

**Bristol Public Library**  
**Board of Trustees Meeting**  
May 15, 2014  
701 Goode Street  
Bristol, VA

Pete Lauzon, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed.

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

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

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

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

Guests present: Ken Ross and C. W. Parker, Ken Ross Architects.

**Approval of Minutes:** The minutes of the April 17, 2014 meeting were approved as emailed (Ed, Carl).

**Treasurer's Report:** Ed went over the Finance Committee minutes as handed out (on file) and reported the bottom line is good.

**Unfinished Business: Remodeling Project:** Ken Ross went over the plans as handed out at the meeting (on file). He stated the project will still be in two phases, that the cost of phase one is \$173,986, which is a little more than a year ago and phase two is \$235,671 which is down from a year ago for a total of \$409,657. He added that whoever gets the construction contract will be asked to have all materials on hand before starting which will save time and get the project completed quicker. Ken Ross will act as the Project Manager as per his contract. Discussion followed. The next step would be finalizing the plans to go out for bids. Jud asked the Board approve this proposal and proceed with the timeline on the last page. Margaret asked if we are okay with funding. Jud stated everything is in place. A motion to accept the proposal for moving forward as presented was approved by the Board. (Margaret, Ed).

**New Business: Request from Arts in Public Places:** Jud reported Arts in Public Places has requested (letter on file) the Library contribute \$8,900 to cover the cost of installation and lighting of the sculpture "Bristol's Cultural Heritage" which is scheduled to be installed on the Library plaza in October 2014. The money could come from the reserve fund. Discussion followed. Margaret asked a policy about reserve funds be written; how much we should have and how it should be allowed to go. Jud stated he could bring one to the Finance Committee. A motion to take the \$8,900 from the Reserve Fund to cover cost of installation and lighting for the sculpture was approved (Margaret, Walter). A motion that the Finance Committee presents the Board with a reserve fund policy that recommends either a percentage or a minimum balance and what uses are appropriate and the process for spending, and suggest also one for gifts, that would be a policy for receiving, ways to be used and naming is always a possibility was approved (Margaret, Gayle). Jud will bring the Gift Policy to Finance Committee, but it is primarily about books. Pete asked this be put on the agenda for the Finance Committee.

**Executive Director's Report:** As emailed (on file). Jud reported he has met with the Directors of the Northeast Tennessee Public Libraries on an exciting development with the Library management system. Our current system hosted by ETSU and NEST will be going away in June of 2015. It looks like the current group

of Libraries will be able to afford an alternate system which will allow current services to continue and they will be getting bids soon. We will have to get a new governance structure for the group and it cannot be the Region. Nancy has been helpful and supportive. May be a chartered organization, but are just starting to investigate the options. He will keep them updated on any developments.

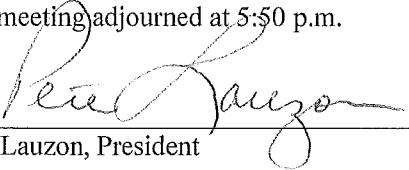
Also on the personnel policy, he has met with Trish Henderson and received good input and hopes to bring a proposal for a comprehensive personnel policy for the Library. The policy will need to clarify the definition of Library employees as employees of the City, and how the authority of the Library Board is affected by that definition. Ed added the Library Director may have to report to the City Manager and the Library Board.

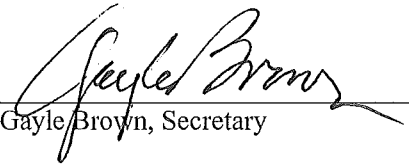
**Holston River Regional Library Report:** Nancy went over the report as emailed (on file).

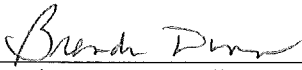
**Information:** None.

The next Board meeting will be on June 19, 2014, at 4:30 p.m. at Main.

The meeting adjourned at 5:50 p.m.

  
Pete Lauzon, President

  
Gayle Broyn, Secretary

  
Brenda Dunn, Recording Secretary