

**Bristol Public Library**  
**Board of Trustees Meeting**  
March 20, 2014  
701 Goode Street Bristol, VA

Gayle Brown, Secretary, called the meeting to order at 4:35 p.m. A quorum was present. Members and guests were welcomed.

Trustees present: Thomas Bowers, Gayle Brown, Eric Cuddy, Margaret Feierabend, Ed Harlow, Walter Morton, and Carl Williams.

Trustees absent: Paxton Huffman, Pete Lauzon, Drew Murray, Emily O'Quinn, and Katherine Wilson-Thompson.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, Literacy Coordinator; Doris Stickley, Marketing; Susan Wolfe, Avoca Branch Manager.

Holston River Regional Library staff present: None.

Guests present: Ralph Roark, Chairman, Susong Cemetery Board of Trustees.

**Approval of Minutes:** Gayle reported the date was wrong on the minutes that were sent out, but a new copy would be sent out. The minutes of the February 20, 2014 meeting were approved as emailed (Margaret, Ed).

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

**Unfinished Business: Approval of Agreement with Susong Cemetery Board of Trustees:** Jud stated the agreement in the packet meets the needs of and has been agreed to by The Susong Board of Trustees. Gayle asked that what would happen to their records if they no longer existed be added to the agreement. Mr. Roark reported that should their Board cease to exist the Court would decide what would become of them. The Board approved the agreement with the Susong Cemetery Board of Trustees with the information added as to where the records would go (Margaret, Eric).

**Remodeling Project:** Jud reported he had met with both City Managers and the City Attorney and there would need to be a Project Manager approved by the City of Bristol, VA, but due to their current workload it would be a while before someone could be appointed by them. The person would need to be a licensed individual, who could review the work and verify payment to contractors. He stated he had told them that the contract we currently have with the architect, Ken Ross, includes being Project Manager. The Cities were okay with Ken Ross being the Project Manager. Jud recommended that Trish Kaffenberger be appointed as Project Coordinator by the Board and that she would be the go between to report progress to the Board. Discussion followed. He stated he would contact Trish to see if she was interested in doing this. Whether this would pro bono or an honorarium would be decided later, The Board approved Trish Kaffenberger as Project Coordinator if she agrees, and also to bring back a job description for the position to the next meeting (Margaret, Carl).

Doris asked if anyone had suggestions for the Fundraising Committee to let her know ASAP. She stated the Committee will be meeting soon.

Jud reported we will not be able to apply for the State of Tennessee Construction grant because it has been less than 10 years since we received the previous grant for this building.

**New Business: FY15 Budget:** Jud reported he has submitted a level budget to both cities; that under revenue donations has been increased to help cover the hiring of a part-time assistant for the teen program; otherwise the budget is the same as last year's, the only exception being ALL which has been reduced because of the loss of the Wells Fargo grant. He added he hopes to market memorial books to help bring in the extra \$3,000 in Main revenue. Margaret asked that he bring back to the Board a written outline on how memorials would be marketed. The budget will not need to be approved until we hear from the Cities about funding for FY15.

**Executive Director's Report:** As emailed (on file). Jud reported he met with the two City Managers, and Ed Stout, representing the City Attorney to discussion issues that have taken place. In December, VML told the Library we were not covered for Worker's Compensation, General Liability or Officers and Directors Insurance. We have since purchased coverage for the Library. With two active worker's comp. claims still out Ed's recommendation is to get back with VML and tell them they need to cover those claims before dealing with other issues. Ed had a letter prepared, with supporting documents, that he will be sending to VML and we have a strong case for our continued coverage with them.

Jud reported they did have a good discussion on the relationship between the Library and the City and the value of the services provided. There was no resolution of these issues but will they be discussed later. He recommended we include this in our strategic plan update as a goal. Discussion followed. There is no standard model for an operating agreement between the two Cities, it has always been a 50/50 split and the question is should it be if Bristol, VA is providing more in services. Jud stated he will coming back next month with a strategic plan activity and will benchmark the new Tennessee library standards and bring them back to use to update the strategic plan.

There will be a joint meeting during National Library Week (NLW) (on Wednesday, April 16<sup>th</sup> at noon) and reported he had written a Resolution for that week and asked everyone to look it over and get back to him if changes are needed. We will ask both City Councils for a resolution to support the document, which will need to be in by the first. Margaret asked that Board Members be invited and recognized if they are in attendance at the Council meetings. Also, an Adult Learning Lab Proclamation was included. Margaret had reported that they see their appropriation as workforce development. Ed asked how it would be used. The Library board would issue it and it could be publicized. Margaret thought it could be used during NLW and have one per day on different issues. Discussion followed. The program for the luncheon could be on Library history. The theme for NLW is Lives Change at the Library. Margaret asked about Geek. Doris reported it is still in the planning stages, but we hope to have it up and running soon.

Jud invited everyone to go see the changes at the Avoca Branch. Susan reported they have reorganized the collection and updated the Children's section with some funding from the Avoca Friends of the Library. She hopes to have an open house soon to show off the changes. She reported the children's program has increased and she has been doing some outreach to the senior centers. Jud stated his appreciation for the Avoca Friends.

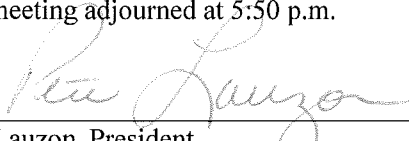
Margaret pointed out from the Program Committee minutes they have asked for a draft of the employee handbook and also a draft of staff orientation that includes customer service training and is standardized and departments make own addition parts. Also, there has been some discussion and some prep to do an official evaluation of the director. It has been four years and is usually done in May or June. Jud reported there is an existing policy available which includes a self evaluation in July and a questionnaire for each board member which then goes to executive committee which then meets with him in September to set goals for the coming year.

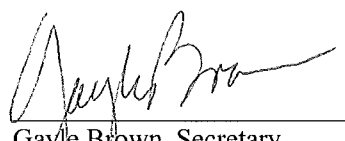
**Holston River Regional Library Report:** As emailed (on file).

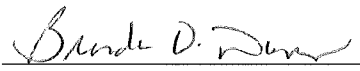
**Information:** Jud reported Richard Rose from the Barter Theatre will be here tonight and invited the Board to attend.

The next Board meeting will be on April 17, 2014, at 4:30 p.m. at Main.

The meeting adjourned at 5:50 p.m.

  
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Pete Lauzon, President

  
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Gayle Brown, Secretary

  
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Brenda Dunn, Recording Secretary