

Bristol Public Library
Board of Trustees Meeting
 October 16, 2014
 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 approved
- Contract with SESCO approved

Actions outstanding:

- Evaluation narrative
- Facilitator for Strategic Planning
- Parking
- Approval of Policy on Public Comments
- Approval of Policy on Scheduled Community Assessments

Next meeting: November 20, 2014, 4:30 at Main

	Board of Trustees	x	Kayla McCracken		Holston River Regional Staff
	Thomas Bowers	x	Walter Morton		Nancy Roark, Regional Director
	Gayle Brown, Secretary	x	Carl Williams, Vice-President	x	Amy Kimani, Assistant Director
	Lori Byington		Katherine Wilson-Thompson		Guests
x	Eric Cuddy		Library Staff		
x	Margaret Feierabend, President	x	Jud Barry, Executive Director		
x	Ed Harlow, Treasurer	x	Brenda Dunn, Secretary of Record		
x	Archie Hubbard	x	Doris Stickley, Marketing		
x	Paxton Huffman				
x	Jaime Johnson				

Approval of Minutes: The minutes of the September 18, 2014 were approved (Archie, Carl).

Unfinished Business: Executive Director Evaluation: Margaret reported the Executive Committee had met with Joel Cullum; that he would be preparing a narrative that will be given to Board Members; that they hope to prepare benchmarks for Board Members and Staff; that they would meet with Jud to go over the report and set goals for next year. She reported 24 staff and 10 Board members had submitted evaluation forms.

Margaret report a letter had been sent to both City Managers concerning the parking and that was still in progress.

Executive Director's Report: As emailed (on file). Jud added a preliminary hearing for Anita Machado will be conducted on October 23rd and he has been subpoenaed. Also happening on the 23rd will be the unveiling of the sculpture on the plaza with a reception, and the 50th Anniversary celebration at the Avoca Branch both starting at 1:30 p.m.

Treasurer's Report: Ed went over the Finance Committee minutes as handed out (on file). He reported the budget numbers were on target.

New Business: Policy on Public Comment: After discussion, number 2 and 4 will be removed from the policy and number 5 will be changed to say a minimum of 15 minutes will be allotted for public comment and may be extended with Board approval. Jud will bring the revised policy to the next meeting for approval.

Policy on Scheduled Community Assessments: After discussion, exit interviews will be change to program evaluations, and will add annual reports to be completed by September. Jud will bring the revised policy to the next meeting for approval.

Holston River Regional Library Report: Amy went over the report as emailed. She reported the workshops on Materials for the Blind and Physically handicapped has been changed to November 20th. She also explained streaming video. Margaret asked her if she could come early to a Board meeting and show members how to download READs on their devices. Amy stated she would do that and a time will be scheduled.

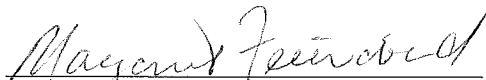
Board Member Reports and Comments: Carl reported on the Tennessee Trustee Workshop and handed out materials on Comparison of responsibilities of Library Board of Trustees, Local Library Director, Regional Library, and Friends of the Library (on file). Also, examples of Calendar of Actions for Library Boards, and a Board and Library Director Responsibilities list. He added minutes should only include the actions taken and not a lot of discussion; that big counters should be removed so as not to be a barrier between staff and patrons; shelving should be lowered and on casters for easy rearranging; that TVs should be available reporting weather and news, with hopes of receiving free services from your local provider (copy of full notes attached). He stated he has now attended two workshops.

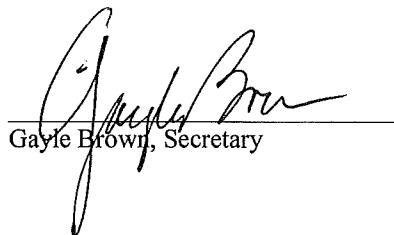
Paxton and Kayla reported what they are currently reading in Teen book club. Margaret asked that they attend the Bristol, Virginia City Council meeting with Pam on the 28th if they could.

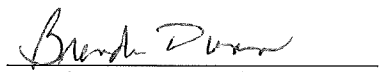
Information: Doris demonstrated how to get to the meeting room schedule and event calendar from the Library website. She added that on October 18th there will be a book signing by local author, Clint Blevins at 3 p.m. and the Beaver Creek Storytellers will be doing Graveyard Tales beginning at 7 p.m.; the A.L.L. Taskforce will meeting on October 20th; and that Dr. Feierabend will be doing an Education series on EBOLA and other infectious diseases possibly on November 12th.

Next meeting will be November 20, 2014 at 4:30 p.m. at Main.

The meeting adjourned at 5:44 p.m.


Margaret Feierabend, President


Gayle Brown, Secretary


Brenda Dunn, Recording Secretary