

**Bristol Public Library**  
**Board of Trustees Meeting**  
April 17, 2014  
701 Goode Street Bristol, VA

Pete Lauzon, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed.

Trustees present: Thomas Bowers, Gayle Brown, Margaret Feierabend, Ed Harlow, Paxton Huffman, Pete Lauzon, Walter Morton, Drew Murray, Carl Williams, and Katherine Wilson-Thompson

Trustees absent: Eric Cuddy and Emily O'Quinn.

Library staff present: Jud Barry, Executive Director; Nicki Childress, Library Assistant; Brenda Dunn, Administrative Assistant; Rebecca Dunn, Library Assistant; Christy Lunsford, Assistant Supervisor; Doris Stickley, Marketing; Laurie Waber, Library Assistant; Don Wilson, Library Assistant.

Holston River Regional Library staff present: Nancy Roark, Regional Director.

Guests present: None.

**Special Recognition of Staff:** Jud handed out a packet showing examples of the kinds of data that was collected over the last several months (on file) that has led to changes to the way things are done. He added Library Assistants have been very valuable in helping with this important work. He recognized Rebecca Dunn, who has stepped into the shoes of Janice Hoelscher and taken over what Janice did without saying much at all. He also introduced Nicki Childress, Laurie Waber and Don Wilson. He added they all have contributed to the changes that have been taking place over the past months and have stepped up in big ways. He reported Christy Lunsford has been promoted to Assistant Supervisor and the other Library Assistant's were presented with a gift card to Amazon in appreciation for all their hard work.

**Approval of Minutes:** The minutes of the March 20, 2014 meeting were approved as emailed (Margaret, Walter).

**Treasurer's Report:** Jud went over the financial narrative as handed out (on file) and reported the bottom line is good.

**Unfinished Business: Remodeling Project:** Jud asked that had recommendations be approved. First: the job description for project coordinator, Trish Kaffenberger. He stated Trish was very interested and involved already in the project. Second: the status of Ken Ross, Architect, which needs to be clarified. We need construction drawings to form the basis for the bids. His contract does allow him to be the project manager; he will verify the work to be paid. Trish will be able to cut down on the cost by helping with this. He stated he believes it's important for the Board to decide what we need to do with Ken Ross. Allowing him to go on will help move this Project forward. Discussion followed. Margaret asked that it be documented what the expectations from the architect are so that everything is clarified in writing as we go forward. She added that she hopes Trish is still interested in doing this. A motion was approved for Trish to be Project Coordinator with her job description (Carl, Katherine). A motion was approved to accept Ken Ross as architect and minimize his hours as much as possible (Margaret, Katherine).

Jud reported Doris Stickley has been working very hard to pull the fundraising together so we can move forward. He stated he had some recommendations as to what staff could do. We can put together an RFP for design services, for fundraising media that would allow us to put a packet out, some graphic material that show the areas being remodeled, and the different pledge levels. He wants to work on getting a teen component for

the fundraising campaign and having the Teen Board members involved would be great. There is possibility of a lead gift to kickoff fundraising. He would like to use pledges in small amounts, \$1000 over 5 years and would like the Board to 100% involved. Drew stated he would love to help with fundraising. Jud stated if it was okay with the Board he would like to proceed with this.

Pete asked if we need to have a conversation with the Foundation about their involvement. Jud reported they meet on Monday, and he could ask them if they are interested and get back to the Board. Margaret stated this could slow down the process if we wait for them to decide. She stated we need clarification on whether they will still take 15% of all donations since they no longer have staff. And if they did take the percentage could that go toward our interest payment. Doris stated there are two factors, the Foundation owns the 501c3 for tax purposes and people can still donate using that, but they can also donate to the Library and we would give them a letter of acknowledgment of their donation for tax purposes. She wants their support as we go out into the community. She added the other issue is the "donate now" button on the website, the money donated using that button would go into the Foundation bank account. We could use that button or add a second button as this is the way most younger groups of people like to donate. She believes that once we get ready to go with brochure in hand, committee together, prospects in hand, we can raise this money in 8 weeks, 6 weeks if we get the leadoff gift. Discussion followed. Jud will get clarification from the Foundation on the 15% policy, website donation button, and 501c3 donations. Also, that we want their participation in fundraising and a Board member to be on the Fundraising Committee.

Jud reported he added a clause to the Susong Cemetery agreement that covers where the materials will go should their board cease to exist.

**New Business: Personnel Policy/Employee Handbook:** Jud recommended the Board recognize the status of library employees as employees of the City of Bristol, Virginia as per an agreement between the two cities that goes back to 1965, that library employees are governed by the personnel policies of the City's Employee Handbook. He added this had been approved by the Board back in 1968 but it mentions a specific edition which is out of date. He reported he went through and looked for duplication or differences between our policy and the Employee Handbook. He took out of our policy what was duplicated and left in our personnel policy what was not duplicated, the things left are valid but are not topics covered by the Employee Handbook. After discussion, Jud was to make additional revisions to the Personnel policy to bring back to the next meeting.

**Approval of Job Description/Organizational Chart:** Jud presented a PowerPoint presentation which gives a more detailed explanation of what is happening and why (on file). Discussion followed. The changes have produced demonstrable results. Job descriptions have been added as an addendum to the personnel policy. There were no questions about the Organizational Chart. The job description and organizational chart were approved as presented (Margaret, Gayle).

Pete reported the Executive Committee had met with Joel Collum from SESCO Management Consultants to discuss the evaluation process for Jud. He stated they are also looking at Board self evaluation and how to survey our clients. Joel will get back to them with a proposal. He added that since we have a lot already in place the cost should be lower. They will meet with Joel again and everything should be in place before the next board meeting. Margaret added that Joel has worked with other libraries.

Katherine stated the Board needs a community calendar that lists all events and meetings with times and meeting location. This could be a Google calendar that sends out notification when things are to occur. We could also list other Library events as well. She suggested we use apps for education through Google. You first set up apps for education and then apps for non profits which would provide unlimited space for free.

**Executive Director's Report:** As emailed (on file). Jud reported the spring book sale is going on at Avoca and the board needs to review the changes to the Children's section. They will be having an open house on April 24, 2014. Jud added he would send out link to Strategic Planning for Results by Sandra Nelson, who is

the Assistant State Librarian in Tennessee. Nancy reported it's a really good ways to look at what libraries are suppose to be doing and get the community involved. Margaret asked that a few copies of the book be ordered for the Board.

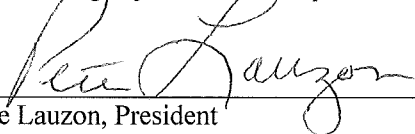
Katherine stated the evaluation information mentions a Personnel Committee and we don't have one. Jud believes by the Standing Rules this would be the Executive Committee. He will check on this.

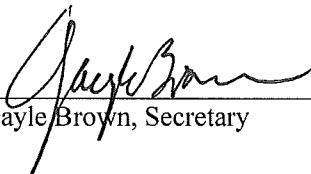
**Holston River Regional Library Report:** Nancy went over the report as emailed (on file). She added there is a TEL commercial playing at some theaters so patrons may have questions. Margaret asked the link be sent to Terry Talbert to place on the public access channel. Nancy reported Fizz Boom Read is the theme for the Summer Reading Program and she brought our supplies to meeting. Gayle asked what a library service agreement is. Nancy stated it is a contract signed every year between the regional office and each library in the system that list what you expect from us and what we expect from you. The agreement is due to the regional office by July 1, 2014.


**Information:** Margaret asked that a calendar of events be added to the agenda so they can keep up with coming events. Pete thanked Doris for the luncheon yesterday.

The next Board meeting will be on May 15, 2014, at 4:30 p.m. at Main.

The meeting adjourned at 6:10 p.m.

  
\_\_\_\_\_  
Pete Lauzon, President

  
\_\_\_\_\_  
Gayle Brown, Secretary

  
\_\_\_\_\_  
Brenda Dunn, Recording Secretary