

**Bristol Public Library  
Board of Trustees Meeting  
March 19, 2015  
701 Goode Street  
Bristol, VA**

Carl Williams, Vice-President, called the meeting to order at 4:35 p.m. A quorum was present. Members and staff were welcomed.

**Actions Taken:**

- Minutes of February 19, 2015 and called February 26, 2015 meetings approved.
- Postponed vote on Staff Manual to include social media component.
- Background checks policy for potential library employees approved.
- Raises (Brenda 10%, Doris 5%, Jeanne 5%) were approved.
- By request, Emily O'Quinn removed from search committee.
- Library workers provided boxed lunch April 15 in honor of Library Worker's Day.

**Actions outstanding:**

- Approval of staff manual.
- Task force-whether or not to reconvene.
- Decision concerning heating/cooling system.
- Review/possible update of director's job description.
- Final decisions concerning use of new A.L.L.
- New director search/hiring.

**Next meeting:** April 16, 2015, 4:30 at Main

	<b>Board of Trustees</b>		Kayla McCracken		<b>Holston River Regional Staff</b>
x	Thomas Bowers	x	Walter Morton, Secretary	x	Nancy Roark, Regional Director
x	Gayle Brown	x	Carl Williams, Vice-President		Amy Kimani, Assistant Director
	Lori Byington	x	Katherine Wilson-Thompson		<b>Guests</b>
	Eric Cuddy		<b>Library Staff</b>		
	Margaret Feierabend, President	x	Brenda Dunn, Interim Director		
x	Ed Harlow, Treasurer	x	Doris Sticklely, Marketing		
	Archie Hubbard	x	Jeanne Powers, Library Staff		
x	Paxton Huffman	x	Susan Wolfe, Avoca Manager		
x	Jaime Johnson	x	Laura Kelly, Library Staff		

**Approval of Minutes:** The minutes of the February 19 and 26, 2015 minutes were approved as presented (Archie, Walter).

**Warm up:** Walter shared the many admirable traits and accomplishments of Marion Berry from Berry's book, Mayor for Life. Mr. Berry spent his life helping, most especially, the young and elderly. These are two groups that tend to be forgotten by most politicians.

**Unfinished Business: Policy on background checks:** Policy states that anyone working at the library must have a background check. These checks generally go back seven years or more. Atwork charges \$20.00 and will invoice the library at the end of each month. This was approved and passed. (Archie/Jaime)

**Remodeling Project Update:** Met with Laura Bailey, designer, concerning furniture on March 5. Doris had hoped to bid in April, but Margaret would like to consult with a retired librarian before continuing. Before moving forward with public announcement and fundraising, it is essential to decide what the new A.L.L. will include. Should it

carve out a unique niche instead of repeating services available elsewhere? It needs to be a highly adaptable space that will last. Margaret would like to reconvene task force. Focus groups feel a need for more computer classes for older adults. After much discussion, it was the general consensus that the teen department must be first priority. This could be used to draw new or keep present young people in the program as transition occurs this summer. Some changes may be able to proceed even while construction is ongoing. This will be discussed with architect at next meeting. It was decided to discuss whether or not task force is necessary when Margaret returns.

**Interim Director Report:** As emailed (on file). Brenda attended the Budget workshop at Waldo Miles. Please remember library will be closed May 11-13 for training in new ILS.

**Treasurer's Report:** Ed went over the minutes as emailed (on file). The finance committee has recommended a 10% increase for Brenda Dunn while interim director and 5% increase for Doris Sticklely and Jeanne Powers to cover additional duties, effective immediately and backdated to when duties were assumed. Motion passed. (Ed, Tom).

**Committees: Executive:** Emily O'Quinn regretfully resigned from the search committee due to time constraints. The search committee will function to narrow down prospective applicants. It will be the board's responsibility to hire the new director. The job description needs to be examined to see if updates are necessary. It was suggested that new director have a contract that includes job description and evaluation process. Search committee was approved by discussion. The board may need to meet more frequently to expedite the search. The meeting room has been reserved for March 23 for Pat Hardy, Municipal Technical Advisory Service.

**New Business: Staff Manual:** As emailed (on file). After much discussion, it was decided to wait to approve manual after a social media component has been added. Everything else would remain the same. It will be corrected and brought before board next month.

**Holston River Regional Library Report:** Report as emailed in packet (on file). Archive Day will be May 6 and the summer reading conference has been postponed until April 10.

**Board Member Reports and Comments:** All library workers will be treated to a boxed lunch from C.J. and Company on April 15 in honor of Worker's Day (April 14). The total cost is \$400. In future, the board should pursue the matter earlier in the year in order to receive a reduced price.

**Executive Session:** Ed read from Virginia Code, Section 2.2-3711. A.1 and that pursuant to the code they go into Executive Session for the discussion of Personnel matters. The Board went into Executive Session on a motion by Katherine, second by Ed and approved by members. After the Executive Session, Members certified by roll call: Walter, yes; Katherine, yes; Tom, yes; Jaime, yes; Ed, yes; Paxton, yes; Gayle, yes; Carl, yes. All certified that nothing was discussed except what they went into Executive Session to discuss.

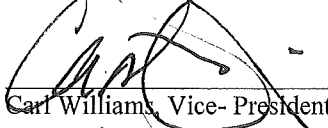
**Information:** National Library Week will be celebrated April 12-18.

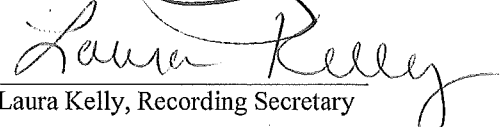
Library Worker's Day will be celebrated April 15 (actual April 14).


There will be a social at Margaret's home, April 9, 5:30 P.M. Info to come.

Next meeting will be April 16, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 6:22 p.m.

  
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Carl Williams, Vice- President

  
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Laura Kelly, Recording Secretary

  
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Walter Morton, Secretary