

**Bristol Public Library
Board of Trustees Meeting
December 18, 2014
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 October 16 and November 20, 2014 meetings approved
- Policy on Schedule of Policy Review approved
- Policy of Policy on Public Comments approved
- Policy on Scheduled Community Assessments approved
- Policy on Credit Cards approved
- Board Secretary elected

Actions outstanding:

- Evaluation narrative
- Facilitator for Strategic Planning
- Parking

Next meeting: January 15, 2015, 4:30 at Main

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

Approval of Minutes: The minutes of the October 16 and November 20, 2014 minutes were approved as presented (Ed, Carl).

Unfinished Business: Policy on Public Comment: Jud reported this is the revised draft from a previous meeting. The policy was approved unanimously as presented (Ed, Carl).

Policy on Scheduled Community Assessment: Jud reported this is the revised draft from a previous meeting. The policy was approved unanimously as presented (Ed, Lori).

Warm up: Carl presented the warm up with information on why he reads Cory Doctorow (brochure on file). He recommended everyone read this author.

Executive Director Report: As emailed (on file). Jud gave an IT update; outsourcing vs. in house. Discussion followed. Margaret suggested we not take too long to make a decision or we might lose candidates for the IT position.

Treasurer's Report: Ed went over the Finance Committee minutes as handed out (on file). He reported the budget numbers, and our credit card policy is strong.

New Business: Policy on Policy Review: Jud reported this was in last month's packet. Margaret asked the policy name be changed to Schedule of Policy Review. The policy was approved unanimously as renamed (Ed, Tom).

Policy on Credit Cards: Jud reported the only changes are to change bookkeeper to Administrative Assistant for Finance and Personnel in several places and a paragraph added to state any Rewards are to be credited to the Library's miscellaneous income line. This comes as a recommendation from the Finance and Committee and was approved unanimously.

Election of Secretary: Margaret reported Gayle would like to stay on the Board but due to work obligations no longer wants to be Secretary. Walter has agreed to take that position. The floor was opened for additional nominees. Tom moved that the floor be closed and Walter be elected by acclamation, all members agreed.

Holston River Regional Library Report: Report as emailed in packet (on file). Jud called attention to the monthly training webinars. Margaret asked he look at those to see if there were any the Board could do as a group.


Executive Session: Margaret called for an 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 at 5:20 p.m. on a motion by Ed, second by Carl and approved by members.

The Board came out of Executive Session at 6:10 p.m. and certified by roll call that nothing was discussed except what they went into Executive Session to discuss. Jaime, yes; Tom, yes; Lori, yes; Margaret, yes; Ed, yes; Paxton, yes; Kayla, yes; Carl, yes, Walter, yes.


Information: None.

Next meeting will be January 15, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 6:15 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Brenda Dunn, Recording Secretary