

**Bristol Public Library
Board of Trustees Meeting**

April 9, 2015
Called Meeting
208 Lovedale Drive
Bristol, TN

Margaret Feierabend, President, called the meeting to order at 6:15 p.m. A quorum was present.

Actions Taken:

- Executive Director Job Description approved
- Executive Director Job Ad accepted

Next meeting: April 16, 2015, 4:30 at Main

	Board of Trustees		Kayla McCracken	x	Megan Hopkins
x	Thomas Bowers	x	Walter Morton, Secretary		
x	Gayle Brown	x	Carl Williams, Vice-President		
	Lori Byington	x	Katherine Wilson-Thompson		Guests
	Eric Cuddy		Library Staff	x	Sarah Williams
x	Margaret Feierabend, President	x	Brenda Dunn, Interim Director	x	Patty Bowers
	Ed Harlow, Treasurer	x	Doris Sticklely, Marketing	x	Steve Johnson
	Archie Hubbard	x	Jeanne Powers, Library Staff		
	Paxton Huffman	x	Susan Wolfe, Avoca Manager		
x	Jaime Johnson	x	Pam Neal, Teen Librarian		

New Business: Search Committee Update: Margaret went over the update as emailed (on file). She added that Pat Hardy has helped in the search for two Library Directors for Johnson City and Brentwood; all application with be received electronically at resumes@bristol-library.org; starting the week of April 13 and ending in late May; that we can follow Bristol, Virginia guidelines for interviews, etc.; that Kim Armentrout with the Library of Virginia recommended we have a current Library Director on the Committee and we already have two, Nancy Roark, with Holston River Regional Library, Johnson City, TN and Charlotte Parson, with Washington County Public Library, Abingdon, VA.

Katherine reminded everyone to participate in the Doodle to choose dates for upcoming Search Committee meetings, she added that we would not meet on every date but are looking for the best times to meet. Also, that a survey will be out soon and asked that everyone take the survey and point others to it as well. HRRL has a Survey Monkey site and all the analytics will be done by them.

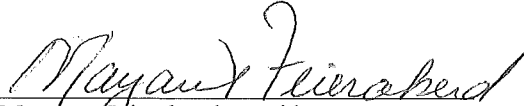
Review of Director Job Description: This is the job description we already had, but have added under Position Requirements – Education: Masters of Library Science or Masters of Library and Information Science (MLS or MSLS) degree; Experience: minimum of eight to ten years of public library experience, in an increasingly responsible supervisory and administrative position with a high level of financial responsibility; Must have an understanding and appreciation of technology with an emphasis on functionality with the ability to implement internally and externally; must hold a valid driver’s license; under Essential Duties, III. G. – Evaluates employee work performance on a yearly basis; under Core Skills – Uses knowledge of various software programs to operate a computer in an effective and efficient manner; Maintains an active involvement in professional associations. Corrections to be made are under: Position Requirements – Preferred skills: move line below to same line to be uniform with others; Essential Duties – I. G. committee needs to line up under Provides.

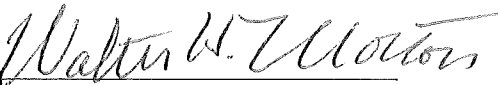
The Executive Director Job Description was unanimously approved by all present with the motion by Thomas and second by Katherine.

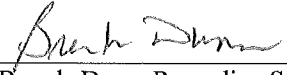
Margaret read the job ad as written by Pat Hardy of MTAS and all agreed that the ad matched the job description.

Next meeting will be April 16, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 6:40 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Brenda Dunn, Recording Secretary