

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell Library, 129 Main Street, Tazewell, VA June 20, 2019 at 3:30 p.m.**

Present: Regina Roberts, chair
Connie Bailey, trustee
Karel Ryan, vice chair
Tom Brewster, trustee
Erica Hall, TCPL Director
James C. Wilkes, Adult Services Librarian, Tazewell Branch
Betty Pruett, TCPL Administrative Assistant

Absent: Diana Queen, trustee

No members of the public were present.

I. CALL TO ORDER: Chair Roberts called the meeting to order at 3:35 p.m.

**II. CONSIDERATION OF APPROVING THE AGENDA FORMAT
ADDITIONS/DELETIONS**

Chair Roberts led the discussion to consider approving the agenda format-additions/deletions. All board members present were in favor of doing this.

III. APPROVAL OF MINUTES

A motion was made by Trustee Brewster, with a second by Connie Bailey, that the May 16, 2019, minutes be approved as written. With all trustees present voting in favor of this and none opposed, the motion passed to accept the May minutes as written.

IV. DIRECTOR'S REPORT

Upcoming Programming: Many programs are on the calendar for June. These include STEM Camp, June 17-June 21, TCPL Foundation meeting on June 25th, Storytime at Emma Yates Memorial Library, and the Board of Supervisors meeting on June 27th. Summer reading programs have started. July is also going to be a very busy month with First Fridays, Sewing Camp, the Tazewell County Fair, and other programs. At the First Friday in June, there were about thirty people inside the Library for the movie. They brought blankets and pillows.

Personnel Changes: Breanna Buterakos began as Children's Specialist in Bluefield on June 17th. Leda Steptoe began as Custodian on June 17th in Bluefield. This fills all our vacant positions at the present time.

Little Free Library: The Little Free Library was unveiled and a dedication ceremony was conducted on May 22, 2019. The Main Street School also donated a bench that was positioned near the Little Free Library.

Burkes Garden Pop-up Library: The pop-up library in Burkes Garden was a huge success. There were 10 adults and 17 children in attendance.

Foundation: The Foundation will meet on June 25, 2019. Nellie Stillwell at National Bank notified the Foundation that Tazewell County Public Library is a beneficiary of the Louise Leslie Trust. Member Rita Pauley resigned and Don Willis was appointed as the new treasurer.

Friends of the Library: There are no updates on the FOL.

Tazewell County Fair: Button Brady of Friends of the Library secured a booth for TCPL at no charge. The booth will be manned by the Friends.

Richlands School Bus Stop: When Director Hall and Tammy Powers, Outreach Coordinator, met with Supervisor Travis Hackworth, they discussed the need for a school bus stop at the Richlands Library. Supervisor Hackworth made some telephone calls and the Richlands Library will be a bus stop when school starts back in August.

System Admin Training: A representative from Innovative was at Emory and Henry College on June 12 and June 13 for training. This was attended by Erica Hall, Cassie Ogle, Jade Crabtree, and Betty Pruett.

Library of Virginia: Director Hall is going through the Standards of Library Excellence. TCPL is exemplary in all services and programs. Some areas that need work are Funding/Administrations, Public Relations, Technology and Facilities.

V. FINANCIAL REPORT

As of May 31, 2019, the library spent \$924,235.72, 88.51% of the budget. As of May 31, 2019, the library collected \$20,499.45 in fines/fees.

VI. TAZEVELL BRANCH REPORT

James C. Wilkes, Adult Services Librarian, reported on a few of the past events that happened at the Tazewell library. Comic Con, which had an attendance of approximately 400 people, was held on May 18, 2019. A Week of Stories was also held in May with 125 people attending to hear Rita Keen and Deb Linkous tell stories. The Local Author event was not well attended, but did result in some vendors for Comic Con. Some of the current events include going to AASC, Dogwood Crossing, and Davis House. At AASC, we check out to 10-12 people and do crafts with 20-30 people on the last Tuesday of each month. At Dogwood Crossing, we interact with music instead of reading to them. This is

the first Friday of each month. The people of Davis House are able to come to the library for a story and crafts. We are doing “How To” sessions this summer at each library, along with Book Clubs. Other things of note include the 2019 Virginia Library Association Conference from October 23 to October 25th. Mr. Wilkes will be presenting a session on Trivia.

VII. COMMITTEE REPORTS

Strategic Planning Committee: Trustee Bailey reported that the committee is considering having a Strategic Plan and a separate Communications Marketing Plan. The Strategic Plan would be where we lay out our mission and goals, and showcase the research details that back up WHY these things are goals. (Issues in the community – why they are issues – show the research benchmarks that are driving the goals)

The Communications Marketing Plan (CM) would always reference the Strategic Plan with a situation analysis, but would be focused on laying out the details of how we intend to communicate or market specific messages to specific audiences with specific media – based on the goals we’ve stated in the Strategic Plan.

A CM Plan would be a way to implement what Kim Armentrout suggested to the Trustees about image marketing, that’s also consistent with the advice of PLA.

We would value each Board Member’s input to the Committee on the “Big Picture” challenges you think TCPL should address. This could be based on your conversations with friends, family, patrons and colleagues, your knowledge of past history or experience, or just your intuitions.

VIII. EXECUTIVE/CLOSED SESSION

Executive Session: Pursuant to Virginia Code Section 2.2-3711A(2), at 5:00 p.m. the Trustees present entered into an executive session to discuss contracts for IT Services and lighting in the Tazewell Library.

IX. RETURN, CERTIFICATION, REPORT OF ACTION

The Board returned from executive session at 5:45 p.m. The following action was taken:

Whereas, the Tazewell County Public Library Board of Trustees voted to convene an execution session on June 20, 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 Brewster, Trustee Ryan, Chair Roberts

Nays: None

Absent: Trustee Queen

Chair Roberts asked for a special called meeting to revisit the issues discussed in the executive session on Monday, June 24, 2019, at 2:30 p.m. All in favor: Trustee Bailey, Trustee Brewster, and Trustee Ryan. Nays: none.

X. UNFINISHED 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 the words "Tazewell County" be made larger and possibly use green and orange as the colors. Ms. Hall will work with Clinch Valley Printing on various tweaks to present to the Board at the next meeting.

XI. NEW BUSINESS

Personnel Policy: Adding Probationary Period: This was tabled and will be revisited at a later date.

Personnel Policy: Comp Time Policy: This topic was tabled and will be revisited at a later date.

Board Self-Evaluation: Successful board teams pay attention to the process of how they operate. Just as they evaluate the progress of their library, they must also assess the operation of the board team and determine how they can do the job better. The Trustees were asked to fill out the board self-evaluation that was included in the board packets so it could be discussed. During the discussion, Trustee Bailey suggested the board work on FOIA. It was also suggested the board members stay current on providing regular board

development activities. After the discussions on the various topics in the self-evaluation form, Trustee Brewster made a motion to make the evaluations part of the record. There was no second. Therefore, the evaluations will not be made a part of the record. Chair Roberts submitted her evaluation to make a part of the record, although the motion to do so failed, due to a lack of a second.

XII. PUBLIC COMMENT

No members of the public were present.

XIII. ADJOURNMENT

There being no further business, upon a motion made by Trustee Ryan and seconded by Trustee Bailey, the Board voted unanimously to adjourn the meeting at 6:28 p.m.

The next meeting is scheduled for July 11, 2019, at 3:30 p.m. in Tazewell.

Respectfully submitted,

Betty Pruett, Administrative Assistant

**Tazewell County Public Library Board of Trustees
Regular Meeting
June 20, 2019
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Minutes of May 16, 2019**
- 3. Director's Report**
- 4. Tazewell Branch Adult Programming 2019 Report**