The Regional Library has two vacant positions, interviews have been completed for the assistant director position and interviews for the technical services position will be held soon. Data Day will take place on January 29, this is an all-day webinar with speakers discussing ways to use statistics to tell your library’s story. A Low-Cost Marketing program will be held at the Regional Library on February 4. Homelessness Training for Librarian’s by Ryan Dowd is available through June 30 for all library staff and board members. Amy will email a link to watch an introduction to the Homelessness Training, and recommends everyone contact her for login information if interested in completing the course.


Friends of the Library Update: Kathe reported that the next meeting would take place on February 24 at 6:00 p.m. The Friends spent their last meeting discussing plans for Tonia’s reception. The library has received \$300 given by the FOL for a scanner to assist with the city directory digitization project. Kathe invited Tonia and any staff members to attend their meetings, and bring suggestions for projects that the FOL can assist with.

Foundation Update: The Foundation met on December 9. Margaret thanked the Friends for their efforts planning Tonia's reception. The Foundation is working on planning a staff and community lunch for National Library Week. They discussed doing a business mailing to local businesses. The Foundation voted to disburse funds totaling just under 25,000 to offset the cost of the door reconstruction downstairs. The Foundation has discussed future special projects including the possibility of a functional and aesthetic update to the area between the staircases, and printing notecards using the images from the mural in the children's library. Brenda mentioned that she had received an estimate of \$25,000 to construct a family bathroom using existing space in the adult education center. Paul suggested that we prioritize the family bathroom update and finalize plans to present to the board so the Foundation can assist with those costs, before moving on to other projects. Motion made by Steve; seconded by Christian. All in favor, and approved.

Department Reports: As emailed (on file).

Board Member Reports and Comments: Anthony would like to attend city managers meeting on the Virginia side when it is scheduled to help facilitate . Kayla mentioned that the children's department is starting a therapy dog reading program in February.

The meeting adjourned at 6:04 p.m.



Paul Conco, President



Allyson Rutherford, Secretary



Kayla Byrd, Recording Secretary