

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Bluefield Library, 108 Huffard Drive, Bluefield, VA November 21, 2019 at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Mary Sue Dean, trustee
Connie Bailey, trustee
Erica Hall, TCPL Director
Sarah Murphy, Bluefield Branch Manager
Betty Pruett, TCPL Administrative Assistant

Absent: Tom Brewster, trustee

Art Meade of the public was present.

I. CALL TO ORDER: Chair Roberts called the meeting to order at 3:40 p.m.

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

III. APPROVAL OF MINUTES

A motion was made by Trustee Dean, with a second by Trustee Bailey, that the September 19, 2019, minutes be approved as written. With all trustees present voting in favor of this and none opposed, the motion passed to accept the October minutes as written.

IV. DIRECTOR'S REPORT

Calendar of Events: The hours for the Thanksgiving holiday will be as follows: Close at 1:00 p.m. on Wednesday, November 27, and remain closed Thursday, November 28 and Friday, November 29, 2019. All branches will reopen on Saturday, November 30, 2019. For the Christmas holiday, all branches will close at 1:00 p.m. on December 23, and remain closed December 24 through December 26, 2019. For the New Year's holiday, all branches will close at 1:00 p.m. on December 31, 2019, and remain closed on January 1, 2020.

Building Updates: The new heat pump has arrived at the Tazewell library. Plans are for it to be installed the week of Thanksgiving. A new outside dusk to dawn light has been installed at Bluefield. We are working with County maintenance to replace the existing lights with new LED lights to illuminate the sidewalk near the side entrance used for the conference room. The fire alarm is not working in Bluefield. We will check with County Maintenance to get this repaired as quickly as possible.

Personnel: Rhonda Van Dyke in Richlands is now a notary. We can offer notary services in Tazewell and Richlands. Betty Pruett will be out on FMLA for knee replacement beginning December 12, 2019, for approximately six weeks.

Miscellaneous Projects: November is National Game month. Several programs were centered around this. The Super Smash Brothers tournament was a success. Teens asked for more tournaments of this nature.

Clinch Valley Community Action has asked to use the Bluefield branch as a location for their low-income tax assistance program.

December 7, 2019, is the date for the Holiday Market in Tazewell and the library is an alternate site in case of bad weather.

The furniture has been ordered for the study room in Tazewell. This purchase was made possible by a grant from the Community Foundation of the Virginias, Inc.

The staff Christmas party scheduled for December 8, 2019, has been cancelled due to multiple conflicts.

The Thrifty Elves program is doing well in Tazewell.

Friends of the Library set the budget for 2020 at their annual meeting held October 21, 2019, at Tazewell.

The TCPL Foundation board heard a presentation by Ben Shrader, a financial manager, at the October 29, 2019, meeting.

Director's Annual Report: Director Hall presented the Annual Report for 2018-2019. Circulation statistics were lower due to numerous factors: a drop in circulation and door counts due to fewer hours as a direct result of budget cuts. We have several new outreach programs, including Dogwood Crossing, Westwood Nursing Home, and pop-up libraries. The last page of the report details the value of the library. The values were obtained from the American Library Association.

V. FINANCIAL REPORT

As of October 31, 2019, the library spent \$339,483.5, 31.13% of the budget. As of October 31, 2019, the library collected \$7,839.46, which is 31.36% of our yearly expectation, in fines/fees.

VI. SPECIAL PRESENTATION BY ART MEADE

Art Meade gave a very informative talk about various topics. He spoke on the Virginia Public Procurement Act, Freedom of Information Act, and Values and Principals Conveyed by Conduct or Behavior. The Code of Virginia Title 2.2. Administration of

Government, Chapter 43 cites the Virginia Public Procurement Act. In short, this act outlines the requirements for the procurement of products and/or services for governmental entities. All procurement procedures are to be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded. The Commonwealth of Virginia has established a centralized electronic procurement program, known as eVA. The eVA webpage is located at www.eva.virginia.gov.

Mr. Meade also spoke at length on the Freedom of Information Act (FOIA). In the Code of Virginia, Title 2.2. Administration of Government, Chapter 37, Virginia Freedom of Information Act, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted secretly since at all times the public is the beneficiary of any action taken at any level of government. All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of records requested.

Mr. Meade passed out several handouts with this information.

VII. COMMITTEE REPORTS

There were no committee reports given. The committee has been unable to meet. This has been tabled until January meeting

VIII. UNFINISHED BUSINESS

Supervisor Hackworth informed Chair Roberts that he had received complaints/concerns about some of the Library programs. After Chair Roberts contacted Director Hall, a letter was composed to the Tazewell County Board of Supervisors addressing the complaints/concerns of the programs. This letter was emailed to the Supervisors and Eric Young. Information on filing a complaint properly will be distributed at the next meeting of the Tazewell County Board of Supervisors.

XI. NEW BUSINESS

Director Hall would like to increase the maximum number of checkouts to 50 books/items. Currently the maximum number is 30 books/items. Books are checked out for a two week period and DVDs are one week. Director Hall will find the policy on checkouts to present at the next meeting.

XII. PUBLIC COMMENT

No members of the public were present.

XIII. ADJOURNMENT

There being no further business, upon a motion made by Trustee Baily and seconded by Trustee Dean, the Board voted unanimously to adjourn the meeting at 5:54 p.m.

The next meeting is scheduled for December 19, 2019 at 3:30 p.m. in Tazewell.

Respectfully submitted,

Betty Pruett, Administrative Assistant

**Tazewell County Public Library Board of Trustees
Regular Meeting
September 19, 2019
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Minutes of October 17, 2019**
- 3. Director's Report**