

Bristol Public Library
Board of Trustees Meeting
February 17, 2011
701 Goode Street Bristol, VA

Pete Lauzon, Vice-President, called the meeting to order at 5:01 p.m. A quorum was present. Board Members were welcomed.

Trustees present: Beverly Bowers, Gayle Brown, Erin Downs, Margaret Feierabend, Ed Harlow, Megan Hopkins, Joyce Kistner, David Lee, Mike Parker (arrived at 5:23 p.m.) and Katherine Wilson-Thompson.

Trustees absent: Emily O'Quinn and Alex Thompson.

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 January 20, 2010 meeting were approved as mailed (Joyce, Margaret).

Treasurer's Report: Erin reported the Finance Committee had met and reviewed the financial statements and everything looks good and the Committee would be getting a narrative summary in the future. Margaret added that Brenda had found a mistake in the Audit fund balance accounts, which are carryover numbers for the next year. We will be asking the auditors to correct and re-issue the audit at no charge.

Unfinished Business: Computer Lab Rules of Conduct: Margaret reported the revised version (on file) was written by Jud from edits by the Board last month and from the LAB Committee. Beverly found an extra "my" in paragraph six (6) and added that Library/library should be consistent throughout the document. Margaret added that an intern would be good to have to do proofs for consistency in documents. Jud is to check on interns from local colleges. The Computer Lab Rules of Conduct was approved as written with the removal of the extra "my" and changing Library to one form (Margaret, Katherine).

Margaret asked about the Avoca floor. Jud reported they have been painting the last couple of days and the tile should be down soon.

New Business: Ed informed the Board that the City has been meeting to discuss downtown parking which may involve our lot that is controlled by them. If the plan is adopted we may need to renegotiate our parking agreement with the City. He added that the parking on Goode Street will be marked with two (2) hour limit signs soon. Also that they have talked about fencing the Library's upper lot for staff use. A security gate would be installed that would require a code to get in. Margaret added the City should talk with the Believe in Bristol people about Downtown parking.

Margaret asked if the City had been contacted about fixing the crumbling sidewalks so they can be scheduled for repair. Pete asked about the white on the blocks. Jud said the white is a spalling problem we have had from the beginning and he has a meeting scheduled with Nick Self to talk about the building.

Director's Report: As handed out (on file). He asked how to proceed with Room Identification Signage, that Jane Hillhouse has stated the vinyl lettering is easy to remove and we will have a disc and template to replace the signage at any time. Lettering directly on the wall will be easier to read than something mounted. Lettering would be either cream or green depending on the wall color. Discussion followed. Room

Identification Signage using vinyl lettering was approved unanimously by the Board (Margaret, David). Margaret added that in the future they would also like to see other people consulted besides Jane Hillhouse.

Jud passed out a draft of the Strategic Plan brochure to give to the public. Margaret suggested it be more formal with a sharper layout. Jud asked that members get back to him with suggestions. Margaret asked that the Strategic Planning Committee meet to make suggestions as well, and that a picture of the Board should be included on the brochure.

Jud reported April 12, 2011 has been reserved for an event that will combine volunteer recognition and a celebration of the fifth anniversary of the Main Library. This would be a lunchtime banquet which would include both City Councils. Margaret and Joyce said they had thought volunteer recognition was to be a FOL planned event. Jud and Anita will be planning the event if this date is okay. Joyce said she would help.

Jud reported he has met with Kris Parker, the new President of the FOL, and she would like to focus on getting the FOL more involved in volunteering; and that Books on Wheels had been extended to Broadmore; that it was more cost effective to replace stolen DVDs than to keep them behind the counter, and that a volunteer was now stationed in the DVDs which seems to have cut down on theft in that area.

He also reported the Blue Stocking Club fundraiser this May would benefit the LAB.

Jud asked that everyone look at the power point presentation on the large flat-screen in the upper lobby on the way out; and Christian is working on the e-rate application to help with bandwidth, and he has also identified a couple of software suites for the calendar function on the website and will be setting up a demonstration.

Joyce stated the MOU between the library and the FOL was never completed and should be done, and she asked when Gallery Committee members are going to meet or be included in brochure making, etc. Jud stated the purpose of the Committee is to approve exhibits and he sees the brochure as an in-house function. Discussion followed. The Committee should meet at least once a year with updates given in the Director's report when needed. Joyce reported two (2) paintings have been sold from the current show and we should get a percentage of the sale. Jud was to check with Doris about the percentage listed in the contract. Erin left at 5:47 p.m. There is currently no Chair for the Gallery Committee, the Chair is appointed by the Board President. Katherine stated the Committee needs to meet soon to find new displays.

Foundation Report: As handed out at the meeting by Jud for Anita (on file).

WRL Report: None. .

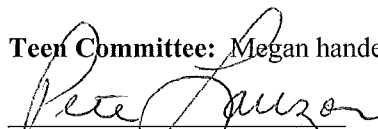
Friends: Joyce stated her name should no longer be on Friends report as she is no longer President of the Friends. She said she had informed the new President that monthly reports are given to the Library Board.

Updates from Previous Meeting: Katherine reported she had not attended the opening of the new Glade Library, but was going to get together with Tonia later. She also added that Alex and Anita need to meet to plan the Bristol Sign project, and the King Corn viewing went well. Ed left at 5:52 p.m.

The next board meeting will be on March 17, 2011, at the Main Library.

The meeting adjourned at 5:58 p.m.

Teen Committee: Megan handed out a report after the meeting (on file).


Pete Lauzon, Vice President


Brenda Dunn, Recording Secretary