

Bristol Public Library
Board of Trustees Meeting
September 20, 2012.
701 Goode Street . Bristol, VA

Ed Harlow, Treasurer, called the meeting to order at 4:31 p.m. A quorum was present. Everyone was welcomed. The Holston River Regional Library report was moved to number III on the Agenda.

Trustees present: Beverly Bowers, Gayle Brown, Erin Downs, Margaret Feierabend, Ed Harlow, Jessica Harosky, Joyce Kistner, Walter Morton, Drew Murray, and Emily O'Quinn (4:50 p.m.).

Trustees absent: Pete Lauzon and Katherine Wilson-Thompson.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, LAB Coordinator; Doris Stickley, Reference.

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

Holston River Regional Library staff present: Nancy Roark, Director; Amy Kimani; Assistant Director.

Guests present: None.

HRRL Report: Nancy stated that she and the Region had both had name changes. She is now Nancy Roark. She added she is please to have a new Assistant Director, Amy Kimani, who will be coming to meetings if she cannot attend. Amy stated she came from Pennsylvania where she had been a Library Director and she was very excited to be here. Nancy went over her report as handed out (on file).

Approval of Minutes: The minutes of the August 16, 2012 meeting were approved as emailed (Beverly, Joyce).

Treasurer's Report: Ed went over the Finance Committee minutes (on file). Joyce asked about the bank service charges. Brenda stated they were a little higher due to Wells Fargo charging for an end of the year balance request by the auditors. Margaret asked that RFP's be sent out for bank services for next fiscal year.

Unfinished Business: Ground Floor Revisions: Jud reported the Committee would be meeting after the Board meeting and went over the report as handed out at the meeting (on file). He stated that since meeting with the Architect, discussion with the Staff and the Committee there is a need to redefine the work area. Jud recommends the Board define the area of redesign as the entire ground floor which will allow the Committee to proceed in working with the Architect. He also recommended proceeding with the coffee concession but in the Gallery/Gallery lobby area which will allow access to water and the kitchen. Discussion followed. Margaret expressed the need to have additional "key" people on the Committee and that the case needs to be made for redesigning the entire ground floor. A motion was approved that we authorize the Committee to proceed and redefine the ^{parameters} perimeter, purpose, process and need (Erin, Drew).

New Business: Name Change for Literacy Academy: Jud reported that at the last meeting of the Literacy Academy Task Force they approved "Adult Learning Lab (ALL)" as the new name for the Patricia Freedman Academy. Sarah handed out an example of what the new colors and logo would look like (on file). They stated that "literacy" doesn't reflect the full range of services provided by ALL. Sarah believes that the new name and brand will help in expanding awareness of the program and for fundraising. Discussion followed. The Board adopted the new name on a recommendation from the Literacy Academy Task Force.

Policy Review: Collection Development Policy: Jud stated the existing policy goes to heart of traditional criteria for material purchases. The revision will better define the purpose of the collection, criteria in building the collection, and the general approach to maintaining it. Discussion followed. A motion was approved to table this until the next meeting so the Board could review the policy (Margaret, Joyce).

Strategic Plan Focus: Doris Stickley – Meeting rooms: Doris stated the Teen program uses the meeting rooms four days a week for two hours, in the summer there were three groups a day with up to 70 kids. The Teen program has grown tremendously and as our needs grow it cuts down on what we make renting out the room. She added that year to date there have been 16,125 people through the meeting rooms of which a good portion were Children and Teens. She reported we are building relationships with Community groups with over 100 different groups using our meeting spaces. She asked that if the ground floor is redesigned that more study spaces be provided.


Gallery Report - Doris stated they are close to finishing the 2013 selection process with the shows now hanging for two month each. She invited members to a reception on Sunday, October 7, 2012 at 2:00 p.m. in the Gallery for Dr. Lillian Trettin from South Carolina. Dr. Trettin has a special exhibit done in cut paper, targeted to libraries, based on the works of Flannery O'Connor. She reported they were working with the King College photography department, who are doing a High School student photo contest which will be judged by an internationally recognized photographer. Thirty students will be selected and published. This show will get national publicity. She added that having the Coffee Shop in the Gallery area would draw people to the area and allow groups to have access to refreshments during their breaks. She invited everyone to come and see what is going on in the Gallery.


Executive Director's Report: As emailed (on file). Jud reported that the Trustees Workshop in Tennessee on October 5th overlaps with the First Friday Business Briefing. He encouraged those that could to go to the Trustee Workshop. He stated we have applied for an LSTA Tech grant in Tennessee, which is Federal money and would be for the LAB and Teen program. The 50/50 match would come from the Technology line.

Information: None.

The next Board meeting will be on October 18, 2012, at 4:30 p.m. at Main.

The meeting adjourned at 5:55 p.m.


Ed Harlow, Treasurer


Gayle Brown, Secretary


Brenda Dunn, Recording Secretary