

**Bristol Public Library**  
**Board of Trustees Meeting**  
August 21, 2014  
701 Goode Street  
Bristol, VA

Carl Williams, Vice-President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed. Everyone introduced themselves to new member Lori Byington.

Trustees present: Thomas Bowers, Gayle Brown, Lori Byington, Eric Cuddy, Ed Harlow, Walter Morton, Carl Williams, and Katherine Wilson-Thompson.

Trustees absent: Margaret Feierabend, Archie Hubbard, Paxton Huffman, and Kayla McCracken.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, A.L.L. Program Coordinator; and Doris Stickley, Marketing.

Holston River Regional Library staff present: Amy Kimani, Assistant Director.

Guests present: None.

**Approval of Minutes:** The minutes of the July 17, 2014 were approved (Ed, Eric).

**Treasurer's Report:** Ed went over the Finance Committee minutes as handed out (on file). The Treasurer's report was accepted (Tom/Walter).

**Unfinished Business:** None.

**New Business: Election of the At-Large Board Position:** Jud stated this position alternates between Bristol Virginia and Tennessee. Carl read the bio sent by Jaime (on file). Motion to accept Jaime Johnson as the At-Large Member to the Board was approved (Tom, Gayle).

**Authorization for Brokerage Account:** Jud reported this is a formality in order to receive a gift; we must have a Scottrade Account to carry out transactions. He recommended the Board approve the resolution (on file) to open this account and authorize him and Brenda Dunn as trading representatives. He added we do not know the amount of the gift but as soon as the funds are transfer to the account they will be cashed out and deposited in a Library account. There was discussion of having a Board member on the account as well. A motion was approved to adopt the resolution and name Jud and Brenda as designated representatives (Ed, Katherine)

**Travel:** Jud reported that Board members may request reimbursement for expenses incurred when attending a seminar or workshop for the Library. A travel form was shown (on file) that will need to be filled out and turned in for reimbursement. He added we might want to include money in next year's budget for Board continuing education.

**Goals:** Jud went over the Library Board Goals 2014-15 as projected on screen (on file). He stated these are ambitious goals but some progress has been made as Carl did attend the standards workshop, Ed reported the Executive Committee has approved these and asked that members review them for approval at the next meeting.

**Executive Director Evaluation:** Carl reported the Executive Committee has talked about this several times. Jud went over the evaluation forms (on file). The evaluation survey would include input from Board Members, the Executive Director, and Library staff both fulltime and part-time and a couple of past Board members. Margaret will collect the information. Timeline would be Board receives the documents at the August meeting, in September the Board is asked to complete the Director evaluation and Board self-evaluation and return the forms by October 3, 2014 or earlier, Joel from SESCO would attend the October 14, 2014 Executive Committee meeting to set

goals/benchmarks and at the October 16, 2014 meeting to give a report. Jud asked the Board approve the agreement with SESCO for \$750, which is the quoted amount unless the scope of work expands. There was discussion as to the \$100 listed as a reduced rate as to if this was the whole amount or a reduced hourly rate. The Board asked for clarification before this is approved. The Executive Committee will look into this.

**Parking:** Jud went over the parking report as emailed (on file). He reported income from the State/James Street lot did increase after the signage was changed to let people know the money benefited the Library. He added the coin box is not being emptied on a regular basis as it is reported money has been seen sticking out of the box. Library security staff could be used to empty the box if the City would approve this change. He added that parking has always been a problem and we don't have the staff to monitor our lots. He stated parking as a whole is a downtown problem not just a Library problem.

**Adult Learning Lab Study Group:** Jud stated this report (The Adult Learning Lab of the Bristol Public Library: New Approaches for a Changing World) comes from the Program Committee (on file). The purpose of the Study Group will be to address the needs of our community relating to the workforce. With the remodeling this is a good time to recognize and embrace the changes that are taking place in the job and business world. Jud reported he had talked with the Richland County Library in South Carolina who already has a job/business center. Gayle asked everyone to review the minutes and handouts from the Program Committee meeting (handed out and on file). Anyone interest in being a part of the Study Group should contact Jud by email.

**Executive Director's Report:** As emailed (on file). Jud updated the Board concerning the embezzlement charges against former Foundation executive director, Anita Machado. He reported the funds involved were private donations to the Library Foundation that were intended for Library programming. Jud stated the Library has issued a statement that was approved by the City Attorney, Pete Curcio. Carl added he had spoken with Margaret and they agreed we should avoid social media. Ed added we should respond with "We have nothing to add to what was released" and that using "No comment" was never a good response. Doris added we hope this does not hurt our fundraising efforts and that all donations would come to the Library directly, even online, and would not involve the Foundation at all. Dr. Poulton, who is on the Finance Committee, has volunteered to help with fundraising as well.

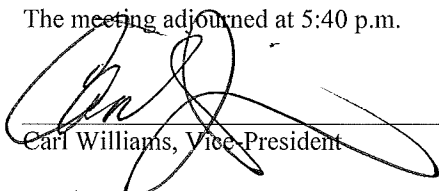
Gayle handed out the Children's Summer Reading Program Statistics for 2014 (on file) and showed a picture of the winner who read the most chapter books. She got to throw out the first pitch at a Bristol Pirates game. Doris added the Pirate Organization has been great.

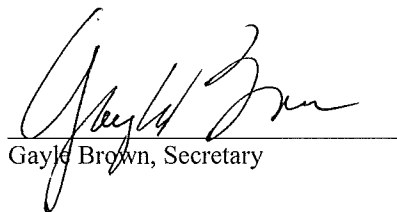
**Holston River Regional Library Report:** Amy went over the report as emailed (on file). Doris reported she attended the PR workshop at the Region and they did a good job. Carl also attended the Standards Workshop. Amy reminded everyone that extra points are given to grant applications for libraries that have Trustees who attend the Trustees Workshop.

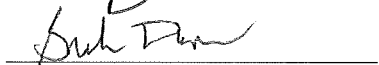
**Information:** Gayle had Buechner Institute programs for those who wanted one.

The next Board meeting will be September 18, 2014, at 4:30 p.m. at the Avoca Branch Library.

The meeting adjourned at 5:40 p.m.

  
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Carl Williams, Vice-President

  
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Gayle Brown, Secretary

  
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Brenda Dunn, Recording Secretary