

Friends of the Tazewell County Public Library
Email Meeting Minutes
August 10-14

Attending: Button Brady, President; Wendy Brady, Secretary; Jane Sorenson, Treasurer; Erica Hall, Library Director; Amity Layne; Sarah Bowling; Beth Pritchett; Cathy Taylor; Zachary Hash

Button began the meeting on August 10 with an email welcoming our new member, Zach, and providing the agenda.

The July minutes were emailed to the members and were approved as written.

Treasurer's report:

- The Virginia sales tax exemption application was completed and mailed 7/23/20.
- Ending balances as of the end of July: Bluefield, \$4,687.07; Richlands, \$671.66; Tazewell, \$2,029.63; General, \$288.05; for a total balance of \$7,676.41.
- The Treasurer's report was emailed to the members and was approved. Please see attached document.

Library report: Given by Erica Hall

- The Board approved moving forward with the expansion of services at Pocohantas, which will become a library branch/outreach hybrid.
- A raccoon fell through the ceiling at the Bluefield branch, causing it to close for a day. The problem has been fixed.
- One branch was closed briefly due to a COVID scare, but tests came back negative.
- As of Aug. 3, the library staff is working in 2 cohorts at each branch. The branches are now open from 10:00-5:00 M-F. Saturday hours are under consideration.
- The roof at the Tazewell branch has been leaking. Maintenance is looking at the problem.
- Betty Pruett, Administrative Assistant at the Tazewell Branch, is retiring as of Monday, Aug. 17.
- The VA Dept. of Labor and Industry released new workplace standards regarding COVID safety on July 27 that must be in place by August 27.

Wish List/Approved Expenditures

- \$50 per branch was approved for masks and cleaning supplies, with the understanding

that more may be requested later in the year.

Zach offered a donation from his church group for these items, which Friends will gratefully accept.

- Up to \$200 was approved for a letter board and letters at the Bluefield Branch (from the budget line item “Furniture and Enhancements”).
- A Cricut machine requested by the Bluefield branch (approx.. \$400) will be discussed at the next meeting.
- A request for outdoor furniture at the Richlands branch was discussed. Friends are requesting more specific information from the staff for the next meeting.
- A request for a dry erase table at the Tazewell branch (approximately \$450) was discussed. Friends are asking the staff to decide if this is a priority item. If it is considered priority, Friends will consider the purchase at the next meeting.

Other Business

- Button reported that the Executive Committee met by email and approved the purchase of mulch (up to \$100) for the Bluefield Library Children’s Garden.
- Button asked if Friends would prefer the Executive Committee make decisions about expenditures less than \$100 and report back to the group; or postpone all decisions until the next meeting for group discussion; or have the president canvas the meeting group by email for each purchase. Friends agreed that they preferred the Executive Committee to handle small purchases that may need prompt attention and report to the group at the next meeting.

Next Meeting: Monday, September 14, via email