

**Bristol Public Library**  
**Board of Trustees Meeting**  
October 20, 2011  
701 Goode Street Bristol, VA

Emily O'Quinn, President, called the meeting to order at 4:35 p.m. A quorum was present. Guests and Staff were welcomed.

Trustees present: Gayle Brown, Erin Downs, Ed Harlow, Joyce Kistner, Pete Lauzon, Emily O'Quinn, Alex Thompson, and Katherine Wilson-Thompson.

Trustees absent: Beverly Bowers, Margaret Feierabend, Megan Hopkins, Beth Muncy, and Mike Parker.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Kay LaSpina, Outreach Services; Joyce McCracken, Building Manager; Christian Trombetta, Digital Services Librarian, Susan Wolfe, Adult Services.

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

Watauga Regional Library staff present: Nancy Renfro, Director.

Guests present: Mildred Rutherford, Avoca Friends of the Library.

**Approval of Minutes:** The September 15, 2011 minutes were approved (Katherine, Joyce).

**Treasurer's Report:** Erin went over the Finance Committee report as handed out (on file). Jud reported he spoke with several of the concrete contractors that had received requests for quotes and they had not sent in a quote because of the fast turnaround being requested. He stated that according to the contractors temperature was not a factor in this kind of concrete repair. He added he should have three quotes by next Friday.

Erin added the committee is still looking at whether we could save money by doing security in house and are waiting to hear back from Cintas about the mats. Ed reported the parking lot sign should go up next week and they want to check with Bristol, TN to see if they can patrol our lot when they do the downtown since the lot is owned by both cities.

**Unfinished Business: Memorandum of Understanding Revision: Recommendation from the Friends of the Library:** Joyce reported the FOL want to eliminate the fifth bullet on page 2 under Role of the Friends beginning with individually and collectively. She stated the FOL mission was volunteering not fundraising. Jud reminded them the Board Development Committee has looked at this before and left it in the MOU and that customarily this is what Friends groups do. Discussion followed. Jud will attend the FOL meeting in November and bring this back to the next meeting.

**New Business: Standing Rules Revision:** Pete went over the changes on page two under Board Roles, bullet three: They added under section two "the Secretary of the Board shall chair the Program Committee, which shall meet monthly" and added under section three "the Treasurer shall chair the Finance Committee, which shall meet monthly. Other standing members of the Finance Committee shall include the two Board members appointed by the City Councils," to make the desired change for the Program Committee and also bring the rules up to date with existing practices. The change was approved by members on a recommendation of the Board Development Committee and needs no second.

**Alcohol Policy Revision: Recommendation from Foundation Board:** Jud went over the request as handed out (on file). The Foundation requests this change to give them the flexibility to serve alcohol as part of a fundraising event and would apply only to the Foundation. Erin asked all policies be made consistent if approved. Discussion followed. Motion to table this until the next meeting was approved unanimously (Erin, Ed).

**Strategic Plan Focus:** Jud introduced Kay LaSpina who has done outreach service to homebound seniors for years. Kay reported she started as a volunteer in this program in 1991 and took over the program in 2000 and works 10 hours per week. She goes to Grand Court, NHC, Bristol Nursing Home and regularly sees 8 to 10 individual patrons. She takes them the type of books they like or what they request and also takes them treats at the different holidays. Most see her as their best friend and she may be the only visitor some of them have. One lady keeps drinks in her refrigerator just for Kay and sometime they bake her things. Kay added they need more large print books as the collection is small. She stated she loves, loves, loves this job. Emily thanked her coming to speak with the board.

**Executive Director's Report:** As emailed (on file) and handed out a revised followups sheet (on file). Jud recognized Mildred Rutherford of the Avoca FOL and talked about the staff changes at Main and Avoca. Susan Wolfe is now at the branch and Rebecca Berry is working in circulation at Main. He believes this will be beneficial for both branches.

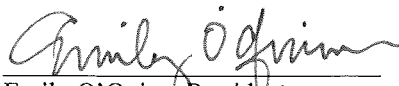
**WRL Report:** Nancy Renfro went over her report as handed out (on file). She added Gayle attended the trustee workshop. She stated the regional system would be going to from 12 regions to 9 regions and would be getting a new name effective July 1, 2012. The region will be called the Holston Regional Library.

**Teen Report:** As handed out (on file).

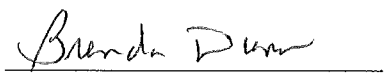
**Information: Friends of the Library Report:** Minutes as handed out by Joyce (on file). She reported they did not have anyone attend the Arts of the Highlands children's event during the Bristol Rhythm and Roots Reunion. If they do the event next year it will be moved to the park as that was where all the children were this year. She added she has copies for sale of the book she teaches to fourth graders on tracking the history of Bristol. The book also includes a walking tour and may be purchased for \$12.00.

The next board meeting will be on November 17, 2011, at 4:30 p.m. at the Main Library.

The meeting adjourned at 5:35 p.m.

  
Emily O'Quinn, President

  
Margaret Feierabend, Secretary

  
Brenda Dunn, Recording Secretary