

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main Street, Tazewell, VA December 19, 2019 at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Mary Sue Dean, trustee
Connie Bailey, trustee
Tom Brewster, trustee
Erica Hall, TCPL Director
Cassie Ogle, TCPL Technical Services Librarian
Maggie Asbury, Board of Supervisors Northern District
Eric Young, County Attorney

Absent:

No members of the public were present.

I. CALL TO ORDER: Chair Roberts called the meeting to order at 3:32 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 Ryan, that the November 21, 2019, minutes be approved as written. With all trustees present voting in favor of this and none opposed, the motion passed to accept the November minutes as written.

IV. DIRECTOR'S REPORT

Calendar of Events: The hours for the Christmas holiday will be as follows: Close at 1:00 p.m. on Monday, December 23, and remain closed Tuesday, December 24-26, 2019. All branches will reopen on Friday, December 27, 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. For Martin Luther King Day, all branches will be closed on January 20, 2020. For President's Day, all branches will be closed February 17, 2020 and staff training day will be held at Tazewell.

January 13, Friends of the Library meeting at Tazewell. January 24, HAL Board of Directors meeting at Emory & Henry. January 28, Foundation meeting at Tazewell. February 5, Department Heads meeting. February 25-29 Public Library Association conference in Nashville.

Building Updates: The new heat pump has been installed at the Tazewell library. County Maintenance has been contacted about the fire alarm not working in Bluefield.

Personnel: Betty Pruett is out on FMLA for knee replacement beginning December 12, 2019, for approximately six weeks. Washington County Public Library's interim director Molly Schock has been hired as permanent director.

Miscellaneous Projects: January 8, 2020 Computer classes begin. Thrifty Elves program in conjunction with 4-H is going well. TCPL participated as the entertainment booth in the Reality Store held at Tazewell Middle School. Mario Kart tournament held in Tazewell was a success with around 20 people attending. \$300 mini-grant awarded for computer science in the library. Wild Turkeys meeting was in Radford on December 6, 2019. Library of Virginia is providing materials for the 1,000 Books before Kindergarten program. Clinch Valley Community Action tax assistance program will be held in Bluefield and Richlands. Lisa Tyson and Natasha Hunt rode the library van in the Tazewell Christmas parade and passed out approximately 150 books. The Pay It Forward campaign is begin tested this month in Tazewell and will be added to Richlands and Bluefield in January. Tammy is working in conjunction with TASK on applying for a grant to allow for more programming for autistic individuals.

V. FINANCIAL REPORT

As of November 30, 2019, the library spent \$416,929.88, 39.13% of the budget. As of November 30, 2019, the library collected \$9,162.36 in fines/fees.

VI. SPECIAL PRESENTATION BY MAGGIE ASBURY

Maggie Asbury presented the current standings of the Emma Yates Memorial Library located in Pocahontas, Virginia. With the current funds, the library can remain open through March 2020. Ideas for funding opportunities, advertising and promotion, and social media were discussed. TCPL is willing to work with the EYML through outreach programs. Due to requirements from the Library of Virginia, the EYML is not eligible to become a branch of TCPL.

VII. TECHNICAL SERVICES DEPARTMENT REPORT

Technical services department is currently working in conjunction with the children's department to update the Learning Kits with new items. Board games will be cataloged for internal use. Working with Jean to set up email notification for holds pickup notices.

VIII. 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

An increase of the number of items that patrons can check out at one time was determined to be at the Director's discretion. The policy will be reviewed in January. Request to change fines notices to email to reduce the cost of postage and printing.

XI. NEW BUSINESS

It was recommended that new HVAC installed on the roof at Tazewell be put on a regular maintenance schedule.

XII. PUBLIC COMMENT

No members of the public were present.

XIII. ADJOURNMENT

There being no further business, upon a motion made by Trustee Dean and seconded by Trustee Ryan, the Board voted unanimously to adjourn the meeting at 5:02 p.m.

The next meeting is scheduled for January 16, 2020 at 3:30 p.m. in Tazewell.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

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

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Minutes of November 21, 2019**
- 3. Director's Report**