

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Richlands Branch, 102 Suffolk Ave, Richlands, Va., October 21, 2021, at 3:30 p.m.

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Jami McDonald, TCPL Richlands Branch Manager  
Button Brady, TCPL Friends of the Library President (attended virtually)  
Cassie Ogle, TCPL Technical Services Librarian (attended virtually)

**Absent:** Michele Crigger, trustee  
Connie Kitts, trustee

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 3:49pm.

**2. CONSIDERATION OF APPROVING THE AGENDA FORMAT**

**ADDITIONS/DELETIONS:** The FOL report was moved to after the approval of the minutes. The agenda was approved with the change.

**3. APPROVAL OF MINUTES:** Trustee Ryan made a motion to approve minutes with suggested edits provided by Trustee Dean; seconded by Trustee Dean. With all in favor and none opposed, the motion carried.

**4. FRIENDS OF THE LIBRARY REPORT:** The annual FOL meeting was held in October. Button Brady listed some of the accomplishments from the previous year (see attached). During 2020, meetings were conducted through email; and they have resumed in-person meetings that follow the COVID safety protocols. The FOL met in November and passed the budget for 2022. The focus for 2022 is membership, particularly for seeking more active members. Winter meetings will be held through email exchanges and shift to a quarterly schedule. The next meeting is in February 2022.

Chair Roberts asked if the FOL members were aware that John Willis, a director on the Foundation Board, wants to partner with the FOL for a fundraising event in February and asked if that would be an issue for them since their next meeting is not until February.

Button stated that it is something that they have participated in previously and the active members do not mind having meetings outside of the regularly scheduled meetings.

## **5. DIRECTOR'S REPORT:**

Tazewell Structural Issue: Lighthouse Engineering Consultants, LLC completed topographical mapping of the building on November 5, 2021. Their report is not complete yet, but a recommendation of compaction grouting was discussed with the structural engineer, Robin Lee. The next Tazewell County Board of Supervisors meeting is on Tuesday, December 7, 2021.

Trustee Ryan suggested that if a portion of the library is renovated, it is a good idea to add a small room for a law library. She stated that the county is statutorily mandated to provide public access to a law library. Chair Roberts suggested that a small rent could be charged to the county for the law library space. Trustee Ryan stated that a line item for the law library is included on receipts from paying fees to the court and that the current computer is not up to date or accessible to the public.

Trustee Ryan made a motion to authorize and direct the library director to explore the possibility of adding a room to the library during the renovation that would be used as a law library that is statutorily mandated for the county to provide to the public; seconded by Trustee Dean. With all in favor and none opposed, the motion carried.

General Update: Renee Wienecke painted a mural at the Richlands branch that is a scene of the Clinch River that includes native fish. The mural was painted on a preinstalled pegboard so that it does not violate any of the historical building regulations. Richlands town project for exterior repairs has stalled. Director Hall asked if Chair Roberts could contact Mr. O'Daniel to keep some pressure on the project.

Director Hall handed out copies of the certificate of insurance for the Pocahontas branch. The Pocahontas branch has reopened after being closed due to no proof of insurance. The next step is to meet with Melissa Gibson to have the addendum signed.

The Youth Services departments just wrapped up eight weeks of fall programming. The programs were well attended, especially in Tazewell. Richlands has a Polar Express program planned for December 11, 2021. The limit on Hoopla checkouts was increased. E-book usage has more than doubled over the previous year. The STAR program card numbers were issued to the entire Tazewell County Public Schools student body, faculty, and staff. Lisa Tyson has a presentation called Babies Need Books that will be part of the Rural Library Summit Conference on December 1, 2021. The annual Bibliostat report was submitted today.

HAL is in negotiations with Innovative Interfaces for the consortia contract. The future budget may be affected depending on how the negotiations go.

Foundation updates: The documentation for the endowment trust and filing for tax exempt status is in progress. Director Hall passed out copies of the rendering from Mr. Huber. The Foundation Board is considering hiring someone to do capital campaign fundraising. The Form 990 was filed with the IRS on November 15, 2021. Trustee Ryan suggested to take advantage of interconnections and make a presentation to the Rotary Club. The Richlands Rotary Club is no longer active; but Steve Jessee, a Richlands native, was mentioned as a contact point for the Tazewell Rotary Club.

A casual conversation held between trustees in support of Trustee Dean and Trustee Ryan being reappointed for another term.

## **6. FINANCIAL REPORT:**

- a. As of October 31, 2021, the library had spent \$356,246.71, 32.91% of the annual budget.
- b. As of October 31, 2021, the library had received \$3,713.86 in fines and fees.

**7. RICHLANDS BRANCH REPORT:** The FOL purchased new curtains, a rug, and bean-bag chairs for the Richlands Youth Services department. Children's programs are not seeing the same level of attendance as they were pre-COVID, but the toddler program is

going well. Amity, from the FOL, spoke at a recent Richlands Women's Club meeting and raised \$100. The book club that existed pre-COVID had stopped meeting, but there are plans to re-start the club in the spring. Members of the Richlands Women's Club are interested in joining the book club and doing some of their club activities for the library. Chair Roberts suggested reaching out to the Richlands Garden Club to see if they would be interested in hosting a kids' garden club similar to the ones in Tazewell and Bluefield.

There was a recent water leak between the library and the adjacent building that did a small amount of damage to the basement. Director Hall stated that the town responded to the leak quickly.

#### **8. UNFINISHED BUSINESS:**

- a. Communications and Marketing Policy: Director Hall is working on the communications plan and a crisis communication plan and will provide a draft to trustees for review at the next meeting.
- b. Sick-Leave Bank Draft Policy: A sick-leave donation policy does exist, but it is different from the one proposed. The difference is that currently, there is a limit to the amount of sick-leave time that can be accrued. Several staff members are constantly at that limit and lose those hours if they are not used. The proposed policy would put the lost hours into a sick-leave bank. The previous policy allows for staff to donate their accrued sick-leave at their discretion with some limitations.

Chair Roberts requested that the item be added to the next meeting's agenda under unfinished business.

Discussion continued among trustees and Director Hall asked for clarification of details of the library's sick-leave policy, sick-leave donation policy, and a comparison to the county's sick-leave policy. Some suggestions for the new policy: have a cap on the amount of time that can be donated and a limit on the amount of time that can be requested. Some concerns about the new policy are

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how to handle multiple requests for time, how to avoid favoritism, and how to handle if the bank runs out of time to donate.

**9. NEW BUSINESS:** No new business items.

**10. PUBLIC COMMENT:** No members of the public were present.

**11. ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:19 pm.

The next regular meeting is scheduled for Thursday, December 16, 2021, at 3:30 pm at the Tazewell Library.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting  
November 18, 2021  
Richlands Branch  
Richlands, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of October 21, 2021**
- 3. Director's Report**
- 4. TCPL FOL Achievements**
- 5. Certificate of Insurance for Pocahontas**
- 6. Renderings of the proposed renovations to the Richlands Branch**

**TCPL Friends of Library 2021 Accomplishments**

- Resumed in-person meetings following COVID safety protocol
- Provided each of the four branches a quarterly stipend to assist with programs
- Raised money by selling discarded and donated books from the book carts
- Purchased tall chairs for the Bluefield branch
- Provided funds for the magic show that was performed at the Tazewell, Bluefield, and Richlands branches
- Funded improvements to the Bluefield children's garden
- Incorporated the new Pocahontas branch into FOL funding and membership
- Sponsored a square representing the Pocahontas branch on the Historical Society's Histopoly Board
- Raised money and distributed books and fliers at Main Street Moments
- Provided refreshments for the Rodd Altizer memorial poetry reading featuring Matthew Wimberley
- Raised money to repair the vandalized Richlands branch Story Walk
- Created an Amazon Smile account benefiting TCPL FOL
- Updated the FOL logo and ordered apparel with the new logo through Red Frogg
- Updated the FOL brochure and ordered copies for distribution
- Set up a PayPal account for membership dues, donations, and sale items