

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library 129 Main Street, Tazewell, Va., December 16, 2021, at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Connie Bailey Kitts, trustee (attended virtually)  
Erica Hall, TCPL Director (attended virtually)  
Cassie Ogle, TCPL Technical Services Librarian (attended virtually)  
Valerie Rose TCPL Foundation Board Director

**Absent:** Michele Crigger, trustee

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 3:43pm.

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

**ADDITIONS/DELETIONS:** The agenda was approved as submitted.

**3. APPROVAL OF MINUTES:** Trustee Ryan made a motion to approve the November 18, 2021, meeting minutes with the suggested edits provided by Trustee Dean; seconded by Trustee Kitts. With all in favor and none opposed, the motion carried.

**4. DIRECTOR'S REPORT:**

General Update: This is the third week with a significant portion of staff out because of quarantine or being COVID positive. The Pocahontas branch is closed because there is not enough staff available to send from another library to operate that branch. Director Hall is hopeful that more staff will be available after this week so that the Pocahontas branch can reopen.

The Tazewell youth services staff, Director Hall, and Zach Hash from the TCPL Foundation board participated in the Town of Tazewell Christmas parade. Tote bags with children's books were handed out along Main Street during the parade. Lisa Tyson, Director Hall, and Zach Hash judged the parade floats for the Town of Tazewell. The

youth services department at Tazewell is doing holiday programs that include an evening Lego program and a cookie decorating program.

No updates received regarding the structural issue at Tazewell. The report for the soil test has not been submitted to the county engineer.

**5. FOUNDATION REPORT:** Valerie Rose, director on the TCPL Foundation Board presented the Foundation Board update. Director Rose stated that progress is being made on the Richlands Renovation project. The Town of Richlands designated \$154,000 from their ARPA grant funds for the Richlands Renovation project. Director Willis planned a book and yard sale on February 26, 2022, in conjunction with the Winter Honey month events. The library will have an information table at the Winter Honey Exposition on February 12, 2022. A trust was set up for the funds received from the Leslie Endowment. Director Willis is drafting a letter to the Richlands town manager to convey to the Richlands Town Council members that they are receiving a gift through this renovation which will help relieve some of the maintenance issues. Mr. Huber estimated that the Richlands branch renovation project would cost approximately \$500,000 in the statement of probable project cost.

**6. FINANCIAL REPORT:**

- a. As of November 30, 2021, the library had spent \$432,707.32, 39.97% of the annual budget.
- b. As of November 30, 2021, the library had received \$5,572.57 in fines and fees.

Director Hall stated that the library is on track with the budget and is currently saving money because of an open position. The goal is to identify and spend any extra funds by the end of March so there is not an end of the fiscal year scramble in June.

**8. UNFINISHED BUSINESS:**

- a. Communications and Marketing Plan: A draft of the communications and marketing plan was included in the board packet with everything except the

appendix filled out. Director Hall stated that crisis communication has been a big issue in the past year and half with COVID and the structural issue at Tazewell. She requested that the trustees review the drafted plan and give feedback. The plan would be kept on file so that the library director, assistant director, and department heads could reference it when needed.

Chair Roberts asked if this was a benefit for the library or for the patrons. Director Hall stated that it is meant to be a procedure and act as a guide for library staff on how to communicate with the patrons. Trustee Ryan asked that Director Hall speak with Chase Collins, the county attorney, about the legalities of employee handbooks.

Chair Roberts asked if the contact list in the appendix is for the staff or public use. Director Hall stated that it is a list of contacts for internal use by the library staff and that is a ready-made list for contacting local agencies for various purposes and is not intended to be a public use document. Trustee Kitts stated that it would be a public document since TCPL is a public entity it could be requested through the Freedom of Information Act.

Director Hall asked that trustees provide information for any contact they would like added to the appendix. Trustee Kitts suggested that a list of African American churches be added to the contact list. Trustee Ryan asked if the churches listed should be segregated by their target community. Chair Roberts stated that all churches should be listed. Trustee Ryan suggested listing the community group Shakerag Forever as a contact. She also suggested adding the area ministerial associations instead of listing all the churches in the area or listing specific churches. Chair Roberts agreed that specific faith-based organizations should not be listed as some are independent and may not want their information published. She also suggested to seek out other community-based organizations to include on the list.

- b. Sick-Leave Bank Draft Policy: Director Hall created a draft which merged the existing policy and the proposed sick leave bank policy. Director Hall spoke with Arlene Matney at the Tazewell County administration office about the proposed

policy who stated that there was not a reason that the policy could not exist but gave her advice on problem areas that could arise and is not in support of the policy. Director Hall said that staying with the current policy does not prevent the loss of sick time earned by people at their allowed limit or when staff retire or resign.

Item tabled until a future meeting.

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

**10. ADDITIONAL COMMENTS:** Director Rose asked for clarification between the TCPL Board of Directors and the TCPL Foundation Board. Chair Roberts responded that the Board of Trustees is a governing board that hires the director and helps with creating the policies and procedures. The Foundation Board is an auxiliary that does capital fundraising. Another auxiliary is the Friends of the Library which do fundraising for smaller projects. The Foundation Board requires two members of the Board of Trustees to be on that board.

Trustee Dean stated that anyone can join the Friends of the Library, including the Board of Trustees and Foundation Board members. Chair Roberts stated that the Board of Trustees members are appointed by the Tazewell County Board of Supervisors and the Foundation Board directors are chosen by that board. Trustee Kitts stated that the Foundation Board abides by the foundation's by laws, but the Board of Trustees follows the laws of the state. Trustee Ryan also stated that the Foundation Board and the Friends of the Library are separate 501c3 entities. She also stated that the Board of Trustees must abide by public meeting rules.

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

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Kitts with a second by Trustee Dean. There being no further business, the meeting was adjourned at 4:34 pm.

The next regular meeting is scheduled for Thursday, January 20, 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  
December 16, 2021  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of October 21, 2021**
- 3. Director's Report**