

**Bristol Public Library
Board of Trustees Meeting**

January 20, 2011
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 5:04 p.m. A quorum was present. Board Members were welcomed.

Trustees present: Beverly Bowers, Gayle Brown, Erin Downs (left at 6:00 p.m.), Margaret Feierabend, Megan Hopkins, Joyce Kistner, Pete Lauzon, David Lee (arrived at 5:20 p.m.), Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Ed Harlow and Mike Parker.

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

Library Foundation staff present: Anita Machado, Foundation Executive Director and Kathryn Ragan, Marketing Director.

Watauga Regional Library staff present: None.

Approval of Minutes: The minutes of the November 18, 2010 meeting were approved as mailed (Pete, Katherine).

Treasurer's Report: Erin reported the Finance Committee had met and reviewed the financial statements. A couple of issues being worked on were relating to the flooring at Avoca and a \$10,339 Virginia State Aid reduction, there is \$10,549 in e-rate money that we have received that was not budgeted. Jud reported that the flooring at Avoca was scheduled for installation in December but was delayed due to weather. With the State Aid reduction He recommended we wait and see how the year progresses to see if savings in other areas might make up the difference before making any changes to the budget.

Unfinished Business: Conduct Policy, Weapons Clause: Emily asked this be removed from the agenda until a full docket of policies can be presented at a later date. Margaret asked that policies changes be included in the board packet or on the website for review when they are ready.

New Business: Capital Requests: Interior Signage: Jud reported this was the same request (on file) as before for lettering over the gallery and meeting room doors to identify each space for a cost of \$315 installed or \$210 if we install it. Building directories would also be installed at the entrances for a cost of \$554. Discussion followed. Katherine thought lettering on a removal board would be better for painting purposes. Jud was to get several quotes for removal lettering over the doors. Motion to ask the Foundation board to approve up to \$2,500 for signage over gallery/meeting room doors to be voted on at our next meeting was unanimously approved by members (Margaret, Kistner). Installation of the building directories was unanimously approved by members (Erin, Beverly).

Display Shelving: Jud stated the shelving was for the reading room to be used to place new books face out to better attract interest. This is slated shelving with a two (2") inch lip to hold the book. Display shelving was approved unanimously by members (Margaret, Erin).

Computer Lab Rules of Conduct: Margaret stated the need for these rules to address some problems LAB has been having. Discussion followed. Several suggested changes were made. Margaret will make changes and bring this back for approval.

Fundraising: Alex suggested doing a fundraiser in which the teens would paint portraits of the Bristol Sign to be auctioned. This could happen during National Library Week or at the planned gala. Portraits would be on display before the auction. Everyone thought this was a wonderful idea and asked this be pursued with Alex taking the lead.

Margaret asked for an update on elevator signage; if meeting room policy had been added to the website; had the *ad hoc* committee for Technology looked at the website; and for a roof update. Jud reported signage was placed by the elevator on an as needed basis; the meeting room policy is on the board website and will be added to the library website; the Technology *ad hoc* committee has met and is focusing on improving the website calendar; that BurWil continues to keep an eye on the leak problem which seems to be with the weep holes not the roof. Margaret reported former Teen Librarian, Tonia Totten, was in a Washington County News article about her new branch library in Glade Spring, Virginia.

Director's Report: As handed out (on file). Jud added the Technology ad hoc committee met with BVU to request additional bandwidth. We current have 16 megabytes down and 2 megabytes up and discussed replacing with 50 megabytes down and up at a cost \$5,700 per month. The e-rate reduction would be 80% due to our demographics. Current monthly internet charge is \$220. The larger bandwidth would allow for video conferences and live broadcasts. Anita reported it was a very productive meeting and they hope to see results. Also, there might be a possibility of BTES helping with some of the cost for Main and Avoca as well.

Jud reported he met with Bristol Organization to let them know the library wants to be a partner.

Katherine reported the library has three (3) Nooks for internal use. She has tried both the black and white and the color and does not believe they would be good for board use. Jud added he thought they would be great for book club use.

Jud reported the Marketing department has up on the website an Information for Marketing Library Events form (on file) to be used to help Kathryn when doing PR.

WRL Report: None. Jud reported there are major changes in the works for the Statewide Regional System.

Friends: Joyce went over the report as handed out (on file). She also expressed the need to recognize the Volunteers of the Year that the board picked earlier. Discussion followed. Margaret stated this should be a regular event maybe during National Library Week. Jud added maybe with a reception.

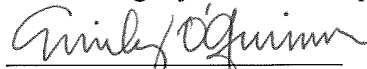
Pete reminded members to continue to meet with the Staff. He reported he met with the reference ladies and they are really excited about their job.

Teen Committee: Megan went over the minutes as handed out (on file). She reported they are very interested in doing some outreach to the community. Margaret asked that any time photos are taken releases be signed by teens so they can be used, this could be done during Summer Reading Club registration. Megan added she would like to use the children's mural on bookmarks, etc. and would like to plan a ribbon cutting ceremony for the mural and place a sign with Rozemary's name on it at the mural.

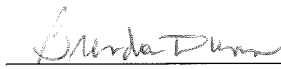
Alex stated Erin asked the board write a card to Tonia congratulating her. Katherine reported she plans to attend the grand opening on January 29th at 4:00 p.m. in Glade and will take a card from the board.

The next board meeting will be on February 17, 2011, at the Main Library.

The meeting adjourned at 6:41 p.m.



Emily O'Quinn, President



Brenda Dunn, Recording Secretary