

**Bristol Public Library  
Board of Trustees Meeting**

April 21, 2011  
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 5:03 p.m. A quorum was not present. Board Members and guests were welcomed. Emily read and presented a proclamation declaring Rebecca Tulloch, Volunteer of the Year for 2010. Joyce asked the proclamation be framed. A book was also added to the library in her honor.

Trustees present: Gayle Brown, Margaret Feierabend, Megan Hopkins, Joyce Kistner, and Emily O'Quinn.

Trustees absent: Beverly Bowers, Erin Downs, Ed Harlow, Pete Lauzon, David Lee, Mike Parker, Alex Thompson, and Katherine Wilson-Thompson.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, Literacy Academy; Pam Neal, Young Adult Librarian; Michelle Page, Children's Librarian; Christian Trombetta, Digital Services Librarian..

Library Foundation staff present: Anita Machado, Executive Director.

Watauga Regional Library staff present: None.

Guests present: Rebecca Tulloch, Literacy Academy Taskforce.

**Approval of Minutes:** Due to the lack of a quorum, the March 17, 2011 minutes were not approved.

**Treasurer's Report:** Jud went over Erin's report as emailed. There is a minute gas leak in the mechanical room which will be repaired by Trane; One estimate to fix the crumbling sidewalk came in over \$18,000, we are waiting on two more; Ed is to check with the City to see if their sidewalk crew could do the repairs and invoice the library; Bristol, VA is reviewing options for our parking lot, including a paid attendant; the Foundation has approved the library's request for the FY12 budget.

Margaret reported Bristol, VA has the responsibility for maintaining, repainting, and enforcement monitoring of the State Street parking lot that benefits the Library. To make it more profitable we need to think about painting the coin box and maybe moving it and putting up more attractive signage stating the Library benefits from the parking fees. She added that Dewey will be working on this some more.

**Unfinished Business: Budget FY12:** Jud reported the salary increase may be less than 3% as we go by the Bristol, VA amount when it is determined; the budget should be ready for approval at the June meeting. Margaret added the CDBG federal grant had a 16% cut for LAB. In Bristol, TN the difference will come from their general fund.

**New Business: Schedule Change for Millennium Upgrade:** Jud requested the library be closed on Sunday, May 8 and Monday, May 9, 2011 for a major upgrade to the library management software. All libraries in the Watauga Region are affected by this upgrade. Security will be working. After discussion, a motion to close the library on May 8 and May 9, 2011 was made and seconded (Margaret, Gayle). As a quorum was not present at the meeting Jud asked if an email poll for approval could be done. Emily asked Brenda to poll the board.

**Strategic Plan Focus:** Jud handed out a part of the Strategic Plan relating to Committees and Sub-Committees (on file). Also, copies of the approved Committee job descriptions. He asked that each

Committee/Sub-Committee review their job description and rewrite them if necessary. Discussion followed. The Gallery Committee needs a Chair and Joyce recommended Kitty Williams who is on that Committee.

Margaret had two requests: that the agenda is projected on the screen at each meeting; and that the tables be moved closer to the screen so everyone will be able to read the things projected. Also, that the Google docs site be kept updated. Jud stated he would like to put all board packets and supporting documents on the website, except those in draft form. Joyce asked about the MOU with the Friends. Jud reported he had sent a copy of the Friends minutes relating to the MOU requested changes to the Board Development Committee Chair.

**Program Focus: Young Adult Program:** Pam Neal, interim Teen Librarian, thanked the board for allowing the Teens to go to the shoe party. She said that fourteen (14) teens attended, three (3) of which had never had new shoes. She stated she is book oriented and these Teens love to read. She outlined her plans for the summer, which includes the Summer Reading Program that will run from June 16 to July 28, 2011. They will be reading several book titles and having a craft time also three (3) days a week. She stated she would like to take them to see "39 Steps" at the Barter. She added she will be taking a brochure to the schools soon and will divide the group into a high school and middle school group if need be. She stated she has a passion for books and looks forward to working with the Teens.

**Director's Report:** As emailed (on file). Jud asked they look over the follow-up items (on file) and let him know if something needs to be added. Margaret asked about the bandwidth upgrade. Christian Trombetta reported Charter will be doing the line construction in June which will allow time for testing before we go live in July.


**Foundation Report:** Anita went over the report as handed out (on file). She added that Kathryn Ragan had taken a position with Wellmont and we wish her the best. Also, that the capital improvement amount for FY12 is \$42,540.45.


**WRL Report:** None.

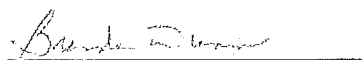
**Friends:** None.

The next board meeting will be on <sup>May 19,</sup> June 16, 2011, at the Main Library.

The meeting adjourned at 6:06 p.m.

  
Emily O'Quinn, President

  
Margaret Feierabend, Secretary

  
Brenda Dunn, Recording Secretary