

**Bristol Public Library  
Board of Trustees Meeting  
January 15, 2015  
701 Goode Street  
Bristol, VA**

Margaret Feierabend, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed.

**Actions Taken:**

- Minutes of December 18, 2014 meetings approved
- Request from Arts in Public Places approved
- Contract with Holston IT through June 30, 2014 approved
- Fundraiser with Jan-Carol Publishing to benefit ALL approved
- Amnesty Week benefitting Bristol Emergency Food Pantry approved
- Closing the Library May 11-13, 2014 for SirsiDynix training approved
- Executive Director evaluation completed
- Policy on Social Networking approved

**Actions outstanding:**

- Facilitator for Strategic Planning
- Gifts Policy
- Letter to Eastman Credit Union
- Margaret and Jud to meet with Ken Ross Architects
- Policy Review Calendar
- Better Library signage for the Cumberland Street entrance
- Link to Board members for Library website for policies
- Joint meeting with Library and Foundation Boards/MOU
- Staff appreciation
- READS and ROKU training
- Send link to Holston River's TED talk training to the Board

**Next meeting:** February 19, 2015, 4:30 at Main

	<b>Board of Trustees</b>	x	Kayla McCracken	<b>Holston River Regional Staff</b>
x	Thomas Bowers	x	Walter Morton, Secretary	Nancy Roark, Regional Director
	Gayle Brown	x	Carl Williams, Vice-President	Amy Kimani, Assistant Director
x	Lori Byington	x	Katherine Wilson-Thompson	<b>Guests</b>
	Eric Cuddy		<b>Library Staff</b>	
x	Margaret Feierabend, President	x	Jud Barry, Executive Director	
	Ed Harlow, Treasurer	x	Brenda Dunn, Secretary of Record	
x	Archie Hubbard	x	Doris Sticklely, Marketing	
x	Paxton Huffman		Karen Gaylor, ALL Coordinator	
	Jaime Johnson	x	Susan Wolfe, Avoca Branch Mgr.	

**Approval of Minutes:** The minutes of the December 18, 2014 minutes were approved as presented (Archie, Carl).

**Unfinished Business: Request from Arts in Public Places:** Jud reported he received an email (on file) from Arts in Public Places requesting an additional \$1,250.92 to cover the total cost of installation and lighting for the arch on the plaza. The additional money would come from the reserve funds. Thomas read from the original request. He also stated there was some talk of a Gifts Policy in the Finance Committee. Margaret added we still need that

policy. Discussion followed. Motion to approve the request by Carl, second by Katherine, and approved by the Board with 6 votes for and 3 votes against.

**Executive Director Report:** As emailed (on file). Jud reported he had heard from Ken Ross Architects and that he and Margaret would be meeting with them in the near future. They have related the problem with getting the plans is something going on within their organization.

Jud reported the Library would be outsourcing our IT work with Holston IT through June 30, 2015 which will give us the opportunity to review their performance and get us through the budget process.

Jud reported Doris was successful in getting \$15,000 from the Massengill-DeFriece Foundation for the remodeling project. This is very exciting as they have not contributed to the Library since 2004.

Jud reported he was approached by representatives of Jan-Carol Publishing with an idea for a "Wine and Word Expo" which would benefit the Adult Learning Lab. Our cost would be around \$700 for the facility and it would be a two day event. Doris reported they just really want to market their author base. Tickets would be sold and the money made would come to ALL. Discussion followed. The fundraising event was approved unanimously by members (Lori, Walter).

Jud handed out a report on a Policy Review Calendar (on file) stating we would be using Google calendar to set up scheduled Board meetings, committee meetings, continuing education and policy review. We hope to have this by the February meeting.

Jud reported he is talking with the city about getting a better Library sign for the Cumberland Street entrance.

Jud asked the Board to approve an amnesty week where patrons could bring in books, have the price of the book, and all or most of their fines waived from their accounts. He stated this was discussed at the Finance Committee meeting. The library has long standing overdue which represents a large amount of money. He said he had an email today from the Bristol Emergency Food Pantry asking if we would be willing to do this to benefit them. Patrons would bring a couple of cans of food with their book(s) to have their accounts cleared. The food would go to the Food Pantry. Discussion followed. The Board unanimously approved an amnesty week benefitting the Bristol Emergency Food Pantry (Katherine, Carl).

Jud asked permission to close the Library May 11-13, 2015. Kingsport and Johnson City have already agreed to be closed. This time will be used to make sure everybody is comfortable with the new features of the ILS, for housekeeping, and any extra training needed. Margaret asked that school libraries be notified of the closing so they can adjust their schedule for students who might be doing reports. The Board unanimously approved closing the Library May 11-13, 2015 (Archie, Katherine).

Doris reported there are 20 Focus Group dates scheduled; response has been good; will probably have 7 groups with 5-7 volunteers per group; we currently have 25 volunteers; Alice McCaffrey will be the facilitator, and the first group will be next Tuesday; groups will last no longer than 90 minutes. She will let members know when the dates are set. On fundraising she reported she has the draft of the brochure; she hopes to have the DVD to show at the next Board meeting; that we have around \$67,000 now committed to the remodeling project.

Margaret reported Jud will be going to Council meetings and if any member attends as well they should let him know so he can introduce them.

**Treasurer's Report:** Margaret went over the Finance Committee minutes as emailed (on file). The audit is complete in draft form; this will be presented to the Finance Committee when complete; and we will let members know when that will be so they can attend if they wish. Walter inquired if the new policies are on the Board website. Jud stated the best place is on the Library website and he will send out the link.

**Warm up:** Paxton and Kayla presented the warm up on topics relating to the Divergent series. Paxton believes the genre has gone downhill, when authors build up characters and then kill them off with just a simple gun shot. Kayla

stated they don't read the same types of books and she believes the characters should be realistic and Paxton says they should not be realistic at all. Margaret thanked them for the lively discussion brought on by their presentation.

**Committees: Executive:** Margaret reported they have gone over the evaluation with Jud and apologized for it taking so long. She added Jud will come back next month with a work plan and we hope will mesh with the Strategic Plan when it's done. She thanked him for being patient. She also reported the Executive Committee or maybe the whole Board will be meeting with the Foundation Board to talk about what their mission is, how it relates to fundraising and how they see their role. Jud will be asking them for meeting time at the Foundation Board meeting on Monday. Jud said there is a MOU that lays out the expected duties of the Board, the Foundation Board and the Friends of the Library. Margaret asked this be on next month's agenda. Carl reminded Margaret they still need to do something to thank the staff for their participation in the evaluation process. Katherine recommended something healthy.

**Program:** Margaret reported the program committee did not have a quorum at the last meeting and no minutes were done. She added that she is hoping to have minutes for all committee meetings.

**New Business: Policy on Social Networking:** Jud reported the policy addresses only the public use of social networking, mostly our Facebook page. He said this does not address staff use, which should be included in our employee manual. The policy was unanimously approved by members (Thomas, Katherine).


**Holston River Regional Library Report:** Report as emailed in packet (on file). Margaret went over the email sent by Nancy today and inquired if there was an interest in meeting at 3:30 on February 19<sup>th</sup> to have training on how to download READS materials, and maybe how to sync all our devices to be on the same page. Katherine thought a ROKU demonstration would be helpful as well and she has a ROKU box we can use. We will follow up with them to see if that time would work and we can confirm this before the meeting. Margaret asked that Jud sent the link to the TED Talk training to Board.

**Board Member Reports and Comments:** None


**Information:** None.

Next meeting will be February 19, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 5:55 p.m.

  
Margaret Feierabend, President

  
Walter Morton, Secretary

  
Brenda Dunn, Recording Secretary