

**TAZEWELL COUNTY PUBLIC LIBRARY**  
**Meeting of the Board of Trustees**  
**September 20, 2018 5:00-7:00 p.m. Tazewell**  
**Minutes**

**Roll Call of Members**

Present were Regina Roberts, chair; Laura Blevins, Karel Ryan and Lynne Bartlett, Library Director. Diana Queen and the new appointee Beth Quesinberry were unable to attend.

**Approval of Minutes**

On a motion made by Regina Roberts and seconded by Laura Blevins the minutes of the May meeting were approved. There was no meeting in July due to the lack of a quorum.

**Director's Report**

**Lynne's Calendar**

Mrs. Bartlett will be attending the fall VPLDA Meeting on Sept. 26 in Williamsburg, VA and the VLA Conference on Sept. 27 and 28 also in Williamsburg. She is a co-presenter at the VLA Conference, presenting with Barbara Batson, Exhibitions Coordinator at the Library of Virginia. They presented about travelling exhibits available through the Library of Virginia and the Flora of Virginia exhibit programming that was developed at TCPL when the exhibit was at the Bluefield branch.

**Building and Grounds**

Mrs. Bartlett reported that new front steps and a landing area were built for the library by the county. This was immediately after a patron fell, having tripped on a portion of concrete on the landing that was a little bit raised up, and broke her arm. Mrs. Bartlett reported that she showed Eric Young, Interim County Administrator, around the library, pointing out the building needs (at his request). They discussed the possibility of widening the sidewalk that goes around the library to the back parking lot in order to improve handicapped access to the front doors of the library. The current sidewalk is very narrow. They discussed the possibility of putting in a new door at the back of the library instead for handicapped access. It would have a buzzer that people could ring to request that someone open the back door for them. The current back doors do not allow for wheelchair access. The county will look into this, saying this would be more cost effective than replacing/widening the sidewalk. There was discussion about asking the county to provide a cost comparison between the two options discussed or seeking grant funding for this project (and still widening the sidewalk). At Mr. Young's request, Mrs. Bartlett prepared a list of the building and grounds needs they discussed and sent it to him. Mr. Young indicated that the county would help in any way they can, offering the assistance of the maintenance department and perhaps money, if possible.

During Mr. Young's visit, Mrs. Bartlett shared with him the plan to get a new Circulation Desk with money from the Foundation (the D.H. Harrold Memorial Fund). Mr. Young suggested that at the same time maybe new carpeting and some other updates could be made to improve the look of the front area of the library. Mrs. Bartlett shared ideas for this well – painting the walls to lighten and brighten up the library and getting new ceiling tiles and lighting. He asked if the library could get quotes for new carpeting for the library. The quotes turned out to be cost prohibitive for the county for re-carpeting the whole library. Mrs. Bartlett and staff discussed the possibility of getting tile or wood flooring in part of the front area. Nothing has been decided. Mr. Young offered that the county maintenance staff could build a new circulation desk. Further discussions are needed between all parties involved.

### Friends of the Library

Mrs. Bartlett gave the Trustees copies of the library's policy for having a Friends of the Library group (since several Trustees are new) and the most recently approved minutes and financial reports. The Friends will have their Annual Meeting, for which all friends are invited to attend, on Thursday, October 25, 2018 from 6-7:30 at the main library in Tazewell.

### Foundation

Mrs. Bartlett gave the trustees an update on the Foundation's status, activities, and upcoming plans and described what is involved in being on its board.

### Programs

- Interfaith Conversation – Mrs. Bartlett has begun discussions with other libraries in the area about having a joint program about interfaith understanding.
- Book Clubs – There are two established book clubs – one in Richlands and one in Tazewell that have been meeting for many years. A new Book Club started recently in Bluefield called "In Their Shoes" and participants will read memoirs and biographies. A new book club will be starting in Tazewell called "Murder in the Library Book Club" and participants will read mysteries of different kinds.
- Opening of Richlands Section House – Mrs. Bartlett will attend this opening on Saturday. The library in Richlands has supported this event by having displays and story times about trains the week leading up to the opening.

### Statistics

For the sake of time and because not all of the new trustees were present, it was decided to postpone sharing of the types of statistics that are kept for the library. In addition, the Annual Report will be given at the November meeting.

### Budget Cut Effects

Mrs. Bartlett shared comments that have been made by staff and patrons regarding changes that have been made due to budget cuts. Patrons have complained mostly about the Courier running only once a week and the library being open only a half day on Saturday. Staff have also said that it has been very difficult to have the Courier run only once a week. They have also been feeling the effects of having fewer staff. People have to be pulled from their regular jobs to cover at the Circulation desk more often, meaning their regular jobs are not getting done. We have had to send staff to Bluefield or Richlands a few times. And having fewer staff curtails the library's outreach efforts that we were trying to grow.

### Strategic Plan Annual Review

The annual review of the 5-year-plan has to be postponed due to the library board being in transition with some board members resigning and others being appointed.

### Financial Report

Closing of Budget for FY2018: As of June 30, 2018 the library spent \$1,099,332.70 which is 98.37% of the budget. There was money from local funding in the amount of \$18,332.70 left in the budget due to the spending and hiring freeze that was imposed for April through June, 2018. All state money was spent. As of June 30, 2018 the library collected \$23,737.57 in fines/fees, copying/printing, faxing. The

additional \$1,262.43 needed to bring that amount to the required \$25,000 was taken from the additional money left in local funding.

New Budget for FY2019: This budget reflects the \$93,800 in cuts made for FY2019. State Aid from the Library of Virginia went up for FY19 due to the state legislature approving an increase to state aid for public libraries in the amount of \$250,000 for FY2019 and \$500,000 for FY2020. This increase resulted in \$1,578 more than we had last year for a total of \$154,039.

There was discussion about the library asking the towns of Bluefield, Richlands, and Tazewell and other organizations, such as Tazewell Today, Rotary Clubs, etc. in Tazewell County for donations to the library to help supplement the budget.

### **Committee Reports**

Benefits for part-time employees of TCPL (on hold)

### **Communications**

Eric Young requested that we discuss where we see the library ten years from now – in 2030 for example. There was discussion regarding this and about how important the library's presence is for Tazewell County as in every community in which there is a library. People coming to the library also visit other Main Street businesses. There was discussion about the importance of the library's long-term plan in determining where the library is going and the importance of the library board in that planning, since the library board is a governing board and is responsible for determining the direction of the library. The literacy of the county was pointed out as one vital aspect of the importance of the library.

### **Unfinished Business**

None

### **New Business**

#### Annual Vote to Elect Officers

Since the July meeting was not held, officers needed to be elected at this meeting. The trustees voted that Regina Roberts will continue as Chair of the Library Board for another year and Karel Ryan will be Vice-Chair.

#### Trustees Needed for Foundation board

Two trustees from the library board need to be appointed/volunteer to be on the Foundation Board. Regina Roberts agreed to serve on the Foundation Board. Another trustee will be appointed when all library board members are present at a meeting.

### **Public Comment**

None

### **Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted by,  
Lynne Bartlett