

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Bluefield Library, 108 Huffard Drive, Bluefield, Va., April 18, 2019 at 3:30
p.m.**

Present: **Regina Roberts, chair**
Connie Bailey, trustee
Diana Queen, trustee
Erica Hall, TCPL Interim Director
Sarah Murphy, Bluefield Branch Manager
Betty Pruett, TCPL Administrative Assistant

Absent: **Karel Ryan, vice chair**
Tom Brewster, trustee

No members of the public were present.

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:47 p.m.

2. APPROVAL OF MINUTES

Trustees discussed the need to be careful documenting names specifically. Err on the side of having specific names in the minutes and taking out if necessary. Also, if talking specific dollar amounts, be cautious. Minutes are public records.

A motion was made by Trustee Queen to accept the minutes with corrections. Trustee Bailey seconded the motion, which passed unanimously with all trustees present in favor and none against.

3. DIRECTOR'S REPORT

Memorial Donations: The memorial donations for Jerry McPherson are over \$2,000. A large portion of these funds are going to be used for our STEM camp, since Mr. McPherson was an avid science reader. A small portion of the funds were used to purchase new porch furniture in his memory.

Budget Committee Meeting: Interim Director Hall met with Eric Young, County Administrator, and Arlene Matney, Office of Budget & Finance, regarding the 2019/2020 budget. Although the Library budget will be cut, the funds will be put into Capital Improvements for some much needed upgrades at the Library.

New and Upcoming Programming: There are numerous programs happening or in the coming months. These include Girls Who Code starting May 1st at Tazewell, Stem Camp in June in June, Adult Sensory Storytime, Week of Stories, Storytime and Sit & Stitch at Emma Yates Memorial Library, Comic Con, and Down on the Farm.

Patron and Circulation Statistics: Stats are up 5% for patron and circulation statistics.

VPLDA Meeting: Interim Director Hall attended the Virginia Public Library Director's Association conference from April 10th through April 12, 2019. Prior to the main conference, she attended a new director meeting which was a helpful orientation to directorship. Both meetings were very informative.

Library Foundation: Interim Director Hall spoke with Sam Johnson, CPA, to make sure the FOL and the Foundation had submitted all necessary forms. The Foundation is tossing around ideas for a fundraiser.

4. FINANCIAL REPORT

The Library is right on track with spending. We have used 71.12% of our budget. We are falling behind on collecting the \$25,000 requirement for Fines/Fees collections.

5. COMMITTEE REPORTS

Strategic Planning Committee: On March 29, 2019, Interim Director Hall, Trustee Queen and Trustee Bailey had a meeting to review the TCPL 5-year Strategic Plan 2015-202 and the 5-year Who-What-When Working Plan. The 5-year Who-What-When Working Plan shows who is assigned to which task and a status of completion. Cited section of the Trustee Handbook (p.66) that says the analysis of the community is a foundational part of planning, as it considers the strengths and weaknesses of the library. Various sources were brainstormed that could be used in a community analysis. This analysis could identify the positive and negative characteristics, and the strengths and weaknesses of our County and then use this data to shape a vision and guide how the Library can thus best meet its mission in this environment and evaluate our progress. Ways to collect data, using sources both numerical and narrative, were also brainstormed. The idea of an annual survey of patrons/citizens was discussed so that we can always keep our ear to the ground in analyzing our community, and better partner and serve the TCPL communities. A strategy for organizing our "audiences" was discussed as a means to tailor our messages and vehicles for each audience, and looked at a "linkages" strategy often used in communications marketing.

6. BLUEFIELD BRANCH MANAGER SARAH MURPHY'S REPORT.

Sarah Murphy reported on some of programs that have or will be starting soon. These include: Gardening, Summer Reading Program, Girls Who Code, Senior Game Day, and the Adult Book Club. The Adult Book Club isn't doing well and needs to revamped. One of the suggestions for the book club is to look at other cultures/lifestyles. The Library will be doing a Veteran's Program near Memorial Day.

7. UNFINISHED BUSINESS

New Librarian Position Description: The description of the Outreach Services Librarian reads:

**Tazewell County Public Library
Outreach Services Librarian**

General Statement of Duties

The Outreach Services Librarian organizes and manages outreach library services throughout Tazewell County.

Position Summary

The Outreach Services Librarian provides equitable delivery of library services to all people through the development of programs, policies, practices, and behaviors which make the library available to all people. This person plans and supervises the county-wide Library presence outside of the physical library buildings. The Outreach Services Librarian develops, implements, evaluates and supervises additional outreach library services to traditionally underserved communities. The person in this position is expected to have in-depth knowledge of county policies and procedures. The Outreach Services Librarian is supervised directly by the Library Director, but a good deal of latitude is granted for the exercise of independent judgment and initiative. The principal duties of the position are performed in the community, general office and library environment.

Essential Duties and Responsibilities

- Develops and coordinates outreach library services
- Establishes and maintains regularly scheduled pop-up libraries throughout the county
- Participates in the near-term and long range planning of library outreach services throughout the county
- Assists in communicating the vision and goals of the library
- Serves as liaison to community agencies, including non-traditional or underserved populations
- Creates outreach publicity materials
- Applies for and administers grant money
- Prepares statistical and narrative reports
- Participates in professional library organizations and attends meetings and workshops
- Assesses outreach programing for effectiveness and makes recommendations for service improvements
- Works with staff to plan and coordinate programs delivered to retirement facilities and other community organizations as appropriate

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, objectives, methods and practices of library management
- Customer service principles, practices and objectives
- Principles, methods and objectives of community relations and promotions
- Community assessment principles and methods
- Trends affecting outreach in a rural community

Skills in:

- Microsoft Office applications
- Standard library technologies

Ability to:

- Effectively advocate for county public library service
- Establish and maintain effective working relationships with patrons of all ages and other employees
- Elicit community and civic organizational support for library programs and services
- Operate appropriate library technologies, standard office equipment and personal computer program applications appropriate to assigned duties
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines
- Perform time management, scheduling and prioritization functions
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks
- Be self-directed in pursuing relevant, necessary and appropriate educational and training opportunities
- Provide effective, courteous customer service

Minimum Qualifications

- Preference will be given to candidates with an MLS. Candidates with a four-year college degree and an equivalent combination of training and experience which provides the required knowledge, skills, and abilities may be considered
- Valid driver's license required

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person and to hear sounds within the normal range of conversation
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, specialized library equipment and a personal computer
- Sufficient personal mobility, flexibility and balance, with or without reasonable accommodation, which permits the employee to lift up to 35 pounds and maneuver heavy book carts and to work in an office and library environment

There was a discussion of giving preference to candidates with Master of Library Science Degree or another four year degree or an equivalent combination of experience and training. A motion to accept the description as written with the changes was made by Trustee Bailey and a second by Trustee Queen. The motion to accept with the changes passed unanimously with all trustees present in agreement and none against.

Beth Quesinberry's Memorial Book: A sympathy card was sent to Beth Quesinberry's family. There was a discussion about ordering a book about horses and putting a book plate in it in memory of Trustee Quesinberry. The cost will be \$5.60 from each Trustee to purchase the book.

8. NEW BUSINESS

Executive Session: The Trustees present entered into an executive session to discuss personnel pursuant to Virginia Code Section 2.2-3711A(2) at 5:20 p.m. The executive session ended at 6:20 p.m.

The Trustees returned to the meeting at 6:20 p.m. Trustee Bailey made to motion to hire Erica Hall who has been serving as Interim Director to the position of Director with an annual salary of \$50,000 effective April 18, 2019. Trustee Queen seconded this motion. All trustees present (Chair Roberts, Bailey and Queen) voted in favor of electing Hall as Director. No one opposed. The motion passed.

Change of position title for Youth Services Librarian: Interim Director Hall led a discussion of changing the name from Youth Services Coordinator to Youth Services Librarian. The Trustees stated this would be a determination of the Director and Hall could change the name.

9. PUBLIC COMMENT

No members of the public were present.

10. ADJOURNMENT

There being no further business, upon motion made by Trustee Queen and seconded by Trustee Bailey, the Board voted unanimously to adjourn the meeting at 6:25 p.m.

The next meeting is scheduled for May 16, 2019, at 3:30 p.m. at the Richlands branch library.

Respectfully submitted,

Betty Pruett, Administrative Assistant

Tazewell County Public Library Board of Trustees

Regular Meeting

Apr. 18, 2109

Tazewell Library

Tazewell, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda

-
- 2. DRAFT Minutes of March 21, 2019
 - 3. Director's Report
 - 4. Strategic Planning Committee Report