

**Bristol Public Library**  
**Board of Trustees Meeting**  
June 16, 2011  
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 5:00 p.m. A quorum was present. Board Members and Staff were welcomed.

Trustees present: Beverly Bowers, Gayle Brown, Erin Downs, Margaret Feierabend, Ed Harlow, Joyce Kistner, Emily O'Quinn, Pete Lauzon, Mike Parker (5:16 p.m.), and Katherine Wilson-Thompson.

Trustees absent: Megan Hopkins, David Lee, and Alex Thompson.

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

Library Foundation staff present: Anita Machado, Executive Director; and Sarah Hutchinson, Marketing Director.

Watauga Regional Library staff present: None.

Guests present: None.

**Approval of Minutes:** The May 19, 2011 minutes were approved as emailed (Erin, Ed).

**Treasurer's Report:** Erin reported the Finance Committee met and she went over the Committee minutes as emailed: FY12 Budget; Parking Lot; Literacy Academy funding plan; Over/Under spending policy (on file). The Committee recommended approval of the FY12 Budget as updated; Anita will take the LAB funding recommendation (1/3 each City and 1/3 from the Private sector) to the Foundation Board in July; Ed and Jud will meet with Mr. Cashwell about the Parking Lot; and the Finance Committee will discuss the spending policy at their next meeting.

**Unfinished Business: FY12 Budget:** Approved on the recommendation of the Finance Committee, second by Beverly.

**New Business: Election of Officers:** Pete announced the Slate of Officers as recommended by the Board Development Committee as: Emily O'Quinn, President; Pete Lauzon, Vice-President; Erin Downs, Treasurer; and Margaret Feierabend, Secretary. The recommendation was seconded by Katherine and approved by the Board.

**Approval of revised Memorandum of Understanding:** Jud went over the MOU as emailed. After discussion the MOU was approved with the changes (not to put fundraising first in Friends list; remove "a" from bullet number 1; change bullet number 2 to say "Support Friends with membership and attendance at special events"; add a period at the end of bullet number 4) made to the Friends section (Ed, Joyce).

**Appointment of Liaison to FOL:** Pete stated this was someone to work closely with the President of the FOL. Joyce stated she thought the minutes of FOL would be the report for the Board. After discussion, Joyce Kistner was approved as the Board Liaison to the FOL (Margaret, Erin).

**Meeting Dates/Times:** After discussion of different times, the Board agreed to meet at 4:30 p.m. during FY12. A list of meeting dates for FY12 was approved (Erin, Katherine).

**Strategic Plan Focus:** Jud stated that Marketing was the focus as outlined in the Executive Director's report. Anita went over the definition of marketing and the Foundation's role (on file). She asked for a member of the

Board to be a part of the Foundation Marketing Committee starting in July. Sarah shared current Marketing procedures (on file). Katherine agreed to be the Marketing Committee representative from the Board. Jud reminded everyone that Marketing is a core function of the strategic plan and will be discussed more at the next meeting. Joyce asked about the volunteer communication problem. Jud reported all volunteer lists had been followed up on.

**Executive Director's Report:** As emailed (on file). Jud reported names of responsible parties had been added to the Director's Follow up list. Under Director's Report Follow ups, Margaret stated that interns could come from other colleges (King, E&H, VI, etc.) as well as ETSU; and asked about the masonry cleaning and for a bandwidth update. Jud reported it was warm enough for cleaning and the bandwidth will update in July. Margaret asked that the Parking Lot and the LAB Funding Plan be added to the follow ups list.

Margaret asked that Emily be appointed to the Member-At-Large position since David Lee has asked to not be reappointed and Emily has established residence in Bristol, Virginia. This comes as a recommendation from the Board Development Committee and was approved by members (Margaret, Katherine). The At-Large position rotates between Virginia and Tennessee; Emily is now coming from Virginia. Emily asked that at the next meeting a book be presented to the library in David's honor and he be given a certificate of appreciation. Pete was reappointed by Bristol, Virginia and we now have an opening in Bristol, Tennessee. Margaret requested that Jud send a memo to Jeff Broughton, Bristol, Tennessee.

**WRL Report:** None.

**Friends:** Joyce reported the FOL had purchased t-shirts for a Children's SRP project on June 22, 2011.

Joyce also presented a requested (on file) from the Members of Art of the Highlands artists to teach an art class during Rhythm and Roots using the sidewalk space on the Piedmont side of the building. The Board did not see any problems with this and asked that she coordinate this with the Children's department and Rhythm and Roots. <sup>Bristol</sup> <sup>University</sup> <sub>Union</sub> <sub>Bristol</sub>

Gayle reported the Children's SRP to date has presented 13 programs with 456 children and 150 adults in attendance. Margaret pointed out that the teens have had 150 participants in last three days.

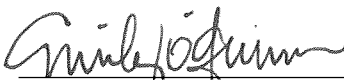
Katherine reported the library will be premiering the movie Farmageddon on July 9<sup>th</sup> with a 2 p.m. and a 6 p.m. showing.


Pete asked if the library has ever had a Bristol Youth Leadership Community Service project. Jud stated there was some input relating to the design of the building. Jud stated we could look into grants or Civic education for the youth. Megan is a member of Bristol Youth Leadership.


**Teen Report:** As emailed (on file).

The next board meeting will be on July 21, 2011, at 4:30 p.m. at the Main Library.

The meeting adjourned at 6:21 p.m.

  
Emily O'Quinn, President

  
Margaret Feierabend, Secretary

  
Brenda Dunn, Recording Secretary