

Bristol Public Library
Board of Trustees Meeting
November 15, 2012
701 Goode Street Bristol, VA

Pete Lauzon, President, called the meeting to order at 4:33 p.m. A quorum was present. Guests and Staff were welcomed.

Trustees present: Beverly Bowers, Gayle Brown, Erin Downs, Margaret Feierabend, Ed Harlow, Jessica Harosky, Joyce Kistner, Pete Lauzon, and Walter Morton.

Trustees absent: Drew Murray, Emily O'Quinn, and Katherine Wilson-Thompson.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, Adult Learning Lab Coordinator; Joyce McCracken, Building Manger; Michelle Page, Children's Librarian; Jeanne Powers, Reference Librarian; Christian Trombetta, Digital Services Librarian.

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

Holston River Regional Library staff present: None.

Guests present: Janice Greene.

Approval of Minutes: The minutes of the October 18, 2012 meeting were approved as emailed (Ed, Beverly).

Treasurer's Report: Ed went over the Finance Committee minutes as handed out (on file). Jud updated the Committee on the leak problem stating Terry Napier recommended having the roof checked for problems since it is still under warranty to be sure it is not part of the problem; financials were reviewed and were good; and several policies were reviewed. Erin expressed that they were told it was not the roof, but the blocks. Jud added this was a first step before doing a study. Neal Story and Son will be doing the inspection and we would only be charged if the roof does not have a problem. The Board asked for a ballpark estimate before the inspection is done. Erin asked that members carry on the roof cause after she leaves the Board next month.

Unfinished Business: Report on Program Committee: Gayle reported they had been working to organize the Committee, discussing how an active committee functions to provide the greatest benefit to the library. She added the current By-law wording for the Programming Committee needs to be reworded and proposed a revision (on file). She stated the Committee would work on one department at each meeting, focusing on any statistics they might have and what they need. The Committee would include three or four Board members (one would be a teen), the Executive Director, the Administrative Assistant for Finance and Personnel, each Department Head, and possibly three or four community members. Committee meetings would be once a month for one hour, with the Secretary of the Board Chairing the Committee. The By-law proposed change will be voted on at the next meeting.

New Business: Report on Ground Floor Revision: Jud did a PowerPoint presentation on the White Paper (on file) which included the Description of Need; Overview; Proposal; Project Activities and Timeline; Evaluation; and Funding. He stated the first step would be to consider forming two (2) committees; one for design (formed by the Board) and one for fundraising (formed by the Foundation). To date a little more than \$10,000 has been spend on Architect fees. Discussion followed. Jud asked for approval to go forward with the refinement of the White Paper to use for PR and to give to the Foundation to help in forming the Fundraising Committee. The Board authorized the Committee to proceed with the ground floor revision plan and refinement (Erin, Gayle).

MOU with Mt. Rogers Regional Adult Education Program: Jud went over the MOU (as emailed) and stated this comes as a recommendation from the ALL Taskforce. Discussion followed. The Board approved unanimously the MOU on the recommendation of the Taskforce with a second by Beverly.

Foundation: Anita reported the Discovery Series Worldview Event with Chuck Todd was a success with 500 people attending. This was the first time an event was by ticket only. She added they will continue to do the GALA as a fundraiser, the Worldview Series, and would be using local authors for Discovery Series programs. She asked members to email her if they have any ideas for programs. Jud called attention to the FY12 annual report that was handed out (on file).

Policy Review: Confidentiality Policy: Jud stated confidentiality was one of the bedrock principles of the Library profession. We don't know the date of the original approval, but the policy was reviewed in 2009. The policy was approved unanimously by members (Erin, Walter).

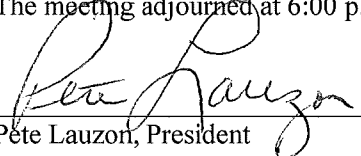
Strategic Plan Focus – Jeanne Powers – Adult Services: Jeanne handed out a brochure (on file) of the many different kinds of questions and jobs that each of the Reference Staff do on a daily basis. She let members know that if they have questions then they have answers. They also do brochures on many different genres of reading in the collection. She stated that the Reference area is in some ways the public face of the library for many visitors. Pete thanked her for her report.

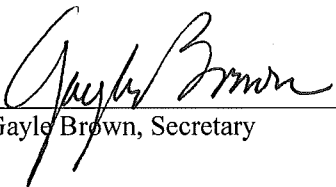
Executive Director's Report: (Report on file). Jud introduced Janice Greene an ALL volunteer, who was one of this year's Volunteers of the Year and presented her with a certificate and the book that was place in the Library in her honor. Jud added the Taskforce has asked for a work session with the City Managers to express concern over the funding issues with ALL. He stated both City Managers are receptive to the idea and Jeff Broughton is willing to meet for 30 minutes on December 18, 2012 at 7:00 p.m. at the City Annex. He asked members if funding issues should be brought up at the same time. It was decided to keep the meeting about ALL, but set another time to talk about additional funding issues. He will contact Dewey Cashwell to set up a meeting as well. Walter asked if it might be time to talk about expansion as the changes proposed for the downstairs area may not be enough room. Ed suggested a branch at Exit 7. Jud added a branch at Exit 7 use to be on the Five-Year Plan.

HRRL Report: Nancy emailed a report which was handed out at the meeting (on file).

Information: The next Board meeting will be on December 20, 2012, at 4:30 p.m. at Main.

The meeting adjourned at 6:00 p.m.


Pete Lauzon, President


Gayle Brown, Secretary


Brenda Dunn, Recording Secretary