Friends of the Tazewell County Public Library
January 13, 2020, 6:00-7:30 p.m.
Meeting Minutes

Attending: Button Brady, President; Wendy Brady, Secretary; Jody Hazelwood, Treasurer; Erica Hall, Library Director; Amity Layne; Jane Sorensen; Sarah Bowling; Brenda McCormick; Deb Linkous; Henry Tatum; Beth Pritchett

Button called the meeting to order and provided copies of the agenda.

Deb provided the minutes from the November meeting. Discussion of the minutes followed, and it was agreed that the items listed on the "Wish List" had all been approved at the November meeting except for STEM camp funding, which was still under consideration. After clarification, the minutes were approved as written.

Treasurer's report: Jane provided copies of the financial reports, which were reviewed and approved.
Ending balances for the end of 2020: Bluefield, $4,266.21; Richlands, $162.62; Tazewell, $1,952.26; General Fund $503.23; for a total balance of $6,884.32.
Ending balances as of the date of the meeting (1/13/20): Bluefield, $4,385.71; Richlands, $222.62; Tazewell, $2,013.38; General, $531.23; for a total balance of $7,152.94.
Please see attachments for details.

Library report: Given by Erica Hall

- Clinch Valley Community Action is offering an IRS-sponsored tax assistance program at the Bluefield and Richland branches weekly (on Wednesdays) February through early April.
- Chuck Presley has been asked to address the broken flagpole at the Bluefield branch.
- The library has acquired new computers, but the company did not provide all goods as promised; the County Attorney is addressing this.
- The library is exploring the possibility of offering a Coding Camp this summer.
- Tammy has applied for and received grants for computer training and furniture for the study room at the Tazewell branch.
- Betty is doing well and will return to her post at the Tazewell branch soon.
- The 4-H Thrifty Elves sessions in November-December were well-attended, with 8-10 children/teens participating.
- Librarians participated in the Reality Store program at Tazewell Middle School.
- The Mario Kart tournament in December was well-attended with around 20 teens participating.
- The Library of Virginia is now providing free materials to all branches for the 1000 Books Before Kindergarten program.
- Librarians passed out 150 free books during the Tazewell Christmas parade.
- The library is applying for a grant to expand programming for autistic individuals.
- The library has begun a Pay It Forward campaign to allow patrons to pay for others' fines.
- On Feb. 17, President's Day, the library will be closed to the public but will be having a professional development day for staff, potentially including training from the Health Department on the use of Narcan and defibrillators.
- Nothing was added to the current Wish List. It was confirmed that money for prizes for the Reading Challenge is already in the 2020 budget draft. Lisa Tyson has offered to work with

the branch children's librarians on spending their quarterly money throughout the year.

Budget

- Jane shared two proposed versions of a budget draft for 2020. Version 2020-a brought forward $5,000 from the prior year. Version 2020-b brought forward only $4,000 from the prior year; lowered projected spending on staff/professional development from $1,000 to $800 (none was spent in 2019); assumed more income from contributions, book carts, and fund-raising; lowered projected spending on hospitality from $150 to $100 (none was spent in 2019); and lowered projected spending on miscellaneous from $100 to $50.
- Specific items to be included under Program expenditures were reviewed and the following changes made:
    - Projected spending on STEM camp was reduced from $1,500 to $1,000 because Erica is expecting more funding from the county.
    - $100 for summer reading prizes (for all 3 branches collectively) was added, to be taken from the General Fund.
    - $400 for furniture at the Bluefield branch was added (less than the $1,000 previously approved).
    - Note: Amity's previously approved $150 will be included in Community Outreach.
- After discussion, the 2020b draft of the budget was recommended and approved with the above changes to the Program expenditures.

Calendar

- Button provided a draft of the 2020 FOL Calendar based on last year's activities. The following changes were made:
    - The Reading Bee scheduled in January has been postponed.
    - The budget audit scheduled for January will take place immediately before the February meeting on 2/10.
    - Honey Festival activities on 2/8 were added.
    - February will be celebrated as Love Your Library (or Library Lovers) month; each branch will plan its own sales/activities.
    - Burke's Garden Festival was added in September.
    - Pocahontas Festival was added in October.
    - FOL meetings:
        - February and March meetings will be at the Tazewell branch.
        - The April meeting will be held on April 6 (first Monday) at the Bluefield branch.
        - The May meeting will be held at the Richlands branch.
        - The June meeting will be held at the Tazewell branch.

Honey Festival

- FOL is hosting a painting class taught by Amity on Tuesday, 2/4, at the Section House from 5:00-6:30 p.m. She will use $20 from her pre-approved fund to purchase paintbrushes.
- FOL is hosting a Book Sale, Author/Artisan Meet & Greet on Wednesday, 2/5, at the Richlands Police Dept. Complex from 1:00-6:00 p.m. Amity has asked that volunteers who

can help set up the sale meet her at the Richlands library at 10:00 a.m. Other volunteers will be needed throughout the day and at the end of the day to take the sale down. Wendy and Jody have volunteered for setup and take-down, respectively, and Jane, Deb, and Amity will have tables at the sale. Ten tables have already been rented at $10 each.

- On Thursday, 2/6, Amity will participate in Story Time at the Richlands branch and will lead a free FOL-sponsored activity for children, Making Honey Play-Doh.
- Amity distributed fliers which she asked Friends to post.

Next Meeting: Monday, February10, at 6:00 p.m., at the Tazewell branch