

**Bristol Public Library  
Board of Trustees Meeting**

July 17, 2014  
701 Goode Street  
Bristol, VA

Gayle Brown, Secretary, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed. Everyone introduced themselves to new members Kayla McCracken and Archie Hubbard, and talked about the book they are currently reading. Doris added the Teen program has had 265 teens this week and they are all reading books. Susan reported Avoca's program has increased in size. They have had programs by Ronald McDonald and a trip to the Hands on Museum to name a few.

Trustees present: Thomas Bowers, Gayle Brown, Eric Cuddy, Margaret Feierabend, Ed Harlow, Archie Hubbard, Paxton Huffman, Kayla McCracken, Walter Morton and Carl Williams.

Trustees absent: Katherine Wilson-Thompson.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, A.L.L. Program Coordinator; Michelle Page, Children's Librarian; Doris Stickley, Marketing; Christian Trombetta, Digital Services Librarian; Susan Wolfe, Avoca Branch Manager.

Holston River Regional Library staff present: None.

Guests present: None.

**Election of Officers:** Gayle presented the slate as: Margaret Feierabend, President; Carl Williams, Vice-President; Gayle Brown, Secretary; Ed Harlow, Treasurer. There were no other nominations. The slate was approved unanimously (Archie, Eric). The gavel was passed to the newly elected President.

Margaret expressed thanks to Pete for his work with the Board. Pete will try to have a book picked to be presented to him with a certificate of service at the next meeting. She let the new Teen member know that she does have voting privileges

**Approval of Minutes:** The minutes of the May 15, 2014 and June 19, 2014 meeting were approved unanimously (Ed, Carl).

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

Ed asked that Archie, as the City Representative and Jud follow up with the City with a suggestion on collecting money from the collection box in the parking lot across from the Library. There is no policy on who collects the money; however the police had been collecting it. The city is not collecting the money on a regular basis as money is sticking out of the box. The money is shared equally between the City and the Library. Margaret added that Jud will be preparing a one page report on parking problems in general. Our Security staff would be qualified to do this if the city will allow the change. They will report at the next meeting. This was approved by members present.

The Fund Balance (Reserve Fund) policy draft (on file) was discussed. The only change is to remove "or the Executive Director" from the policy. The policy was approved unanimously on a recommendation from the Finance Committee.

Jud presented a request from the Finance Committee that the Board approve use of the Reserve fund to pay for Strategic Planning and to fund a budget for marketing. Discussion followed. The request was approved unanimously as presented (on file) (Ed, Archie).

Jud asked the RFP for Consulting/Facilitation Services, Strategic Planning as handed out (on file) be approved. This has been discussed in the Program Committee. He added the plan (5-year plan) needs to be updated and is required by both State Libraries. He recommended the book, "Strategic Planning for Results", by Sandra Nelson and the accompanying templates be used. The date for the RFP to be returned will be changed to a fall date. The RFP was approved unanimously by members (Archie, Gayle). Jud asked that names be sent to him of anyone who might be a good facilitator.

**Unfinished Business:** An update was given on the permanent sculpture, which is a gate/archway to be installed on the plaza, called "Bristol's Cultural Heritage," funded by the Eastman Credit Union. They are handling the details. Some elements were designed by the world famous book illustrator, Charles Vess. The Board has committed \$8,900, from the reserve fund, to be used for the cost of installation and lighting for the sculpture. It is scheduled for installation sometime in the fall. Jud reported the damaged light pole will be replaced before the installation of the sculpture.

**New Business: Report on Library Management System:** Jud asked the Board to approve the Resource Sharing Agreement draft included in the packet (on file) and talked about at the last meeting. The colleges are no longer interested in continuing the present agreement. We need an organization in place to take over when the old agreement ends in June 2015. Discussion followed. He added the Bristol, TN city attorney, Jack Hyder, has approved the draft, and it is awaiting approval by Bristol, VA city attorney, Pete Curcio. Carl asked the spelling of Organization be changed in the title of the document. Thomas asked that we connect with the colleges again in the future if the possibility arises. The Board unanimously approved the draft, contingent on approval by the Bristol, VA city attorney (Thomas, Eric).

Gayle asked about the status of the Worker's Comp. case. Margaret stated the hearing is in September and asked that information go out in writing to members.

**FY15: New Year Business: Calendar** – A list of meeting dates and current committees for FY15 were included in the packet (on file). A motion was approved unanimously by members to accept the calendar of meeting dates and times with meetings remaining on the third Thursday of each month at 4:30 p.m. (Ed, Walter).

**Committees:** Jud reported there are two major committees, Finance and Program, and everyone should be assigned to a committee. He let Archie know that he is on the Finance Committee already as the Council representative on the Board. He asked that members review the list of committees included in the packet (on file) and assignments be made at the next meeting.

**Strategic Plan:** Already discuss during the Treasurer's Report.

**Budget:** Jud reported this will be the same as last year except for the addition of someone to help with the Teen programming. Ed stated we were the only level funded budget that the City received this year and added that we do a great job with our budget.

**Executive Director's Report:** As emailed (on file). Jud gave an update of the remodeling project stating that we had spent a lot of last year looking at the Teen and A.L.L. programs to see what was needed and how to pay for it. The Library does have a 501c3 Foundation which has a capital fund which can be used for capital improvements, and may not be used for capital maintenance. The architect should have the finished drawings in August for the project and the construction cost estimate is \$350,000 to \$400,000. The Foundation has a spending policy in place for their capital fund which gives the Library an allocation each year for capital improvements. The Foundation has agreed to lend the Library Board the money to fund the construction

phase, which will be paid back to them using the annual allocation from the capital fund. The Library will be doing fundraising to purchase the furnishings which will be around \$110,000. He added we already have a theme and hope to start in September.

Margaret asked we consider the bedbugs when picking furniture. Jud reported we have had the annual visit of the bedbug sniffing dog and have received a clean report and the furniture people are aware not to choose plushy items.

Margaret asked about orientation for new Board members. Jud stated he will get email out to them and about the board website address which has policies and older board packets that they can review until he can get them in for orientation.

Margaret reported we have one board vacancy in Tennessee and an At-Large Board vacancy. The Board appoints the At-Large position. She added they do have one application for the Tennessee vacancy, Lori Byington, and that Jaime Johnson, who is on the Finance Committee, may apply for the At-Large position. She asked members let her know of anyone who might be interested in applying.

**Holston River Regional Library Report:** As emailed (on file). Jud added that Standards are very important in both States and a workshop on the Introduction to the New Standards will be held on July 30, 2014 at the Johnson City Public Library. He stated he has previously benchmarked the standards for the Board.


Michelle reported the Summer Program is going great with 15 to 17 programs each week here and 8 private groups from daycares and also with the Bristol VA Summer program. Attendance has been 350 to 500 each week. The Bristol Pirates will be giving tickets to their games to children who have read a certain number of books. She has done stories and crafts for each program and several events: Snakes Alive, a magician, and the science guy here. Also, several have been done out of the building; a trip to Bays Mountain, Backyard Terrors, and the program will end with a picnic at Sugar Hollow Park.

**Information:** Doris reported the next program in the Health Education Series will be August 12 and is on Traumatic brain and sports injuries, and they are getting the word out to area coaches' parents and grandparents. She asked everyone help get the word out. Brochures are available with all program dates and times. She added a huge book sales is scheduled for July 31 through August 2, 2014 with all proceeds going to the remodeling project, and could be used as a "Geek" program. Margaret asked Doris to let the Board know of any volunteer opportunities. Doris added we also want to do something on the plaza during Bristol Rhythm and Roots Reunion.

Margaret stated meetings normally are over by 6:00 p.m. The next Board meeting will be on August 21, 2014, at 4:30 p.m. at Main. Margaret reported she would not be at this meeting.

Margaret added the Executive Committee is making progress on the Executive Director evaluation but not ready to scheduled yet.

The meeting adjourned at 6:00 p.m.

  
Margaret Feierabend, President

  
Gayle Brown, Secretary

  
Brenda Dunn, Recording Secretary