

Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell Library, 129 Main Street, Tazewell, VA June 18, 2020 at 3:30 p.m.

**Present:** Regina Roberts, chair  
Connie Bailey, trustee  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Betty Pruett, TCPL Administrative Assistant

**Absent:** Suzanne Brinegar, trustee

**Members of the Public:** Michelle Crigger  
Darla Boardwine

**I. CALL TO ORDER:** Chair Roberts called the meeting to order at 3:33 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 Mary Sue Dean, with a second by Karel Ryan, that the December 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 December minutes as written.

Although no quorum was present for the January 2020, and April 2020, meeting, minutes need to be written stating such. These will be presented at the next Board meeting for approval.

## **IV. DIRECTOR'S REPORT**

Programming: Programming has been very different in the past few months due to COVID19. The Library has not been open to the public. We have been using curbside service and offering online services to maximize social distancing. Patrons have been able

to call in during certain hours requesting books for curbside pickup. Staff has been doing rotating shifts to offer curbside pickup, empty the book drop, get mail from the post office and to answer the telephone.

Lisa Tyson has been doing Storytime virtually through Facebook Live on Tuesdays at 11:00 a.m. We ordered some special equipment to use for the Facebook virtual programs. Some additional virtual programs include making lemonade and PB&J sushi.

Drive-up Trivia has been conducted at Lincolnshire Park with numerous people participating. Participants drive up and remain in their vehicle. This has been a big hit this summer.

Sit-N-Stitch was conducted on the front porch with social distancing guidelines in place. This pleased all the regular participants.

Phase In Opening: Staff reported back to work on May 18, 2020, doing appointments only. Curbside service is still an option. On July 6, 2020, all employees will report back for normal hours including evenings and weekends. Return materials will be quarantined for 72 hours before reshelving. Some cleaning options to be in effect: clean and sanitize all returned materials, sanitize push bars on doors and tables, and sneeze guards in place at all circulation desks. Another option is touchless checkout: Patrons scan their library cards themselves and then scan the materials to be checked out. Library employees will observe this procedure to make sure everything scans correctly.

Maintenance/Repairs: The Library has been painted while closed for COVID19. We have replaced a significant number of ceiling tiles while closed also.

## **V. FINANCIAL REPORT**

As of May 31, 2020, the library spent \$926130.21, 84.31% of the budget. As of May 31, 2020, the library collected \$15,108.25 in fines/fees.

## **VI. UNFINISHED BUSINESS**

The decision of increasing maximum checkouts from thirty to fifty is at the Director's discretion. It is not something the Board has to determine.

## VII. NEW BUSINESS

COVID19 MEASURES: The steps the Library are taking for COVID19 was addressed in the Director's Report.

Emma Yates Memorial Library: There was a robust discussion, including members of the public from Pocahontas, regarding the potential dissolution of the Emma Yates Memorial Library (EYML) Board and TCPL potentially absorbing it into the system. Chair Regina Roberts had concerns: Who owns the building? How would the County give TCPL monies to run the EYML and where would it come from? The Board of TCPL is still waiting on answers to these questions. Karel Ryan is concerned whether EYML can meet the standards to become part of TCPL. Some of the questions that have arisen: Who would be responsible for maintenance to the building and who would pay the rent, liability insurance, as well as the utilities if TCPL were to absorb EYML?

Chair Roberts feels a meeting is needed with Maggie Asbury, Eric Young, the EYML Board, the TCPL Board and Director Hall to discuss all the questions. Trustee Bailey would like to know and understand the history of EYML.

Trustee Ryan made a motion to ask Director Hall to find out what Tazewell County will do moneywise, explore options to combine EYML with TCPL physically, monetary options, any specific guidelines to pursue making EYML a branch of TCPL. This was seconded by Trustee Dean. After a vote, all Board members present voted for Director Hall to pursue answers to these questions. She will also look into whether a formal public meeting needs to be held or would an informal public meeting be acceptable and if EYML can be brought into compliance to be a branch of TCPL.

Trustee Bailey made a motion that Director Hall initiate contact between Friends of the TCPL and EYML. Trustee Ryan seconded this motion. All members present voted in favor of this. None were opposed.

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### **XIII. ADJOURNMENT**

There being no further business, upon a motion made by Trustee Ryan and seconded by Trustee Dean, the Board voted unanimously to adjourn the meeting at 5:05 p.m.

The next meeting is scheduled for July 23, 2020, 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**

**June 18, 2019**

**Tazewell Library**

**Tazewell, Va.**

**3:30 p.m.**

### **MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Minutes of December 19, 2019**
- 3. Director's Report**