

**Bristol Public Library  
Board of Trustees Meeting**

November 18, 2010  
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 5:03 p.m. A quorum was present. Guests Dave Kupfer, Library Finance Committee and Siena Rambo, Blackburn, Childers & Steagall, PLC were welcomed.

Trustees present: Beverly Bowers, Erin Downs, Margaret Feierabend, Ed Harlow, Megan Hopkins, Pete Lauzon, David Lee, Mike Parker, Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Gayle Brown, and Joyce Kistner.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant.

Library Foundation staff present: None.

Watauga Regional Library staff present: None.

**Approval of Minutes:** The minutes of the October 28, 2010 meeting were approved as mailed (Ed, Megan).

**Treasurer's Report:** Erin reported the Finance Committee had met and reviewed the financial statements, the only item of note being LAB reimbursement for fees for services is expected to have a \$9,000 shortfall which will be covered by the Wachovia grant. The need for new carpeting at Avoca was also discussed and whose responsibility it was to see that it was done and the committee told Jud to assume the responsibility. They reviewed the contract for new copiers with pricing through US Communities who act as an intermediary for government agencies to get the best pricing available. We hope to use them for other items as well. We will be checking with some other local companies to be sure we are getting the best pricing. Last a request from the City of Bristol, Virginia to consider funding Christmas bonuses for all employees. (Added as New Business item) This would be \$500 for full-time employees and \$250 for part-time employees. Jud was asked to check if this would also include money for FICA and if so the employees need to be made aware that the bonus would be subject to deductions.

**Teen Committee:** Megan went over the minutes as handed out (on file). She reported word was spreading about the teen programs and Book Club attendance had increased from 8 to 18 in just three weeks; that Ms. Neal would be going to Tennessee High in January to talk about the teen program and the Club now includes some home school members. Megan stated she is really excited about the Teen programming and looks forward to the next year.

**Unfinished Business: Conduct Policy, Weapons Clause:** As handed out (on file). Emily reported they had researched other library policies and decided to use some wording from the Library of Virginia policy. She asked members to read over the policy and give input. Discussion followed. Erin asked if it is legal to search patron property when they come in or leave the library. She suggested that Pete Curcio, the City Attorney, be asked if we can. David suggested the "Gather in such. . ." bullet includes inside and outside. Emily said they are looking at other policies as well (Unattended child, registered borrower, etc.) and will get them to members before the December meeting so they can be approved at the meeting. Emily asked that any other comments be send to her or Gayle by email.

**New Business: Audit:** Siena Rambo with Blackburn, Childers and Steagall, PLC went over the audit and letters as handed out. She stated the library received a clean opinion, which is the best you can have, and had no findings. She added the board is getting good and timely information throughout the year. Margaret stated last year the auditors met with the Finance Committee for an in-depth look at the audit and asked that this be

the way it is handle in the future. The whole board will be invited to the committee meeting if they would like to attend. She asked the auditors to come for the December 15<sup>th</sup> Finance Committee meeting for a more in-depth look at this year's audit.

**Christmas Bonus:** Jud went over the proposal as handed out (on file). This would be a "one time only" bonus of \$500 per full-time and \$250 per part-time using funding from a vacant position in the Young Adult program. All staff would receive the bonus regardless of the length of time they have been on staff. The cost of funding would be \$15,340 which includes the bonus and FICA payments. Christmas bonuses were approved unanimously by members (Erin, Ed). Erin asked a letter be included to staff stating the bonus was recommended by the City and approved by the board to help build board/staff relations. If approved by City Council on November 23<sup>rd</sup> the bonus would be received by the staff on December 10, 2010.

**Director's Report:** As handed out (on file). Jud handed out to members the Fundraising packet being used by the Foundation. He asked members consider making a pledge to help the Foundation continue the Discovery Series programs and Foundation staff after the Noble fund are depleted.

**WRL Report:** None.


**Friends:** None.


The next board meeting will be on December 16, 2010, at the Main Library.

Margaret asked for an update on bandwidth and the roof. Jud reported they are working on getting a meeting with Wes at BVU as soon as possible and BurWil is continuing to work on the roof problem. The problem is with the weep holes and not the roof. This can be a difficult to find as the leaking only occurs when high winds and hard prolonged rain happen together.

Erin asked about signage for the elevator and if the approved Meeting Room Policy was on the website. Jud reported the signage is not up yet and the policy is up on the board website but will be added to the library website. Emily added the library website needs to be reviewed and would like to have the policy part of the website rearranged. An *ad hoc* committee was form to review the library website, the committee consists of Emily, Mike and Katherine from the board and Jud, Christian and Kathryn from the staff.

The meeting adjourned at 6:07 p.m.

  
Emily O'Quinn, President

  
Brenda Dunn, Recording Secretary