

Bristol Public Library
Board of Trustees Meeting
July 18, 2013
701 Goode Street Bristol, VA

Katherine Wilson-Thompson, Vice- President, called the meeting to order at 4:30 p.m. A quorum was present. Everyone was welcomed.

Trustees present: Gayle Brown, Margaret Feierabend, Julian Hernandez, Joyce Kistner, Walter Morton, Emily O'Quinn, Gary Poulton, Katherine Wilson-Thompson, and Carl Williams.

Trustees absent: Rita Hawkins, Pete Lauzon, Drew Murray.

Library staff present: Jud Barry, Executive Director; Brenda Dunn, Administrative Assistant; Karen Gaylor, ALL Coordinator.

Holston River Regional Library staff present: Nancy Roark, Director.

Guests present: None.

Approval of Minutes: The minutes of the June 20, 2013 meeting were approved as emailed (Ed, Walter).

Treasurer's Report: Ed went over the Finance Committee minutes as handed out (on file).

Unfinished Business: Interior Revision Plan: Jud presented the budget breakdown for each phase of the Interior Revision Plan; Phase one (Adult Learning Lab) \$239,775, Phase two (Teen area) \$311,432, Phase 3 (Coffee Shop) \$237,830 for a total cost of \$788,537 which includes cost for furniture and technology. The cost for the first two phases only would be \$550,707. The Foundation has at present \$721,087 as of May 2013. He added that the Finance Committee recommends keeping at least \$200,000 of this amount as a "Rainy Day Fund". At present the Library gets 5% of the balance to spend on capital improvements. Discussion followed. The Board expressed the need for: the plan for fundraising and who would serve in that role; what would be required of board members; who would fill Anita's shoes to take lead in fundraising; a list of what the 5% annual capital improvement funds have been spent on; a copy of the 40 year maintenance schedule; and the definition of capital. The next step is to set up a joint meeting with the Foundation Board either the last week in August or the first two weeks of September. Jud reported he would be on vacation from August 5th – August 23rd and would not be here for the August Board meeting and would also be out of town for the September meeting. He stated that maybe the Called joint meeting could be considered as the regular meeting. Margaret added that this would need to be advertised if the meeting date changes. Jud will get with William Burriss to set up the joint meeting.

Nancy recommended the Library apply for the Secretary of State's construction fund grant. Three grants of \$100,000 are given each year. Jud added that we had received this grant when working on this building. Nancy will send information on applying.

New Business: Strategic Plan Review: Jud reported both State Libraries require a Strategic plan; this one is considered a 5-year plan and it is acceptable to review it annually and added to it. Jud went over the PowerPoint presentation (on file) for the 2013 review of the plan listing each goal and what has been and still needs to be accomplished.

Emily and Ed left at 5:30 p.m.

Executive Director's Report: (Report on file as emailed). Jud reported the City Attorney stated that our policy on alcohol is not designed to prevent City-approved activities in the parking lot, particularly when the library is closed.


HRRL Report: Nancy went over her report as handed out at the meeting (on file). Nancy reported there are annual LSTA Technology grants of up to \$20,000 (50/50 match) for computers that could be applied for and used for the redesign tech needs. Margaret asked her to send up information on this. Nancy encouraged members to attend the Trustee Workshop each year as attendance will give bonus points on the grant applications.

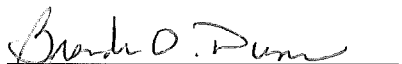
Information: Gayle reported the Program Committee did not meet in July.

The next Board meeting will be on August 15, 2013, at 4:30 p.m. at Main.

The meeting adjourned at 5:55 p.m.


Katherine Wilson-Thompson, Vice-President


Gayle Brown, Secretary


Brenda Dunn, Recording Secretary