

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Bluefield Branch, 108 Huffard Drive, Bluefield, Va., October 21, 2021, at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair (attended virtually)
Mary Sue Dean, trustee
Connie Bailey Kitts, trustee
Erica Hall, TCPL Director
Angie Bogle, TCPL Bluefield Youth Services
Cassie Ogle, TCPL Technical Services Librarian (attended virtually)

Absent: Michele Crigger, trustee

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:58pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Director Hall requested to add an item to the agenda before the Director's Report to include an update from Angie Bogle, TCPL Bluefield Youth Services Librarian. With all in favor and none opposed, the item was added to the agenda.

3. APPROVAL OF MINUTES: Suggested edits for the September minutes included indicating Trustee Kitts suggested the development of the public relations plan and to edit to remove passive voice. A motion was made by Trustee Kitts with a second by Trustee Dean to approve the minutes with the suggested edits. With all in favor and none opposed, the motion carried.

4. BLUEFIELD YOUTH SERVICES REPORT: Angie Bogle, TCPL Bluefield Youth Services Librarian, gave an update about the fall programs which included story time for preschool children on Mondays, Lego club, teen movie night, a stuffed animal sleepover with Gatsby, pumpkin painting, and a Dungeons & Dragons group for high school teens. Snacks for the fall programs were provided by Feeding Southwest Virginia. Angie also stated that the summer reading program had a good turnout for programs this year. Some upcoming programs include grab and go bags for Thanksgiving and Flat Santa. Angie is

also in contact with someone at Graham Middle School for partnering to do a sensory bottle program.

5. DIRECTOR'S REPORT:

Foundation updates: Valerie Rose is the new director on the Foundation Board. Director Hall spoke with Mr. O'Daniel about the potential bids for the exterior repairs, but the project has hit some roadblocks.

Friends of the Library updates: The Friends of the Library had their annual meeting on October 11, 2021. The meeting was well attended with several new members joining. They are updating their logo to match the new TCPL logo. They are also editing their brochure to include the new logo and Amazon Smile link. The Amazon Smile link is on the TCPL website and Facebook. The PayPal account is being finalized. They purchased a bench for Bluefield and Christmas decorations for Tazewell.

Tazewell Structural Issue: Lighthouse Engineering Consultants, LLC, did the soil test drilling inside and outside the building in early October. They stated that a report with the results of the tests may take three to four weeks to complete.

Library Programs: Fall children's programs are going well. Lego and Garden Club in Tazewell are both popular programs. Richlands programs included Lego club and story time. This is the first-time regular programs are being offered in Pocahontas. Trustee Dean asked if Pocahontas needs volunteers to assist with programs since there is only one employee. Chair Roberts suggested getting Friends of the Library members to volunteer to support their local branches, especially for Pocahontas. Director Hall said that Darla Boardwine may have contacts for potential Friends of the Library members for Pocahontas. Chair Roberts also suggested to contact Amity Lane to see if any of the Friends of the Library members in the Bluefield area may have moved from Pocahontas that would be interested in going back there to volunteer.

General Update: Chair Roberts requested that a member of the Friends of the Library give an update at the Board of Trustees meetings. Director Hall stated that the Emergency

Connectivity grant awarded around \$8,000 for laptops and hotspots. Director Hall also stated that she had received a memorandum of agreement from Library of Virginia regarding the ARPA grant which will provide around \$22,000 for funding various projects proposed in the grant request. Chair Roberts asked if it would be possible to work with Tazewell County to get additional grant funding.

6. FINANCIAL REPORT:

- a. As of September 30, 2021, the library had spent \$814,802.31, 25.13% of the annual budget.
- b. As of September 30, 2021, the library had received \$3,713.86 in fines and fees.

Trustee Ryan asked if the funds for the soil test drilling came from the library's capital funds. Director Hall stated that funds related to the structural issues in Tazewell are coming from Tazewell County, not the library's funds.

7. UNFINISHED BUSINESS

- a. Sick Leave Bank Draft Policy: The vote on the sick leave bank draft policy was tabled until the next meeting. Director Hall stated that she had discussed the draft policy with Arlene Matney and Chase Collins but had received differing opinions regarding the policy. Trustee Ryan requested a review of previous meeting minutes regarding a previous similar policy from around ten years ago. Trustee Dean suggested comparing it to a similar policy from Tazewell County Public Schools.
- b. Pocahontas/HPI Lease Agreement: Chair Roberts opened discussion regarding the lease agreement with HPI by stating that she supports the amended policy that contains changes to the sections regarding insurance and repairs.

Director Hall emailed Mr. Shew the two proposed amended lease agreements on October 8, 2021. One proposed lease agreement contains changes only to the section regarding insurance and one contains changes to the sections regarding

insurance and exterior repairs. Director Hall read her email exchange with Mr. Shew when he responded that HPI does have insurance and would provide a copy once it is paid and approved later this month. Chair Roberts stated that it was assumed that Maggie Asbury would not be paying the insurance this year, but she would follow up with her.

Trustee Kitts asked Director Hall if the two amended lease agreements had been given to HPI. Chair Roberts pointed out that questions should be directed to the chair. Trustee Kitts redirected the question to Chair Roberts. Director Hall stated that when HPI last met, they had agreed to the initially presented document which contained amendments to the section regarding insurance but that the TCPL Board of Trustees had not met yet to discuss amending the section regarding repairs. Trustee Kitts asked if Mr. Shew had given feedback on the two documents. Chair Roberts stated that he had only addressed the insurance. There was some confusion on which document was being addressed by Mr. Shew in the email, but it was clarified that he was referring to the document containing changes only to the section regarding the insurance.

Trustee Ryan stated that if HPI is not providing insurance that it is a breach of agreement. Chair Roberts stated that the original lease was for one year which is what prompted reviewing the lease and that there are concerns regarding who is responsible for repairs to the exterior of the building since the library does not own the building.

A motion was made by Trustee Ryan to approve the lease agreement with the amendment to section 9, with a second by Trustee Dean. Trustee Kitts stated during discussion after the motion that the burden of insurance is on the tenant instead of the landlord if they are a non-profit. Chair Roberts read from page 2 to show that the proposed amendment clarifies from the original lease what HPI's responsibility is regarding insurance and repairs to the exterior. With all in favor

and none opposed, the motion carried unanimously to accept the lease extension agreement that includes the amendments to the sections regarding insurance and repairs to the exterior. Chair Roberts will contact Maggie Asbury and Mr. Shew before the end of the month.

Trustee Kitts asked if the change in the lease would affect the insurance since the coverage may be different with the amended changes to the section regarding exterior repairs. Chair Roberts stated that it would not affect it as the insurance covered the entire building and that changing the wording of the lease agreement allows for it to be carried forward each year without extensive review each time.

8. NEW BUSINESS:

- a. Communications Policy: Director Hall passed out a draft of a communications policy for Trustees to review for next meeting. The TCPL Communications and Marketing plan will be added to the November meeting agenda.

9. PUBLIC COMMENT: No members of the public were present.

10. ADJOURNMENT: Motion to adjourn the meeting by Trustee Dean with a second by Trustee Ryan. There being no further business, the meeting was adjourned at 5:25 pm.

The next regular meeting is scheduled for Thursday, November 18, 2021, at 3:30 pm at the Richlands Branch Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

**Regular Meeting
October 21, 2021
Bluefield Branch
Bluefield, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of September 16, 2021**
- 3. Director's Report**
- 4. Amended Lease Agreement with HPI Draft 1 and Draft 2**
- 5. TCPL Communications & Marketing Plan Draft**