

**Bristol Public Library  
Board of Trustees Meeting**

May 19, 2011  
701 Goode Street Bristol, VA

At 5:00 p.m. Jud reported we need to elect a President *pro tem* in absence of both the President and Vice-President. By a consensus of the Members present, Mike Parker was chosen.

Mike Parker, President *pro tem*, called the meeting to order at 5:03 p.m. A quorum was present. Board Members and Staff were welcomed.

Trustees present: Beverly Bowers, Erin Downs, Margaret Feierabend, Ed Harlow, Megan Hopkins (5:36 p.m.), Joyce Kistner, Pete Lauzon (5:05 p.m.), Mike Parker, Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Gayle Brown, David Lee, and Emily O'Quinn.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Michelle Page (5:20 p.m.), Children's Librarian; Susan Wolfe, Adult Services.

Library Foundation staff present: Anita Machado, Executive Director; and Sarah Hutchinson, Marketing Director.

Watauga Regional Library staff present: None.

Guests present: None.

**Approval of Minutes:** The March 17, 2011 minutes were approved as emailed (Margaret, Erin). The minutes of the April 21, 2011 meeting were approved as corrected to say "proclamations" be framed (Margaret, Erin).

**Treasurer's Report:** Erin reported the Finance Committee met and she went over the Committee minutes as handed out at the meeting (on file). A discussion followed concerning whether Foundation funds for Children's programming was carried over from last year. Anita stated she would have a report for the Board showing what funds were being held in the Foundation treasury for designated Library programs (LAB, Children's).

Ed reported the City may be too busy to help with the crumbling sidewalk due to federally funded sidewalk work they are already doing. Jud stated we have one estimate for \$18,000 and he would add sidewalk repair to the capital improvements list and take it back to the Finance Committee for approval before submitting a request to the City Managers. Both cities would be responsible for funding sidewalk repairs. Ed stated he has seen the signage proposed for the State Street parking lot and likes it. He asked if we would raise the parking fee from 25 cents to 50 cents. Jud said this would be up to the City. Ed said he would set up another meeting to discuss the sidewalk and the parking lot.

**Unfinished Business:** Margaret asked about the Conduct Policy that was still not completed. Jud stated it was on the Director's follow up report. Discussion followed about the various items and whose responsibility it was to see that meetings take place. It was suggested that another column be added listing who the Chair was or who is working on the item. It was stated that ultimately Jud was responsible to see that meetings happen by reminding the Chair that a meeting needs to take place. Joyce reported that Kitty Williams had not been contacted about being the Chair of the Gallery/Exhibits Committee.

**New Business:** None.

**Strategic Plan Focus:** Jud stated the plan was the same but had been revised to outline form. This should make it easier to follow the action plan. He added there is a lot assigned to the Program Committee and recommended the Committee have a set meeting time each month at lunch like the Finance Committee. The Vice-President would be the Committee Chair. He suggested that Board Members not on the Finance Committee serve on the Program Committee and some Staff member as well. Jud would provide all the information for the meetings and help in preparing the agenda. Alex left at 5:55 p.m. and Ed left at 6:00 p.m. After discussion, it was suggested that any Board Member not already attending 2 meetings a month (Mike, Katherine, David, Pete) be on the Program Committee and some Community members be included as well. Erin stated she would serve on that Committee if someone else was interested in being the Treasurer, also that the Nomination of new officers would be done at the June meeting.

**Director's Report:** As emailed (on file).

**WRL Report:** None.

**Friends:** Joyce reported the FOL has given \$700 to the SRP. Also, that FOL have never been contacted to volunteer in any program although names were given to the Volunteer Coordinator over a year ago. Jud stated that was not his understanding of the situation but he would look into it.


Anita introduced Sarah Hutchinson as the new Marketing Director for the Foundation.

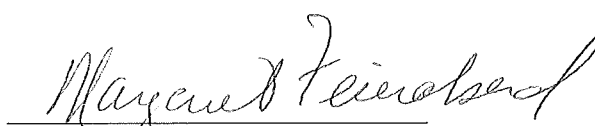
Megan asked Members to take flyers for the Teen Summer Reading Program to hand out. She reported they have started a new group for ages 11-13. There will also be a brochure later. Anita reported that Alpha Natural Resources would be the Summer Reading Program sponsor this year for both Children's and Teen's. She reported they will be doing a Border Bash; and were looking for a Book Club symbol. She added that Jud has come up with an idea to screen print a T-Shirt using the Bristol Sign to say "Bristol a Good Place to Read". The Bristol Sign project has been put on hold until the fall due to the SRP, although the letter has been done and will go out in a few weeks.

Margaret expressed the need to use the murals on bags, note cards, etc. and that the ribbon cutting has not been done for the Teen Mural. Anita said they are working on some things using the murals.

The next board meeting will be on June 16, 2011, at the Main Library.

The meeting adjourned at 6:14 p.m.

  
Mike Parker, President *pro tem*

  
Margaret Feierabend, Secretary

  
Brenda Dunn, Recording Secretary