

Tazewell County Public Library
January 17, 2019
3:30 p.m.
Tazewell Main Public Library

Present: Trustee Regina Roberts, chair
Trustee Karel Ryan, vice chair
Trustee Connie Bailey
Trustee Diana Queen
TCPL Interim Director Erica Hall,
TCPL Administrative Assistant Betty Pruett
Library of Virginia Director of Library Development Nan Carmack
Interim County Administrator and Attorney Eric Young
Chair of the Board of Supervisors Travis Hackworth

Absent: Trustee Beth Quesinberry

No members of the public present.

Approval of Minutes

Upon motion of Trustee Queen, seconded by Trustee Roberts and adopted by a vote of 4 to 0, with 4 Trustees members present and voting in favor and no one against, the Library Board of Trustees approves the September 20, 2018 meeting minutes as written.

Director's Report

Library Director Hall presented the highlighted accomplishments of the TCPL activities and actions, including the Friends and Foundation, in the last 2 months.

Nan Carmack praised our having both, explaining the different roles each can take. Foundations generally focus on development, capital outlay projects, and ensuring longevity of library; Friends are more small-project based.

Annual Report

Hall presented the Annual Report 2017-2018. (see attached), highlighting areas of success and areas for potential growth:

The cover photo, of the high school student who got her driver's license and whose first trip was to the Library, was one of many "success stories" that the Library is compiling. "Circulation by Item type" chart shows that Print is the primary circulating material. DVD (7%) circulation is also good, filling in a gap for weak streaming/internet service in the County.

Trustee Ryan said if a person is using the Library website to "borrow" digital books, the website forgets the login of the patron's library card number. She suggested that be fixed. Hall said that and other access problems were eliminated with use of the app, called "Libby," and she encouraged its use. It can be downloaded from the webpage.

Other highlights of the report were heavy use of the genealogy database, and STEM kits.

About 43% of our County population of 44,000 have Library cards.

Success stories included the patron who used several Interlibrary Loan requests to acquire books from which he learned how to make a fiddle. (Supervisor Hackworth suggested following up on things like this to see if it turns into or leads to business activities.) Librarians also have assisted patrons in navigating the very difficult-to-manuever Walmart application.

As Hall presented the “By the Numbers” page of the report, discussion turned to marketing. Supervisor Hackworth suggested we use the radio station community access. Hall said it was a good idea to perhaps use for Storytime, or on public access. Using the newspapers and Instagram and coordinating with the Towns were other ideas proposed.

The “Value of the Library” was discussed. Eric Young asked how the \$3 million dollar “total value” was calculated and Hall explained it was based on using the average cost of a book. In other words, all of the books checked out or DVDs borrowed or databases searched, etc., would have collectively cost Library patrons more than \$3 million if they had not had the Library.

Betty Pruett added there’s additional value from the books that are weeded out of the Library and taken by the Friends of the Library and distributed to the jail and prisons. Plus some are sold and proceeds go to the Friends who then reinvest those proceeds in Library projects.

Young asked if book depreciation was something that could be written off. Carmack and Hall said it was more likely a book would be replaced before its depreciation could be beneficial.

Q&A with Special Guests

There were no questions/answers from the special guests and this agenda item was dropped.

Financial Report – as of Dec 31, 2018

Hall presented the financial report, showing spending is right on target, with 50% of the budget being spent by Dec. 31, 2018

Committee Reports

None

Unfinished Business

The Board/Director will be asking towns and other organizations for contributions to Library. The town of Richlands and the town of Tazewell will be asked, as the town of Bluefield, VA already donates to the library.

Change to By-Laws

Upon motion of Trustee Ryan, seconded by Trustee Bailey and adopted by a vote of 4 to 0, with 4 Trustees members present and voting in favor and no one against, the Library Board of Trustees approves a change to Article V Section 1 of the bylaws from: “Regular bimonthly meetings” to “Regular monthly meetings”.

Upon motion of Trustee Ryan, seconded by Trustee Queen and adopted by a vote of 4 to 0, with 4 Trustees members present and voting in favor and no one against, the Library Board of Trustees

approves a change to Article X Section 1 of the bylaws from: “mailed” to: “mailed or otherwise delivered”.

Nan Carmack offered comment about “mailed or otherwise delivered” explaining that emails are subject to Freedom of Information (FOIA) and said she maintains a separate account.

New Business

Travis Hackworth excused himself to leave.

Discussion of Budget request for 2019-20

The TCPL budget request for County funds for FY2019-20 was discussed, deliberating various options for cutting or increasing various line items of the budget, including the following: .

Collecting unpaid fines and debts: Carmack said to look at how Lynchburg Public Library collects debts/unpaid fines. Young said if patrons have overdue and unpaid fines, this could perhaps be added to the tax statements sent out by Treasurer’s office, if we could plug into their database. It would have to be \$50 or \$60 to be worth it.

Cutting the unfixed expense category of “books”: Young -When we look for places to cut, we don’t look for the fixed expenses, we look at ones not fixed, such as the Library’s expenditure on books.

Young gave the example of VDOT, whose strategy was to cut spending in categories where it would make it “painful” on people who would then pressure their politicians to return funds to that area.

Hall proposed cutting the line item for book expenditures 10%, so from \$10,000 (County funds) to \$9,000.; also cutting the line item of Contractual Expenses, that includes Hungate IT services. Could we get this service supplied by the County? Young was doubtful, saying the County went from 5 to 2 people so they are stretched.

Negotiate for better contracted services: We discussed getting a better deal from the Internet provider. Comcast has a contract with the State of Va. so the Bluefield library should be getting that State rate, resulting in a potential savings of \$40 month. Cindy Chuck is contact person. TCPL using the County server and its broadband is another possibility to look into. (Using Tannersville internet?)

Carmack and Hall said savings from eliminating the Hungate (IT) service could translate into funding/contracting with a part-time employee for the County to do that work.

Young explained factors that have strained the County budget: decreased machinery tax revenues, loss in coal severance tax revenues and increasing healthcare costs.

Young said for our electric bills – governments get a discount. Make sure the TCPL is getting theirs. See Arlene Matney in budget office.

On the revenue side: We need to ramp up marketing for books. Carmack said we as Trustees were the go-between for the public and the director-- able to sell the library, gather feedback and bring it back to the director.

Revenue: Brainstormed ideas such as putting a recycling bin by the Library, which Hall thought was a great fit with Library activities and use of paper. The County is coming out with a plan for recycling. Carmack suggested an aluminum recycling bin.

Other ideas: a) start charging for Inter Library Loan for a savings of about \$1800. Young said the County's Law Library fund has \$80K. The TCPL maintains a computer that allows lawyers to access the Westlaw database and TCPL could be charging patrons for that use. b) contributions from the Towns: Bluefield VA decreased, from \$1500 to \$500. Town of Tazewell could be asked for a donation.

Young said the exchange of information about the TCPL budget during this meeting was beneficial to all. He said a difficulty in getting specific information about the Library's spending, and difficulty in collaborating on needed budget cuts was the backdrop of the Board of Supervisors' executive session item about contracting library services. The information he was receiving during this present meeting was the type of discussion that was needed.

Bailey asked if any Supervisors had other concerns about the Library. Young said that contracting services has reduced costs in, for example, the Landfill, where the County saved a half million dollars; that private company employs 12 people to do what 30 had been doing.

One more Trustee needed for Foundation Board

Chair Roberts asked Bailey if she would consider but she declined for reasons of time. Queen was unsure but willing to consider so the Board decided to table the appointment until the next meeting.

Public Comment

None

Adjournment

There being no further business, Trustee Queen made the motion to adjourn with a second by Trustee Bailey.

Respectfully submitted,

Betty Pruett