

**Bristol Public Library**  
**Board of Trustees Meeting**  
July 19, 2012  
701 Goode Street Bristol, VA

Pete Lauzon, President, called the meeting to order at 4:34 p.m. A quorum was present. Everyone welcomed.

Trustees present: Erin Downs, Margaret Feierabend, Ed Harlow, Megan Hopkins (4:48p.m.), Joyce Kistner, Pete Lauzon, Walter Morton, Emily O'Quinn, and Katherine Wilson-Thompson.

Trustees absent: Beverly Bowers, Gayle Brown, Beth Muncy.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Susan Wolfe, Avoca Branch Manager.

Library Foundation staff present: Anita Machado, Executive Director.

Holston River Regional Library staff present: None

Guests present: None

**Approval of Minutes:** The minutes of the June 21, 2012 meeting were approved as emailed (Ed, Emily).

**Treasurer's Report:** Ed went over the minutes of the called Finance Committee meeting as handed out (on file). Ed reported the following statement was sent to the Foundation Board "The Committee (Finance) is not in favor of the retroactive application of the Foundation Disbursement Policy adopted in 2009. We are unanimously concerned it will adversely impact future donations to the Foundation because it is contrary to the stated fundraising purposes for those specific funds. It will also negatively impact the library's ability to pay for future capital improvements."

**Unfinished Business: Committees/Subcommittees:** Pete handed out copies of the Standing Rules that list the purpose for Board Committees/Subcommittees and responsibilities. He stated each Committee needs to review and update their purpose. He listed the Committees as Executive with him as the Chair; Board Development with Katherine as Chair; Finance with Ed as the Chair, Margaret also on as both Council members are on this Committee; Program with Gayle as the Chair. Subcommittees are Teen, Children's, Literacy, Exhibits which are still meeting. Marketing, Technology, Ground Floor Revision, and Landscaping will be added. Jud added he would like the Program Committee to focus on statistics and meet monthly. Pete asked Board members to volunteer to serve on a Committee or two. The full list will be distributed to Board members for review. Margaret added how meetings are scheduled needs to be clarified, and that Chairs need to work with Jud to send out notices and prepare agendas.

**New Business: Mumford and Son Concert Open or Closed:** Pete stated the concert is Saturday, August 11. Jud stated unless we are inside the fence we will remain open to help give visitors a Bristol experience. Staff would like to have an extension of the Gift Shop to sell items relating to the Library and Bristol authors on the plaza. Margaret added we should be prepared for 1000's of visitors since the Library is a nice, cool, quiet place for hot people to relax. She asked that Jud contact Believe in Bristol for more information.

Pete reported that Beth Muncy will be resigning from the Board due to family obligations. Margaret asked that Jud contact Jeff ASAP to let him know the Library has an opening to fill. Board members should give Margaret names of anyone who might be willing to fill that position and would take a leadership role on the Board. Pete will ask Beth for a letter of resignation.

**FY12 and Long-Range Plan Review:** Jud went over a power point overview of last year's budget (on file and on Board website), also trends in statistics (circulation, computer users, programs, etc.) over a five year period. An FY13 Focus list was also included. Discussion followed. Jud added that the Marketing Plan would be presented by Sarah Hutchinson at the next meeting. Margaret expressed the need for after hour's programs for children so that parents could bring them after work. Katherine added that Michelle has offered evening programs with almost no attendance. Planning ahead and marketing an evening program could help. Ed would like to see a survey of library use by area (Bristol, TN or VA and which area of the city they live). Katherine asked that the Committee/subcommittee list be send out every meeting.

**Executive Director's Report:** As emailed (on file). Jud went over the plan for Promoting Credential Growth at the Bristol Public Library as handed out (on file). LAB has the greatest need for this due to some grants requiring certification. Discussion followed. The Library has had an education fund in the past that was money from a bequest. Jud will gather additional information and take back to the Finance Committee.

**Foundation Report:** Anita reported they are now able to take credit cards using the Square system which attaches to a cell phone or ipad. She stated they would still have the spring fundraiser; programs using local and regional authors; and continue to research grants. The Silvia and Harley programs were well attended. She reported William Burriss III will be the Foundation President this year, Bill Shanks, Past President, Scott Peake, Vice President, Melanie Cole, Secretary, Tom Smith, Treasurer and Candy Snodgrass, long time Taskforce and Foundation Board member went off the Board on June 20, 2012.

Joyce asked that she be included as one of this year's Volunteers of the Year, second by Emily and approved by members. Anita went over the financial report as handed out (on file). Money available this year for capital needs will be \$40,507.04.

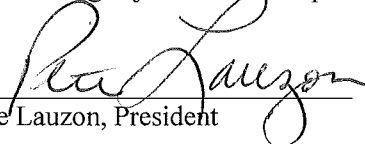
**HRRL Report:** None. Jud added Watauga is now Holston River Regional Library as of July 1, 2012.

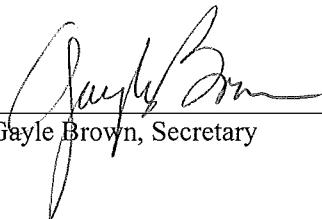
**Information:** Margaret stated she would like to see regular workshops on how to download ebooks. Margaret asked Megan to tell about the new teen members and what the Board can do to make them welcome, maybe through mentors. Megan agreed that having mentors would help; she said both Drew and Jessica are exciting about being on the board. They are both active in Teen programs; Drew is a Junior at THS and is into robotics; Jessica is a Senior at VHS and is a cheerleader. Mentors would come to orientation with the teens, introduce themselves, offer help if needed and leave. Megan said she will stay active in the Teen program and will be going to ETSU in the fall. The Board thanked Megan for her service to the Board.

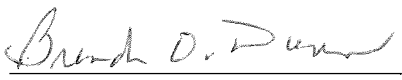
Margaret also reported she had friends in from Maryville who were excited about their new library until they saw just the outside of ours.

The next Board meeting will be on August 16, 2012, at 4:30 p.m. at Main.

The meeting adjourned at 5:55 p.m.

  
Pete Lauzon, President

  
Gayle Brown, Secretary

  
Brenda Dunn, Recording Secretary