

**Bristol Public Library
Board of Trustees Meeting**

September 23, 2010
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 5:06 p.m. A quorum was present. Guests were welcomed.

Trustees present: Beverly Bowers, Margaret Feierabend, Ed Harlow, Megan Hopkins, Pete Lauzon, David Lee, Mike Parker (arrived at 7:05), Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Gayle Brown, Erin Downs, and Joyce Kistner.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant, Karen Gaylor, Literacy Academy; Doris Stickley, Reference.

Library Foundation staff present: None.

Watauga Regional Library staff present: None.

Approval of Minutes: The minutes of the August 26, 2010 meeting were approved as mailed (Katherine, Beverly).

Treasurer's Report: None.

Unfinished Business: Capital Funds Requests: Jud asked for approval of an additional 8,095 for the 3M Self-Check Machine. The original quote of \$10,500 did not include cabinetry, the new quote if \$18,595. He expressed the need the equipment to help the Circulation staff who went from 8 FTE to 7 FTE due to budget cuts. This comes as a recommendation from the Finance Committee. Discussion followed. The request was approved unanimously (Ed, Pete).

Meeting Room Policy: Pete asked if any online changes were made to the policy. Jud scrolled through the policy and pointed out changes and questions. Doris Stickley updated the board on types of meetings and current problems. Discussion followed. Margaret asked that reoccurring meetings be addressed further and a clause be included later to address Civic Groups. Emily suggested a gently worded clause for repeat offenders who to do not pay or cause problems. Jud, Doris and Christian will fine tune the policy and bring it back to the next meeting.

Conduct Policy, Weapons Clause: Emily reported they had not met and would report at the next meeting.

Strategic Planning – Retreat Dates: Will be November 9, 2010 from 5:00-8:00, in the library meeting room.

New Business: Action Plan Items: Tabled until the next meeting.

Committees: Tabled until the next meeting.

Policy on Reserve Funds: Jud reported the policy (on file) was written at the request of the Finance Committee and comes as a recommendation from them. After discussion the recommendation was approved unanimously.

Director's Report: As emailed (on file). Jud called attention to the Computer Skills instruction and added that LAB will be doing computer instruction for students of the Culinary School on a test basis for this semester. The community is aware of our GED program and this is a chance to build credibility for the computer classes and build partnerships. He reported the Literacy Taskforce concerns were (1) no fees, and (2) the added work load for the staff might cause a waiting list. Discussion followed. The partnership with the Culinary School will be re-evaluated at the end of the semester. Jud, Karen, and the Literacy Taskforce are to work on a formal policy/contract to handle this kind of request in the future and this is to be on October agenda for approval by the November meeting.

Jud reported the Teen Sub-Committee had met. Pam Neal, the Librarian at Virginia High School, has entered into an agreement to provide Teen programming. The contract will be \$75 for each two hour program. The kickoff will be a Halloween Party on October 30, 2010.


WRL Report: Nancy was not at the meeting, but sent information on the Tennessee Trustee Workshop. Jud reported he had sent email about the Virginia Trustee Workshop.

Executive Session – Executive Director Evaluation: Emily asked for a motion to go into Executive Session pursuant to Virginia Code 2.2-3711 A.1 which allows closed meetings for discussion of personnel matters. (Emily read the exact wording from the Code, which is on file) (David, Ed). The board went into Executive Session at 6:44. The Board came out of Executive Session at 7:40 and each member certified by roll call, according to Virginia Code 2.2-3712 Closed Meeting procedures (Emily read from the Code (on file)), that they only discussed what they went into Executive Session to discuss. All members present certified by saying "I certify this is true". Members present were Megan Hopkins, Beverly Bowers, Alex Thompson, Ed Harlow, Margaret Feierabend, Mike Parker, Emily O'Quinn, David Lee, Pete Lauzon, and Katherine Wilson-Thompson.


Friends: As emailed (on file).

The meeting adjourned at 7:45 p.m.

The next meeting will be on October 28, 2010, at the Main Library.



Emily O'Quinn, President



Margaret Feierabend, Secretary