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**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell Library, 129 Main St., Tazewell, Va., March 21, 2019 at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Connie Bailey, trustee  
Erica Hall, TCPL Interim Director  
Button Brady, Friends of the Library

**Absent:** Diana Queen, trustee  
Beth Quesinberry, trustee (deceased 3/10/19)  
Betty Pruett, TCPL Administrative Assistant

**No members of the public were present.**

**1. CALL TO ORDER:** Chair Roberts called the meeting to order at 3:50 p.m.

## **2. APPROVAL OF MINUTES**

Trustees discussed if various companies who may provide competitive services should be mentioned specifically by name and agreed to look into that.

Upon motion of Trustee Bailey, seconded by Trustee Ryan and adopted by a vote of 4 to 0, with 4 Trustees members present and voting in favor and no one against, the Library Board of Trustees approves the meeting minutes from Jan.8, 2019, Jan. 17, 2019 and Feb. 21, 2019, with the adoption of minor corrections.

## **3. AGENDA AMENDED**

Chair Roberts suggested, and all agreed, to move the Friends of the Library Report before the Director's report.

## **4. FRIENDS OF THE LIBRARY (FOL) REPORT**

Chair Roberts welcomed Ms. Button Brady, President of FOL. Roberts said she would welcome regular reports, so that we can better interface. Ms. Brady agreed and handed out copies of their yearly calendar. She inquired about the role of the Trustees in setting

policy. Roberts said policies originate from various sources but the Board is a governing board, as opposed to an advisory board. Trustee Bailey read the section from the Trustee Handbook that mentions that legal responsibility to make policy but the advantage of collaborating with Library Director and staff.

Ms. Brady said she sees the FOL as the “grandparent” --spotting and supplying the smaller-cost items that the Library needs and raising funds on a small scale. Trustee Ryan said the Library Foundation has an endowment and can campaign for large amounts of money using “seed” money, a strategy used by the Four Seasons YMCA in its building campaign. The Foundation, she said, invests in items that appreciate, not depreciate, in value.

Chair Roberts said the Board is in the process of improving connections with the Foundation in several ways. She and Trustee Bailey are on the board of the Foundation; Interim Director Hall has a meeting scheduled with Sam Johnson, the CPA who works with the Foundation, on March 27. Ms. Brady said in the future the FOL may want to invest in an endowment. Roberts encouraged all Trustees to become members of FOL.

Ms. Brady outlined the FOL organization. It operates on a ~\$7,000 annual budget; buys books and prizes for programs and patrons and staff; purchases small furniture items and supplies; holds sales and other fundraising projects regularly; hands out bookmarks and pencils—the nickel-and-dime items. There’s no limit to the amount they can raise, as long as there is no profit, she said, but the recent scare of Library services being contracted out made them want to start spend down their money rather than have any carryover confiscated.

Currently, the FOL is looking ahead into the possibility of investing in phone chargers and flash drives, in addition to selling items such as t-shirts, sweatshirts, bumper stickers, etc. She said FOL would like to advertise their presence more and Chair Roberts suggested, and all agreed, to look into a corner space in the library branches, out of which the FOL could sell items. Hall suggested looking into the OutofPrint company that puts literary titles, etc onto clothing apparel.

Ms. Brady said she is still figuring out what sale items match the interests of the community. The FOL are in a position to make t-shirts for the staff, after the logo is revised. The FOL are also rotating their meetings among the three branches. Friends of the Library also receive proceeds from a Library Trivia Night at the Painted Peak. She said that in Tazewell County, people sometimes seem more willing to give than to buy, evidenced by the amount collected in the tip bowls at fundraising activities.

Ms. Brady and Trustees brainstormed how to recruit new members to join FOL. Ideas included being present at Library functions, reaching out to MOPS (Mothers Of Preschoolers), to alumni or former Tazewell County residents on Facebook, and to attendees at high school reunions. Trustee Ryan suggested we expand our patron base by capitalizing on tourists renting cabins (e.g., Foxtail Orchard Cabins) within the County, advertising the Library in welcoming information and an exit survey card to ask for email addresses. Ms. Brady said another part of the FOL recruiting strategy is letting people know they only need to pay \$10 membership “and they’re done—they don’t have to come to meetings” unless they want. Expectations are flexible. She’s seen a surge in membership this year and an increase in attendance at meetings.

FOL have not approached businesses. Ms. Brady said the FOL have also not been sure if the Foundation or the Trustees or Library staff are approaching businesses. She agreed with Trustee Bailey, that a fundraising strategy would be very helpful. Ms. Brady asked that the FOL be kept posted on Foundation activities in order to know who to ask for money and when.

Chair Roberts thanked Ms. Brady for her report and gave her copy of the Trustee Recommendation form. Ms. Brady invited the Trustees to attend FOL meetings.

## **5. FOUNDATION REPORT**

Interim Director Hall said she has a meeting scheduled with Sam Johnson.

## **6. DIRECTOR'S REPORT**

Emma Yates Meeting: Interim Director Hall met with Darla Boardwine, librarian at the Emma Yates library in Pocahontas, Va. and one of their board members. TCPL will help with outreach, including a Sit 'n Stitch program and a Storytime to reach seniors and children.

STEM Camp: The pilot STEM camp (June 17-21, 9am – noon, Tazewell Main branch) will involve 24 children grades 6-8 and may involve a materials fee. More than \$1000 in memorial donations have been received on behalf of Jerry McPherson, an avid science reader, and some of the donations may be directed toward STEM camp.

Homebound and other Outreach: Hall has met with the HAL board of directors; the AASC to discuss deliveries to homebound seniors and a possible partnership with Meals on Wheels; the Wild TURKS (regional library directors) on fundraising; Chris Wilkes took a program to Dogwood Crossing Nursing Home; Hall met with Lions Club to report use of past donations; with Tazewell County Public Schools staff Christina Welch, Dr. Charles Stacy and David Lambert to discuss registering students and teachers (about 6000 in number) for library cards at the beginning of the school year to help achieve the goal of having 20,000 registered patrons in the County.

Board of Supervisors (BOS): Hall presented a Library progress report at the Tazewell County BOS March meeting; Supervisors responded positively, especially regarding Libby App and the STAR (Students and Teachers Access to Resources) program. Supervisor Hackworth advised that private and home schools not be forgotten. Chair Roberts suggested contacting the private and home schools by mail to tap their interest. The Supervisors granted Hall's request of \$650 for the Summer Reading Program.

Other items: working with Clinch Valley Printing on a revised logo design; experimenting with an evening Book Club at the brewery to target a 18-40 year-old demographic; looking for ways to partner with the Richlands Teen Center; met with Pattie from Washington County library about their successful outreach services to underserved groups; met with Rick Barton about the Outdoor Adventures Center's grant proposal that is being prepared; met with County Administrator Eric Young about a vehicle that may be

donated to the Library. The Board discussed the pros and cons of several options for ownership, maintenance and insurance.

Statistics Review: decrease in DVD checkouts; Hall proposed including measurable goals in the strategic plan and tying the metrics to these goals. Chair Roberts suggested this issue be included in discussion by the committee reviewing the 5-year strategic plan.

Restructuring: Minor restructuring of Library staff could better align staff duties and skills with Library programs, goals and vision. Hall handed out a draft position for Outreach Coordinator and discussed with the Board and the effect on overall compensation in the budget and on other positions (adult services, tech services and assistant tech services). Trustee Bailey asked Hall for an updated organizational chart showing how restructuring would look. Hall said she would like to have the new restructuring, and compensation numbers that go along with it, ready by May 1, to coincide with the County budget cycle. Chair Roberts said this could be addressed further at the April meeting.

## **7. COMMITTEE REPORT**

Five-year Strategic Plan review: Trustee Bailey said the committee had not yet met and had nothing to report.

## **8. UNFINISHED BUSINESS**

Chair Roberts said we will hold off on Trustee training until a new Director is in place.

## **9. NEW BUSINESS**

Trustee Replacement: Chair Roberts distributed a suggestion form for Trustee replacement for Supervisor Maggie Asbury to consider when she makes an appointment. The Board and Interim Director signed a sympathy card to be sent to the family of Trustee Beth Quesinberry, who passed away March 10, and is survived by a husband and three children. The Trustees also discussed an additional memorial gesture and decided to purchase a book plate in memory of Beth Quesinberry.

ALA and PLA Conferences: Hall said the American Library Association meeting will be in Washington, DC on June 20, 2019, with sessions for Trustees and Friends of the Library members. Public Library Association meeting will be in Nashville, TN in 2020. The PLA meeting is more affordable and in Hall's opinion, more useful and she hopes as many people as possible can go.

Hall asked Trustees to provide bio's and photos to be posted on a revised website page.

**10. ADJOURNMENT** – There being no further business, upon motion made by Trustee Ryan, and seconded by Trustee Bailey, the Board voted unanimously to adjourn the meeting at 5:35 p.m.

The next meeting is scheduled for April 18, 2012 at 3:30 p.m. at the Bluefield branch library.

**Respectfully submitted,**

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**Connie Bailey, Library Trustee**

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**Tazewell County Public Library Board of Trustees**

**Regular Meeting  
March 21, 2109  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of Jan, 8, 2019**
- 3. DRAFT Minutes of Jan. 17, 2019**
- 4. DRAFT Minutes of Feb, 21, 2019**
- 5. Friends of the Library 2018 Summary and 2019 Yearly Calendar**
- 6. Director's Report**
- 7. DRAFT Outreach Coordinator job description**
- 8. Trustee Recommendation form**