

**Bristol Public Library
Board of Trustees Meeting**
February 19, 2015
701 Goode Street
Bristol, VA

Margaret Feierabend, President, called the meeting to order at 4:30 p.m. A quorum was present. Members and staff were welcomed. Jud introduced Melba Peters, who has provided customer service to the Library for 30 years, and told her how much she has meant to the Library and our patrons. He added Melba's kindness has often been remarked upon by patrons. Margaret presented Melba with a card from the Board and thanked her for her service. Melba thanked everyone.

Actions Taken:

- Minutes of January 15, 2015 meetings approved
- Policy Review Calendar Site available at <https://sites.google.com/site/bplcommitteeschedule/>
- Reserve funds of \$30,000 to Fundraiser approved
- Letter to Bristol Virginia City Council on Street closures approved
- Letter to Eastman Credit Union sent
- Margaret and Jud met with Ken Ross Architects

Actions outstanding:

- Policy on Background Checks
- Board retreat/social
- Gifts Policy
- Better Library signage for the Cumberland Street entrance
- Joint meeting with Library and Foundation Boards/MOU
- Staff appreciation
- READS and ROKU training
- Facilitator for Strategic Planning

Next meeting: March 19, 2015, 4:30 at Main

	Board of Trustees		Kayla McCracken		Holston River Regional Staff
x	Thomas Bowers	x	Walter Morton, Secretary		Nancy Roark, Regional Director
x	Gayle Brown	x	Carl Williams, Vice-President		Amy Kimani, Assistant Director
x	Lori Byington	x	Katherine Wilson-Thompson		Guests
	Eric Cuddy		Library Staff		
x	Margaret Feierabend, President	x	Jud Barry, Executive Director		
x	Ed Harlow, Treasurer	x	Brenda Dunn, Secretary of Record		
x	Archie Hubbard	x	Doris Stickle, Marketing		
x	Paxton Huffman	x	Melba Peters, Library Staff		
	Jaime Johnson				

Approval of Minutes: The minutes of the January 15, 2015 minutes were approved as presented (Ed, Katherine).

Warm up: Jud showed a multimedia piece of fanfiction based on "Jonathan Strange and Mr. Norrell" by Susannah Clarke. He wrote a very short story inspired by Clarke's idiosyncratic mix of historical fiction and magic, and then rendered it as a music video with him playing Celtic oboe, washboard, and toy box.

Unfinished Business: In Executive Director report (on file).

Executive Director Report: As emailed (on file). Jud added there is a meeting next week with Ken Ross Architects to verify furniture layout/design; there will be a meeting on March 5 to discuss fundraising; he asked that members review the Focus Groups report that was handed out at the meeting (on file); that Don Wilson had done a good job setting up the Policy Review Calendar site; that policies will beginning being review in March.

Margaret reminded everyone the Library will be closed from May 11-13, 2015 for migration to the new ILS.

Treasurer's Report: Ed reported the Finance Committee did not meet, but the budget detail and financial reported look good and were included in the packet (on file). Jud reported the next budget meeting will be in March and will allow us to make a PowerPoint presentation. Jud added the only changes to the budget were for the Hospitalization and VRS increases.

Committees: Executive: Margaret reported there will be a called meeting on March 5 and it will be a fundraising/brainstorming/idea session. She reported the meeting with Ken Ross was positive and they hope to keep him on track.

The Executive Committee requested \$30,000 from the reserve fund of \$186,154, be committed to the remodeling. Margaret added that we could come back for more if we need it. She expressed there is still a desire for a family bathroom, which would be great for families and those who have family members needing help. Lori asked if this money is for new bathroom. Margaret reported the family bathroom is not in the plans yet. The fundraising goal is \$125,000 and Doris reported we have \$62,700 right now. The request came as a recommendation from the committee and was unanimously approved by all present.

Margaret asked if the rewritten letter to Bristol Virginia City Council looks okay to mail (as handed out, on file). She stated the concern is about street closures for events that close our parking lot on the lower level. The letter was approved unanimously to be sent to Bristol Virginia City Council (Archie, Carl).

Margaret added the READS and ROKU training will be rescheduled.

Program: Margaret reported Alice McCaffrey gave a report on the Focus Groups. The report went from MakerSpaces to Raspberry Pis (which are tiny computers). She stated it was a great report. Carl added Chattanooga Public Library has a Maker culture you can look up to find out more.

New Business: Policy on Background Checks: As emailed (on file). Tom reported the Sheriff's Department would do full background checks for us. In second paragraph wording changed to say before "they are hired by the Library". Margaret asked if Bristol, Virginia or Tennessee have a policy. Discussion followed. Jud will check with Angel Harris on wording for the policy. This policy will be on the March agenda for approval.

Holston River Regional Library Report: Report as emailed in packet (on file).

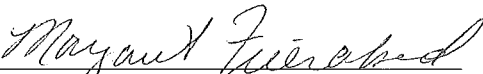
Board Member Reports and Comments: Margaret stated Board members will be getting together socially and asked if they should read a book to discuss. Jud reported National Library Week is the second full week in April, this will be April 12-18 this year.

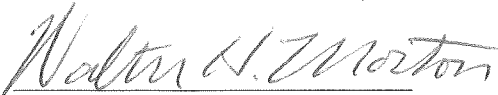
Executive Session: Ed read from Virginia Code, Section 2.2-3711. A.1 and that pursuant to the code they go into Executive Session for the discussion of Personnel matters. The Board went into Executive Session on a motion by Tom, second by Katherine and approved by members. After the Executive Session, Members certified by roll call: Walter, yes; Lori, yes; Archie, yes; Tom, yes; Katherine, yes; Margaret, yes; Ed, yes; Paxton, yes; Gayle, yes; Carl, yes. All certified that nothing was discussed except what they went into Executive Session to discuss.

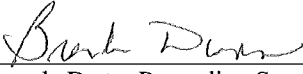
Information: Margaret reported READS training will be rescheduled and a called meeting on March 5 to discuss fundraising and National Library Week. Jud reported the report on WJHL concerning fines has helped as a few patrons have come in and paid fines and the amnesty week benefitting the Bristol Emergency Food Pantry will be the first week in March. The Library will be closed May 11-13 to make sure we are ready to go live on May 14, 2015.

Next meeting will be March 19, 2015 at 4:30 p.m. at Main.

The meeting adjourned at 5:35 p.m.


Margaret Feierabend, President


Walter Morton, Secretary


Brenda Dunn, Recording Secretary