

**Bristol Public Library
Board of Trustees Meeting**

April 16, 2015
701 Goode Street
Bristol, VA

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

Actions Taken:

- Minutes of March 19, 2015 and called April 9, 2015 meetings approved.
- Arranged to have plans available for suggestions/questions by staff and board members.
- Accepted bid from Comfort Systems to maintain equipment.
- Personnel Manual updates were approved.

Actions outstanding:

- Meeting with Foundation to define role and make sure old officers are removed from account.
- Called meeting April 30 to discuss/approve specifications.
- Final decisions concerning bids and opening of renovations.
- New director search/hiring.

Next meeting: May 21, 2015, 4:30 at Main

	Board of Trustees		Kayla McCracken		Megan Hopkins, Staff
x	Thomas Bowers	x	Walter Morton, Secretary	x	Joyce McCracken, Staff
x	Gayle Brown	x	Carl Williams, Vice-President	x	Karen Gaylor, Staff
x	Lori Byington		Katherine Wilson-Thompson		
x	Eric Cuddy		Library Staff		Guests
x	Margaret Feierabend, President	x	Brenda Dunn, Interim Director	x	C.W. Parker, Ken Ross Architects
x	Ed Harlow, Treasurer	x	Doris Stickley, Marketing		
x	Archie Hubbard	x	Jeanne Powers, Library Staff		
x	Paxton Huffman		Pam Neal, Library Staff		
	Jaime Johnson	x	Laura Kelly, Library Staff		

Approval of Minutes: The minutes of the March 19 and April 9, 2015 meetings were approved as presented (Ed, Archie).

Warm up: No one had been assigned the job for this month. Archie Hubbard will fulfill this duty at the next meeting.

Unfinished Business: Mr. C.W. Parker from Ken Ross Architects was present at the meeting and took the opportunity to thank the board for the business and pleasure of working with them. He stated that the company would be with the board through the renovations and beyond as he presented the finished plans and specifications.

The carpet will have a solid color border in order to transition the carpet. Laura, the interior designer, will send examples of pieces of furniture for approval. Ceiling tiles should be the same for ease of replacement. Anything reusable that the board wishes to retain will be kept with contractors notified.

The teen area will be divided into 2 spaces with bi-folding partitions. Glass enclosures, including any new doors or hardware, will match the present. Lights to teen area will be re-switched so that it will not affect other areas.

If more electrical receptacles are required, it will affect the budget. Mr. Parker will let the board know the number for the existing and new receptacles and will provide additional copies of the drawings as needed.

Decisions required after board approves plans:

1. Open bids or only invited bids and date for bidders.
2. Where and when to receive bids.
3. Public or private opening.
4. Adult section or Teen/YA given priority.

There will be a mandatory pre-bid meeting for all who desire to bid. They should have access to plans 1-2 weeks before this meeting and be allowed one week to send any questions in writing. These questions are issued to bidders, owners, etc. so all know what has been asked and are aware of appropriate answers.

After Mr. Parker departed, the board discussed and decided to request 3 additional copies and another Project Manual, if possible. Doris will provide an area upstairs in the back of the library for board members and staff to peruse plans and leave questions or suggestions on post-it notes. All members should review the plans and be ready to discuss at a called meeting on April 30 at 4:30. Thomas Bowers projected that, hopefully, the plans will be ready for bids no later than June 1.

Interim Director Report: As emailed (on file). Brenda stated that she had nothing else to add other than that several cartons of donated books were being picked up by ETSU for a fundraiser.

Treasurer's Report: Ed went over the minutes as emailed (on file). After listening to presentations from Trane and Comfort Systems, the finance committee has recommended that the board go with the bid from Comfort Systems. They recommend maintaining equipment we already have and state that the life could be 20 years. The cost will be \$10,800/year. Carl made the motion to accept the recommendation and Lori seconded. Motion passed.

Committees: Executive: The committee met this week. They are not doing program committee meetings until a new director is in place. There will be a new schedule for policy review and Brenda will look it over. There is a new avenue for staff communication that is not public, thanks to Don and Jeanne. National Library Week went well and the delicious lunch that Carl arranged from C.J. and Co. was much appreciated. Judd will be working on a history of the library including past members, presidents and terms served. Elections will be coming up in June. Jaime Johnson has one year left on her term as "person at large" and Paxton will continue as the youth member. Officers each serve a one-year term (P, VP, S, T). Board members may serve two 3-year terms.

Staff Manual: As emailed (on file). "Personal business is not to be conducted on library time unless extenuating circumstances. This includes, but is not limited to, personal phone calls and social media" was added to the manual. Gayle will meet with Jeanne to edit and clarify word choices, but manual was approved. (Archie/Carl) The manual needs to be linked to the city manual and both documents should have a link on the website.

Holston River Regional Library Report: No report as they were unable to attend due to Nancy's attendance at a Technology Workshop.

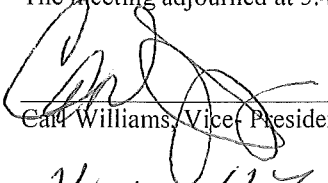
Board Member Reports and Comments: Carl suggested sending out a press release concerning search for new director.

Information: Called meeting April 30 at 4:30.

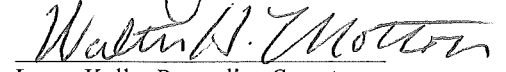
Library closed May 11-13 for training for new system.

Next regular meeting will be May 21, 2015 at 4:30 p.m. at Main.

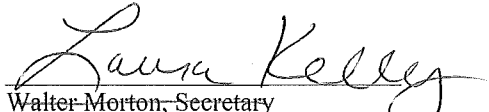
The meeting adjourned at 5:45 p.m.



Carl Williams, Vice President



Laura Kelly, Recording Secretary
Walter Morton, Secretary



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Laura Kelly, Recording Secretary