

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell Library, 129 Main St., Tazewell, Va., July 23, 2020 at 3:30 p.m.**

Present: Regina Roberts, chair
Karel Ryan, vice chair
Connie Bailey, trustee
Mary Sue Dean, trustee
Erica Hall, TCPL Director
Cassie Ogle, TCPL Technical Services Librarian

Absent: None

No members of the public were present.

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:37 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: A review of the employee COVID-19 Policy was added to unfinished business by Director Hall.

3. APPROVAL OF MINUTES: A motion was made by Trustee Ryan with a second by Trustee Dean to edit and review the June 18, 2020 minutes at the next regular meeting. With all trustees present voting in favor of this and none opposed, the motion passed.

4. DIRECTOR'S REPORT:

Personnel: Angie Bogle was hired as Bluefield Youth Services Specialist with a start date of July 16, 2020. Staff are still completing webinars. Upcoming virtual conferences for Association for Rural & Small Libraries and United Libraries. Cassie Ogle is now the HAL Administrative Liaison.

Programming: Dog Days of Summer with Duke. Trivia will be at the prom and the regular trivia program is still on going. Laugh and Learn at Lunch. Richlands movie night and upcoming movie night at Bluefield. Sit'n Stitch. 6ft Away Book Club.

COVID: Regular hours resumed on July 6, 2020 but closing thirty minutes early to allow time for cleaning. All other measures are still in place. Working on procedure for staff if

tested positive. Installed step-n-pull on bathroom doors in Tazewell. Staff scheduled for hourly cleaning.

Other: Working on replacing flooring for Tazewell. Charging station gifted by Friends of the Library for Bluefield. Working on getting new phone system for all of TCPL and new computers for Tazewell. Tazewell County maintenance are constructing more durable sneeze guards for Tazewell and Bluefield. New database *News Bank* that offers digital access to newspapers. Working on finding a solution for the cleaning supply shortage. Minimal outreach beginning with dropping off materials at nursing homes but no in person programs. Rearranging in Tazewell for new bookcases received from Washington County Public Library. King University has a new Dean of Library Services. Erica Hall will be on vacation the last week of July.

5. FINANCIAL REPORT:

- a. As of June 30, 2020, the library spent \$1,038,032.76, which is 94.49% of the budget.
- b. As of June 30, 2020, the library collected \$15,530.25 in fines and fees.

6. FISCAL YEAR 2020-2021 BUDGET: The budget for the 2020-2021 fiscal year had only minor changes from the previous fiscal year apart from the addition of funds for new computer equipment in Tazewell and funds earmarked for the transition of the Emma Yates Memorial Library into the TCPL system. Funds are available in the budget for computer equipment and compensation for an employee to be hired in Pocahontas.

6. UNFINISHED BUSINESS

Emma Yates Memorial Library: Chair Roberts reported that the Tazewell County Board of Supervisors has earmarked funds for the opportunity to move forward to have a branch of TCPL located in Pocahontas. The funds are currently listed in the TCPL FY21 budget and are to be used for employee compensation, purchasing necessary IT equipment, and purchasing collection materials for a branch located in Pocahontas. Currently, the Emma Yates Memorial Library Board of Directors does not intend to dissolve. Historic Pocahontas owns the building at 179 Center Street Pocahontas, VA where the Emma

Yates Memorial Library (EMYL) is currently located. A lease is being prepared to allow TCPL use of the building located at 179 Centre Street at the cost of \$1.00 per year. Additionally, a bill of sale is being prepared to purchase the contents of the EYML including furniture and fixtures from the EYML Board of Directors for \$1.00. Decisions regarding the time frame for the lease with Historic Pocahontas and the bill of sale with EYML Board of Directors is made at the discretion of Director Hall. After a location is established and the sale of contents completed, TCPL can move forward with advertising the job position and hiring an employee.

Director Hall presented the TCPL/EYML Action Plan, Sample Budget, and tentative Job Description. She is also working with Tazewell County Attorney, Chase Collins, to determine length of the proposed lease with Historic Pocahontas and considering possible alternative locations in the case that a lease cannot be agreed upon. County Attorney Collins is also looking into the logistics of maintenance for the TCPL Pocahontas location. He is also working on the bill of sale for the contents of the EYML which will require a full inventory before completion of the sale. The tentative job description is a combination of TCPL circulation specialists and branch manager but is not a supervisory position. The position would report to an employee at Tazewell, preferably the Adult Services Librarian. Advertising for the position will not begin until completion of the bill of sale and signing the lease.

Discussion among board members regarding the status of the EYML Board of Directors: The EYML Board of Directors is not intending to dissolve. Should the EYML Board of Directors decide to not vacate the building located at 179 Centre Street or to the sale of the contents another location would be considered and circulating materials procured by other means. A TCPL branch located in the town of Pocahontas can proceed regardless of the status of the EYML Board of Directors and their willingness to sell the contents of the EYML to TCPL and the willingness of Historic Pocahontas to lease the building. Town of Pocahontas is planning to donate \$1500 for the contractual services which includes the cost of heating. There is discussion with Town of Pocahontas for potentially having the town cover the water, sewer, and trash services. The current employee that provides

services for EYML is an independent contractor for Tazewell County and will need to complete the application process to be considered for the new TCPL position.

According to Chair Roberts, Tazewell County Board of Supervisors Northern District representative Maggie Asbury will be appointing a new TCPL Board of Trustees member soon. Chair Roberts spoke with Nan Carmack who recommended establishing a conflict of interest policy for the TCPL Board of Trustees. Concerns were expressed about conflicts of interest for potentially having a TCPL Board of Trustees member also serving as a current or former member of another entity that wishes to influence decisions made by the TCPL Board of Trustees. Chair Roberts also suggested that any meetings between Director Hall and members of the EYML Board of Directors should have at least one member of the TCPL Board of Trustees present.

A motion was made by Trustee Bailey with a second by Trustee Ryan for the development of a TCPL Board of Trustees member conflict of interest policy. With all trustees present voting in favor of this and none opposed, the motion passed. A special meeting is scheduled for Wednesday, July 29, 2020 to review the policy for approval and adoption into the bylaws.

Discussion for clarification of the details of the new job position for the TCPL Pocahontas location: The funds were put into the TCPL budget to create a position for a new TCPL employee to be placed in Pocahontas. This is a new position created for TCPL and is not funded by nor does it report to the EYML Board of Directors. All employment decisions for the new position will be made at the discretion of Director Hall on behalf of TCPL. After the position has been established, the funds will move from the budget line item to the appropriate employee compensation fund categories.

A motion was made by Trustee Dean with a second by Trustee Ryan for the approval of the Job Description. With all trustees present voting in favor of this and none opposed, the motion passed.

COVID-19 Policy: Director Hall developed an employee guide for potential COVID-19 exposure. Some employees are concerned about staying open since other county offices

have closed to the public. Board recommends staying open with current safety measures but to monitor new local cases.

7. NEW BUSINESS:

Revisit Developing New Logo – Trustee Ryan would like to revisit developing a new logo at an upcoming meeting.

Self-Evaluations – Reminder from Chair Roberts that board self-evaluations will be in the upcoming months.

8. PUBLIC COMMENT: No members of the public were present.

9. ELECTION OF OFFICERS: A motion was made by Trustee Dean with a second by Trustee Bailey for the current officer positions to remain as they are for the upcoming year. With all trustees present voting in favor of this and none opposed, the motion passed.

10. ADJOURNMENT: There being no further business, upon a motion made by Trustee Bailey and seconded by Trustee Dean, the Board voted unanimously to adjourn the meeting at 5:45 pm.

The called special meeting is scheduled for Wednesday, July 29, 2020 at 3:30 pm at the Tazewell Library.

The next regular meeting is scheduled for Thursday, August 20, 2020 at 3:30 pm at the Tazewell Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

Regular Meeting

July 23, 2020

Tazewell Library

Tazewell, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of June 18, 2020**
- 3. Director's Report**
- 4. TCPL/EYML Action Plan**
- 5. Pocahontas Branch Specialist Job Description**
- 6. Emma Yates Memorial Library FY21 Proposed Budget**
- 7. Employee COVID-19 Guidance**