

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Richlands Library, 102 Suffolk Ave., Richlands, Va., May 16, 2019 at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Connie Bailey, trustee  
Diana Queen, trustee  
Tom Brewster, trustee  
Erica Hall, TCPL Director  
Jami McDonald, Richlands Branch Manager  
Betty Pruett, TCPL Administrative Assistant

**Absent:** Karel Ryan, vice chair

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

- 1. CALL TO ORDER:** Chair Roberts called the meeting to order at 3:35 p.m.
- 2. CONSIDERATION OF APPROVING THE AGENDA FORMAT-  
ADDITIONS/DELETIONS**

### **3. APPROVAL OF MINUTES**

When the minutes from the April 18, 2019, meeting were reviewed, Chair Roberts pointed out that the Executive Session was not certified and suggested that be done now. Trustee Bailey made a motion to now certify the executive session of the meeting on April 18, 2019, that wasn't done. Trustee Queen seconded the motion with all present in favor and none against. Chair Roberts proceeded with the Certification as follows:

#### **CERTIFICATION OF EXECUTIVE SESSION of the Tazewell County Public Library Board of Trustees:**

Whereas, the Tazewell County Public Library Board of Trustees voted to convene an execution session on April 18, 2019, in accordance with the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia requires certification by the Board of Trustees that such executive session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Tazewell County Public Library Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) that only public business matters lawfully exempted from open meeting requirements by

Virginia law were discussed in the executive session to which certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Board of Trustees.

The Chair called for a roll call Vote on the Certification:

Ayes: Trustee Bailey, Trustee Queen, Chair Roberts

Nays: None

Upon Motion by Trustee Bailey, seconded by Trustee Queen, and adopted by a vote of 5 to 0, with all trustees present and voting in favor thereof and no one against the same, the Tazewell County Public Library Board of Trustees hereby accepts the addition to the minutes of the April 18, 2019 meeting that reads: “The Trustees realized they failed, when coming out of Executive Session, to certify that said trustees had only discussed the matters for which they had gone into executive session. To complete that certification, a vote in the May 16, 2019, meeting was taken that certified that only business matters lawfully exempted from Virginia open meeting requirements were discussed in the executive session.”

#### **4. DIRECTOR’S REPORT**

Upcoming Programming: Many programs are on the calendar for May. These include Comic Con on May 18<sup>th</sup>, Sit ‘n Stitch at Emma Yates Memorial Library on May 20<sup>th</sup>, TCPL Foundation meeting on May 21<sup>st</sup>, Little Free Library unveiling on May 22<sup>nd</sup>, Trustee training with Kim Armentrout on May 22<sup>nd</sup>, and Adult Sensory Storytime on May 30<sup>th</sup>.

Changes to Staff: Jade Crabtree is moving to Circulation Supervisor from Tech Services Assistant, Tammy Powers to Outreach Services Librarian from Circulation Supervisor, and Cassie Ogle to Technical Services Librarian from Children’s Specialist at the Bluefield Branch. Jade Crabtree and Tammy Powers will be moving into their new positions effective May 1, 2019. Cassie Ogle will move to her new position effective June 1, 2019

Advertising for the Outreach Services Librarian and Technical Services Librarian Positions: After a discussion with Arlene Matney at the County Administration, Director Hall was advised to advertise internally for the Outreach Services Librarian position. After advertising two weeks, Tammy Powers was the only employee who expressed interest in this position and was subsequently moved to Outreach Services Librarian. The Technical Services Librarian position was posted on the Library’s Facebook page as well as the website. This was also posted on the Library of Virginia’s employment opportunities page.

Library Vehicle: We now have a van for the library to use. It was previously used by the Economic Development Manager and is no longer need by them. County Administrator Eric Young presented the keys to Director Hall.

Little Free Library: Main Street School is building a Little Free Library to donate to the Library. Installation will be on May 20 and May 21, 2019, with a dedication at 9:00 a.m. on Wednesday, May 22, 2019.

New Firewalls: The Library had to purchase new firewalls for our internet services at all three locations.

Beth Quesinberry's Memorial Book: *Album of Horses* by Marguerite Henry was purchased in memory of Beth Quesinberry. A bookplate which will read "In Memory of Beth Quesinberry" will be placed inside the front cover of the book.

July Vacation: Ms. Hall will be going on vacation from July 18, 2019, through August 3, 2019. She will return to work on August 5, 2019.

Foundation: The Foundation should be soliciting funds. Mr. Brewster suggested that the Foundation have a "Giving Day" to encourage people to donate. This could be advertised on Facebook.

Virginia Law Library: Eric Young is working on getting funds of \$500 a month for rental space for the law computer. The Bar Association must approve the space rental.

## **5. FINANCIAL REPORT**

As of April 30, 2019, the library spent \$824,105.41, 79.02% of the budget. As of April 30, 2019, the library collected \$19,065.16 in fines/fees.

## **6. RICHLANDS BRANCH REPORT**

Jami McDonald, Richlands Branch Manager, reported on some of the programs that will be happening at the Richlands Branch this summer. Some of the programs, such as Lego Club and Storytime, are weekly programs. Others, such as Starlab, the Animal Show, and the Magic Show, are part of the Summer Reading Program. There will also be a series of "How To" programs in June, including Homemade Scrunchies, Homemade Seed Bombs, and Pound Exercise Class. Chair Roberts asked about volunteers for this programs. Our volunteers include students and Friends of the Library. When asked about after school programs, Ms. McDonald informed us that Amanda Miller, the youth services specialist, is working on them. The biggest obstacle to after school programs is the problem of getting school buses to stop at the library. Trustee Bailey suggested a survey of patrons to see what programs they would be interested in.

## **7. COMMITTEE REPORTS**

Strategic Planning Committee: Trustee Queen and Trustee Bailey have nothing new to report.

## **7. UNFINISHED BUSINESS**

Library Trustee Training: On Wednesday, May 22, 2019, Ms. Hall is scheduled for Trustee Training with Kim Armentrout from 10:30 to 2:00.

Photos and Brief Bios for the Website: Each Trustee needs to submit a photo and a short biography for the website. Once Ms. Hall receives these, she will update the website.

## **8. NEW BUSINESS**

New Logo: Ms. Hall presented examples that are being considered for the new logo for the Library. Clinch Valley Printing is working with us on this. The colors are light green, blue, and yellow to match the Tourism colors. It was suggested that we need an example on letterhead and an envelope.

## **9. PUBLIC COMMENT**

No members of the public were present.

## **10. ADJOURNMENT**

There being no further business, upon a motion made by Trustee Queen and seconded by Trustee Bailey, the Board voted unanimously to adjourn the meeting at 5:17 p.m.

The next meeting is scheduled for June 20, 2019, at 3:30 p.m. in Tazewell.

**Respectfully submitted,**

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**Betty Pruett, Administrative Assistant**

**Tazewell County Public Library Board of Trustees**  
**Regular Meeting**  
**May 16, 2109**  
**Richlands Library**  
**Richlands, Va.**  
**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

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1. **Agenda**
  2. **DRAFT Minutes of April 8, 2019**
  3. **Director's Report**
  4. **Richlands Summer 2019 Report**