

**Bristol Public Library**  
**Board of Trustees Meeting**  
November 17, 2011  
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 4:33 p.m. A quorum was present. Guests and Staff were welcomed.

Trustees present: Beverly Bowers, Gayle Brown, Margaret Feierabend, Ed Harlow, Megan Hopkins, Joyce Kistner, Pete Lauzon, Emily O'Quinn, Mike Parker, Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Erin Downs and Beth Muncy.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Christian Trombetta, Digital Services Librarian, Susan Wolfe, Avoca Branch Librarian.

Library Foundation staff present: Sarah Hutchinson, Marketing Director (left after taking a group picture of the Board)

Watauga Regional Library staff present: None.

Guests present: None.

**Approval of Minutes:** The October 20, 2011 minutes were approved (Joyce, Katherine).

**Treasurer's Report:** Jud went over the Finance Committee minutes as handed out (on file).

**Unfinished Business: Memorandum of Understanding Revision: Recommendation from the Friends of the Library:** Jud reported he met with the FOL concerning the fifth bullet on page 2 under Role of the Friends beginning with individually and collectively and they agreed to the wording "can be asked by the Board of Trustees". Discussion followed. The MOU was approved with the word "can" being changed to "may" (Margaret, Pete).

**New Business: Approval of Policy Revisions Relating to Alcohol:** Jud reported only the Conduct and Meeting Room policy mention alcohol. Instead of making changes to them he presented a draft of a separate policy (Use of Alcoholic Beverages by the Library Foundation) that recognizes the existing policies and lays out as an exception to the other two policies. Discussion followed. Margaret asked that cross referencing be done between all policies that mention alcohol. The policy will be resubmitted next month with the following changes: must be 21 years of age to attend; alcohol not stored on library premises more than 24 hours; delivery to be coordinated by Foundation staff directly to the delivery/kitchen area; any event held by Foundation at which alcohol will be served must be held outside of library hours. Margaret asked that "However, in order to" be removed from the second paragraph.

**Strategic Plan Focus: Next step for Capital Improvements:** Jud went over the sheet as handed out (on file). He stated we need to see that the desired capital improvements are implemented appropriately. Foundation capital improvement funds could be used. Megan agreed the teen improvements are a good idea and added that teen area redesign is this year's Bristol Youth Leadership (BYL) project. Discussion followed. Gayle asked that a sink for the children's storage area be added. Jud suggested the plan be prioritized to be implemented over a period of time. An *ad hoc* committee was called for; Megan, Alex, Margaret, Pam volunteered. Joyce said she would serve if the FOL President could not, the committee might also include a community member, a Foundation Board member and someone from BYL. The next step would be to find an architect to discuss the changes and get a sense of how to put the proposal together and the cost before an RFP would be sent out.

**Executive Director's Report:** As emailed (on file). Jud added we have looked at the final draft of the audit and received a good report. It should be available at the next meeting. He also handed out a brochure from Central Rappahannock Library System relating to public library funding trends in the Commonwealth of Virginia. He wanted everyone to be aware of and be involved with improvement of library funding in Virginia. It establishes the library as an educational entity. We need to let our legislators know we are about lifelong learning and promote literacy.

Jud stated Susan has been at Avoca now for about two months and asked her to give the board an update on what's going on at Avoca. Susan handed out a movie list for Saturday family movie time at Avoca. She stated she is proud of the Avoca library. Susan went over things that they will be doing or want to do at Avoca to promote community interest. She stated she has been getting rid of clutter; has a gift store area; will be doing landscaping out front in the spring with a garden club and the Boy Scouts; has contacted an engineer at Northeast State Tech about floor design and what might work better (may be a school project); will be doing a genealogy workshop at Avoca on a monthly basis; among numerous other ideas. She stated she is a little crazy and the wilder the idea the better. She invited the board to meet at Avoca. The board agreed to meet at Avoca in January. Emily thanked her for her report.

Jud passed out a report from Pam (on file). Pam stated she thinks the teen program is going well. She has four book clubs (Middle School, Teen, Young Adult and an YWCA program). She is excited that we have a good mixture of kids from the community. She stated she appreciates all the board is doing. Pam stated she was at a meeting at King College earlier for Jud and had told them state evaluation process was killing reading. We had a very good discussion and they will be coming over to look at the teen program.

Ed left at 5:45 p.m.

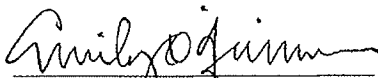
**Foundation Report:** Jud reported that financial reports would be sent out as part of the meeting material.

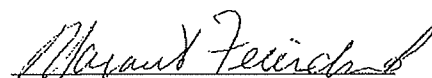
**WRL Report:** None.

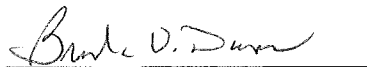
**Information: Friends of the Library Report:** Jud went to their last board meeting and they will be working on things to promote volunteerism. At the annual meeting they will be inviting existing members and volunteers, even if not members, to come to the January meeting with the hope of getting new members.

The next board meeting will be on December 15, 2011, at 4:30 p.m. at the Main Library.

The meeting adjourned at 6:07 p.m.

  
Emily O'Quinn, President

  
Margaret Feierabend, Secretary

  
Brenda Dunn, Recording Secretary