

**Bristol Public Library
Board of Trustees Meeting**

July 15, 2010
701 Goode Street
Bristol, VA

Erin Downs, President, called the meeting to order at 4:03 p.m. A quorum was present. Guest Michael Hofius was welcomed.

Trustees present: Gayle Brown, Beverly Bowers, Emily Gentry, Margaret Feierabend, Joyce Kistner, David Lee, Pete Lauzon, Michael Parker, Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Ed Harlow and Megan Hopkins.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant.

Library Foundation staff present: None.

Guests present: Michael Hofius, Library Patron.

Approval of Minutes: The minutes of the June 17, 2010 meeting were approved as mailed (Pete, Gayle).

Treasurer's Report: To be done under Committee Reports

Unfinished Business: Election of Officers: Erin reported the slate of officers presented last month as: Emily Gentry, President; Pete Lauzon, Vice-President; Erin Downs, Treasurer; and Margaret Feierabend, Secretary. The slate was approved as presented. Erin passed the gavel to Emily who took over the meeting. Emily stated that Alex Thompson has agreed to be the new teen representative from Bristol, Virginia and was approved as new teen member on a motion by Margaret and second by Erin.

FY11 Operating Budget: Emily reported the FY11 Operating budget has been discussed at several meetings. Jud reported that there is still a possibility of the Bristol, TN appropriation amount being reduced to match Bristol, VA, however this budget includes the reduced amount already. Pete moved to accept the FY11 Budget as presented, second by Joyce and approved unanimously.

New Business: Use of Library Space for Educational Enterprises: Jud presented on screen and went over a staff recommended policy (on file) for use of the downstairs study rooms which would allow two (2) to three (3) hours of use per individual or group per day. This would be on a first come first served basis unless booked in advance of the day of use. He stated that Christian Trombetta, Digital Services Librarian, has requested that the Computer Lab not be used by the public at this time due to bandwidth limitations. Discussion followed.

Michael Hofius, Library patron (Spanish teacher who uses the study rooms) stated it seems like a good policy as long as the two (2) to three (3) hour limit was a daily limit not a block of time. Margaret stated she is uncomfortable with the rooms being used to make money. The Board Development Committee was asked to review both the meeting room policy and the new study room policy to see if they need to be combined. Margaret added that technology use in the rooms needs to be clarified.

Board/Committees/Sub-Committees Meeting Times: Emily reported there has been some discussion of changing the board meeting time. Katherine stated she would like to see the time moved until 5:00 p.m. to allow more time to get here after a day at the office. Several board members agreed this would be better for them. Discussion followed. Katherine motioned that the board meeting time be changed to 5:00 p.m., second

by Michael Parker and approved unanimously. This change would be for the next year. Gayle left the meeting at 5:00 p.m.

Due to race night in August and Jud being away at meetings in September and October, the meeting dates for those months were changed to August 26, 2010, September 23, 2010 and October 28, 2010 on a motion by Erin, second by David and approved unanimously. Jud asked that the various committees and sub-committees review meeting dates and times. No Committee meetings will be scheduled until we hear from the chairs of each committee or sub-committee.

Conduct Policy, Weapons Clause: Jud reported he had received email from Dale Welch, a gun activist, who states that our library's Conduct Policy as it relates to weapons is in violation of the Code of Virginia 15.2-915. City Attorney Ed Stout was copied on the email and is of the opinion the policy is not a violation of the code because the wording "are asked to refrain from" leaves up to the patron the final decision of whether or not to bring a weapon into the library. Jud recommends removing the clause from the list of prohibitions and adding a separate provision for weapons with its own heading. Discussion followed. Erin asked this be referred to the Board Development Committee for the actual language to be used in the policy. Emily asked this be brought to the next meeting for approval.

Volunteer of the Year Nominations: Emily opened the floor for nominations. Margaret stated she had asked that a memo be sent annually to the Board, FOL and Staff to ask for nominations so we have a procedure. Erin read the minutes where members were asked to bring nominations with a description of what makes them a good candidate. Joyce stated she believed the staff was the best source for the nominations, but added that the Friends believe Nancy Young, a long time volunteer, was a good candidate. Margaret nominated Rebecca Tulloch for her service to the Literacy Academy. Jud stated both individuals are deserving of the award and that quality of the work is important and not necessarily the number of hours worked. There was a consensus that Nancy Young and Rebecca Tulloch be this year's Volunteers of the Year. A book will be added to the collection in honor of each volunteer and each will receive a certificate. Margaret stated we need a process and asked that a memo be sent out in April next year to get nominations in by the annual meeting.

Exterior Signage: Jud showed the board several options for exterior signage for the building on the Piedmont Street side, showing different sizes of letters, color and placement. After discussion, Emily asked that Jud get several quotes on placement of the signage over the Piedmont entrance. As well as, on the curved planter at street level which should include the cost of replacing letters that might be vandalized. These would be for black letters and no logo would be used. Hopefully the quotes would be available for the next meeting.

Committee Reports: Finance/Treasurer's Report: Pete stated the committee discussed the balance sheet and statement of activity. He reported an overspending in book purchases of \$16,794 but the department as a whole was only over by \$3,722. Jud reported in the past any money left was spent in the book budget, but tighter internal controls are needed and this will be addressed. Pete also reported the library is a net lender in the WRL Courier System which allows us to select library materials each year to be paid for the State of Tennessee. Last year we received more than \$10,000 in library materials. Other areas discussed, e-rate funding where we are reimbursed for telephone related expenses; going forward a year end summary of the year for the committee will be prepared; an agenda for each meeting; a policy for the use of excess money at year end; look at the five year capital plan with the strategic plan; calendar of committee meeting dates. Margaret added that Jud has been asked to prepare a summary of the FY 10 year for the next finance committee meeting.

Board Development: Did not meet.

Program: Margaret reported they will be meeting at the end of the month.

Children's: As handed out (on file). Jud also handed out a report on the SRP so far (on file).

Teen: Did not meet. Margaret added the teen mural is finished and the Teen Committee wants to be a part of planning the formal unveiling. She stated we should be using both murals in brochures, on bookmarks, mugs and other things for the gift shop. Katherine added this could be setup online, someone else does the printing and we get a percentage.

Literacy: No report.

Exhibits: Katherine reported they did not meet, but have confirmations for exhibits from Amy Williams an Elizabethton artist, as well as, Sherre Sullivan and a couple of other local artists.

One Community/One Read: Did not meet.

Volunteer: No report.

Executive Committee: Erin reported they did not meet, but would be working on the Executive Director evaluation. She asked that members do the survey for the four (4) questions Thomas left off the original survey before the July 23, 2010 deadline. She stated participation in the original survey was low and would check to see if members still have access to that survey.

Director's Report: As mailed (on file). Jud added he had met with Thomas about the next steps. Thomas believes the next step is a version of the plan for the public. He will be meeting with the Planning Team and will meet with the Staff Management team in August. As information, he also told the board about an article he read where different cities and boards are using laptops or e-readers for members. This will be a significant savings in copying and paper cost; they believe the laptops will pay for themselves within a year.

WRL Report: No report.

Friends: As handed out before the meeting (on file). Joyce passed out brochures on the Friends "Books on Wheels" program and added they hope to have these given out by Meals on Wheels so they can reach more patrons. Margaret stated marketing needed to standardize this to look like other library brochures. Jud reported Emily had done this brochure.

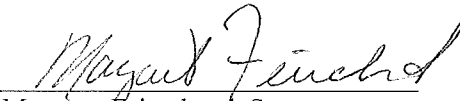
Margaret left at 5:50 p.m.

Emily stated a date for the Board retreat has not been set and asked that proposed dates via email be gotten before the next meeting. After discussion, Emily stated early November would be good and asked that two (2) or three (3) dates be given to be finalized at the next meeting. Joyce asked about the suggestion from Thomas that the Strategic Plan be reviewed at each meeting. Emily stated the plan was not ready yet, but believed it would be more a line item of the plan that would be reviewed at each meeting.

The meeting adjourned at 6:00 p.m.

The next meeting will be on August 26, 2010, at the Main Library.


Emily Gentry, President


Margaret Feierabend, Secretary