

**Bristol Public Library**  
**Board of Trustees Meeting**  
February 20, 2014  
701 Goode Street Bristol, VA

Pete Lauzon, President, called the meeting to order at 4:33 p.m. A quorum was present. Members and guests were welcomed. The Board introduced themselves to new members Thomas Bowers and Eric Cuddy.

Trustees present: Thomas Bowers, Gayle Brown, Eric Cuddy, Margaret Feierabend, Ed Harlow, Paxton Huffman, Pete Lauzon, Walter Morton, and Carl Williams.

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

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

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

Guests present: Ralph Roark, Chairman, and Randy Roark, Susong Cemetery Board of Trustees.

**Approval of Minutes:** The minutes of the January 16, 2014 meeting were approved as emailed (Ed, Carl).

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

**Unfinished Business:** None.

**New Business: Request from Susong Cemetery Board of Trustees:** Jud introduced Ralph Roark, Chairman. Mr. Roark gave a brief history of the cemetery and stated they need a central safe location to store vital documents. They would provide the cabinet. After discussion, it was decided an agreement would be prepared for approval at the next meeting. This agreement should include what would become of the stored documents if their organization should cease to exist.

**E-Cigarette Policy:** Jud reported we had a recent challenge of our conduct policy concerning the use of e-cigarettes. Other libraries have amended their no smoking policy to include a specific ban on the use of e-cigarettes. His recommendation was to add the phrase "including e-cigarettes" to the existing clause in the conduct policy. A motion to accept the recommendation was approved by the board (Margaret, Ed).

**Executive Director's Report:** As emailed (on file). Jud reported he will be meeting with the two City Managers next week about the Library's organizational issues relating to insurance. Also, that the Fundraising and Design Committees had met to discuss the remodeling project. He stated that Trish Kaffenberger was interested in possibly being the project manager for the project.

Doris reported the Fundraising Committee had met and the core of the Committee has been formed with people that were part of the original fundraising group for this building. The group has asked for specific things to take out when talking with people; a good brochure and a presentation to show to civic groups. The next step will be to firm up and add to the Committee, and she added she welcomed Board participation. She added we need to keep other groups informed about what we are doing, as everyone is fundraising right now.

**Holston River Regional Library Report:** Army went over the HRRL report as emailed (on file).

Pete reported that Julian Hernandez has resigned from the Board due to family issues. Margaret stated the Development Committee needs to send out/talk about the Board inventory. This could be emailed out to the

Board to see what talents we have currently and what talents might be needed on the Board. She added this should be done quickly.

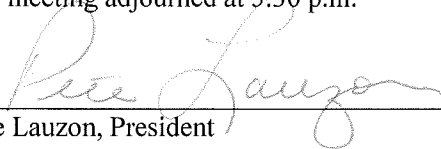
Pete encouraged the two new members to become involved in a Committee. Gayle added that the Program Committee learns a lot about Library operation.

Margaret inquired if the \$100,000 construction grant from the State of Tennessee has been applied for. Jud reported that funding has to be in place before applying. Amy added this helps prove you can pay for the project without the grant. Jud was going to check with Nancy to verify this, so that the grant can be applied for as soon as possible.


**Information:** None.

The next Board meeting will be on March 20, 2014, at 4:30 p.m. at Main.

The meeting adjourned at 5:30 p.m.

  
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Pete Lauzon, President

  
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Gayle Brown/Secretary

  
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Brenda Dunn, Recording Secretary