

**Bristol Public Library
Board of Trustees Meeting
September 18, 2014
1550 Volunteer Parkway
Bristol, TN**

Margaret Feierabend, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed and stated they were glad to be at Avoca, which is our only Branch. Avoca tours will be given after the meeting for anyone wishing one. Jud reported Avoca has been holding steady the last few years with number of visits and circulation. Jaime Johnson was welcomed as the newest member to the Board and has already been serving on the Finance Committee. Everyone introduced themselves and told what their favorite movie based on a book was.

Actions Taken:

- Minutes approved
- Contract with SESCO approved

Actions outstanding:

- Evaluation documents due by October 3rd
- Facilitator for Strategic Planning
- Jud to write memo to both City Managers concerning parking

Next meeting: October 16, 2014, 4:30 at Main

	Board of Trustees	x	Kayla McCracken		Holston River Regional Staff
	Thomas Bowers	x	Walter Morton		Nancy Roark, Regional Director
	Gayle Brown, Secretary	x	Carl Williams, Vice-President		Amy Kimani, Assistant Director
x	Lori Byington		Katherine Wilson-Thompson		Guests
	Eric Cuddy		Library Staff		Diane Whittaker
x	Margaret Feierabend, President	x	Jud Barry, Executive Director		
x	Ed Harlow, Treasurer	x	Brenda Dunn, Recording Secretary		
x	Archie Hubbard	x	Doris Stickley, Marketing		
x	Paxton Huffman				
x	Jaime Johnson				

Approval of Minutes: The minutes of the August 21, 2014 were approved (Ed, Archie).

Unfinished Business: Executive Director Evaluation: Jud handed out the evaluation packet and added that packets would be mailed to those not present. He added the board needs to approve the contract with SESCO to do the evaluation. Margaret reported it has been five years since the last evaluation and they hope to do a thorough evaluation at least every other year with regular ones in between. Margaret added she had spoken with Joel Cullum about the question of the \$100 or \$200 per hour. She added any additional work would be billed at \$100 an hour, which is one half of their usually rate. She stated Joel had let her know that analysis of the evaluation was not included in the \$750 total and would be an additional two or three hours. Jud added the evaluation documents should be completed and turned in to Brenda by mail or dropped off by October 3rd or sooner. Margaret asked members to let her know if they were not going to fill out an evaluation. After discussion, the contract proposal was accepted unanimously from SESCO for \$750 plus preparation of the analysis limited to up to three hours for a total of \$1,050 maximum (Ed, Carl).

Executive Director's Report: As emailed (on file). Jud reminded everyone the Library would be closed through the weekend for Bristol Rhythm and Roots as the Piedmont door is within the festival area. Jud reported he had heard from Ken Ross and he should have the project material ready by the next meeting, which will include the documents to use to go out for bids. Jud added he had no response to the RFP for Strategic planning and asked what

the board thought about asking SESCO to facilitate. Jud reported the Library will be subscribing to Ancestry.com which will be available at Main and Avoca. He added the Library book review blog by Reference Staff is very popular getting over 1,600 hits a month. He also reported that another report will air tonight on WJHL concerning Anita Machado's past criminal record and he hopes that in later reports they will tell the Al Noble story. Doris reported she was told a report will air for the next four weeks. Margaret added that she hopes the Library can take a role in educating Library, Foundation, and non-profit boards on their financial responsibilities at some point in the future. We could offer workshops, model policies, etc., with possible help from Bristol Organizations and Erin Downs who was a past Board member and is also an attorney.

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

New Business: None.

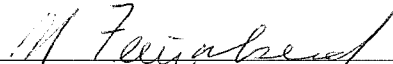
Holston River Regional Library Report: As emailed. Margaret called attention to the report emailed every month on upcoming workshops. Carl reported he will be attending the Trustee workshop on Tuesday, October 7 at Walter State Community College in Morristown. Margaret reminded everyone there is a travel form for mileage and asked that the Trustee workshop form and a travel form be emailed to members. She added some of the Staff should attend the Customer Service workshop on October 23rd in Sevierville. She also recommended that Staff and Board be aware of upcoming workshops offered by the Region and sign up to attend a few.

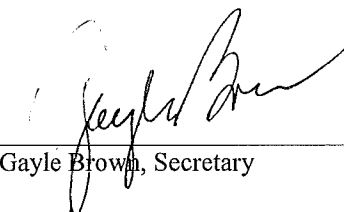
Reminders: Evaluations due back to Brenda by October 3rd or earlier, October 14th Executive Committee to meet with Joel from SESCO about evaluations, October 16th Joel to report results to the Board. We are looking into getting magnetic name tags for members to wear at events. October 23rd is the tentative date for the sculpture unveiling on the Plaza. Doris reported Geek t-shirts would be around \$13.00 each because of needing to have two colors, she believes the fundraising t-shirt may be nicer, and the photographer would be coming soon to do headshots for the posters, so be thinking about what you Geek. She added they will be reviewing the script and video to be used in fundraising next week. She stated we have nearly \$50,000 already committed to the fundraising campaign.

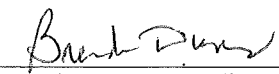
Diane Whittaker addressed the Board stating she has seven concerns to bring before the Board. Margaret stated that if they would take more than five minutes she would need to be on the agenda for another Board meeting. Jud suggested she bring him the notes so that he could see if some of the concerns could be addressed at the Staff level and the others could be addressed at the next meeting.

Information: Margaret reminded everyone about the health education series the second Thursday of each month. Walter reported he had worked the book sale and staff had done a commendable job. Paxton reported she worked on Saturday and it was slow.

The meeting adjourned at 5:43 p.m.


Margaret Feierabend, President


Gayle Brown, Secretary


Brenda Dunn, Recording Secretary