

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main St., Tazewell, Va., September 17, 2020 at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Mary Sue Dean, trustee
Connie Bailey, trustee
Erica Hall, TCPL Director

Absent:

No members of the public were present. At this point there was no Trustee appointed from the Northern District.

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:38 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: The item Board Self-evaluation was tabled until the next meeting Director Hall will email out the form prior to the next Board meeting. The agenda was otherwise approved.

3. APPROVAL OF AUGUST MINUTES: Trustee Dean moved to accept the minutes as submitted with changes suggested by Trustee Bailey. Trustee Bailey seconded. The motion passed.

4. DIRECTOR'S REPORT:

- a. Friends of the Library: The Friends of the Library have been meeting over email since the pandemic. Their primary mode of fundraising has been the book sales in each library.
- b. Foundation: The Foundation met on 8/31. They will meet again on 10/27. They are looking for a new member from either Tazewell or Bluefield. Vice Chair Ryan suggested Kon Patterson as a potential Foundation Board member. They will also be discussing the potential Richlands capital project. A feasibility study needs to be done regarding the Richlands building. Vice Chair Ryan suggested Thompson

& Litton. Trustee Bailey said TCPL does not want to show the appearance of favoritism by preselecting a firm. Director Hall will consult with other Library Directors in the area to get their recommendations.

- c. COVID: Precautions are basically the same as they were the previous month. TCPL did receive some CARES Act money, but Director Hall was unsure of the exact amount. TCPL staff completed their Emergency Temporary Standard training as required by the VA Department of Labor and Industry.
- d. Strategic Planning: The Strategic Planning Committee met on 9/10. They are distributing a Needs Assessment survey to determine the needs of the community and inform the goals and objectives. Participants are offered the chance of winning a \$50 Amazon gift card. The staff is also filling out a SOAR assessment to provide another perspective. The next meeting will be held in early November, where the committee will draft a mission statement, vision statement, and goals.
- e. Logo: Melinda McClure from Clinch Valley Printing has not responded with suggested changes to the logo since the last meeting.
- f. Flooring: The carpet in Tazewell needs to be replaced. The carpet in Bluefield also needs addressed. The Richlands carpet is also disgusting, but with potential capital changes might not need to be addressed immediately.

5. FINANCIAL REPORT:

- g. As of August 31, 2020, the library had spent \$160,685.83, 14.43% of the annual budget.
- h. As of August 31, 2020, the library had received \$1,816.25 in fines and fees.

6. UNFINISHED BUSINESS

- a. Pocahontas expansion: There are two updates on the potential of a Pocahontas branch library.
 - a. Bill of Sale with Emma Yates Memorial Library (EYML): The EYML Board met and agreed on the Bill of Sale, with one alteration. They wanted TCPL to agree to donate the items to a local nonprofit if TCPL decided to

cease library operations in Pocahontas. Director Hall consulted with Chase Collins, the county attorney, and neither objected to that being included. Director Hall and the EYML Board Chair, Mr. Gravely, met and signed the Bill of Sale.

When presented with the updated Bill of Sale, several Trustees expressed concerns. Vice Chair Ryan said that the Library Board had approved the Library Director to spend \$1 to purchase the contents but not with strings attached.

Vice Chair Ryan moved to void the Bill of Sale until it can be revised to remove the paragraph on page 2 regarding the obligations for donating materials. The motion was seconded by Trustee Dean. The motion carried.

- b. Lease Agreement with Historic Pocahontas, Inc. (HPI): Mr. Collins drafted a Lease Agreement between TCPL and HPI. Director Hall sent this lease to HPI for their comments. The HPI Board met and discussed their concerns and sent those to Director Hall, who then forwarded them to Mr. Collins. Mr. Collins responded that some of the changes were fine, and others he would not recommend. Director Hall sent that information along to HPI, who met to discuss but had not responded prior to the Library Board meeting.

Vice Chair Ryan raised concerns about several of the sections of the Lease Agreement regarding insurance, rent, and structural repair responsibilities. Vice Chair Ryan motioned that the Director decline to execute the Lease Agreement as presented at this Board meeting. Trustee Dean seconded. The motion carried.

- b. Director Hall wished to gauge the Trustees' opinions on continuing to forgive fines during the pandemic. Chair Roberts indicated that she would like fine collection to

begin again. Vice Chair Ryan expressed neutrality and said she was fine with whatever the Director decided.

7. NEW BUSINESS

a. Staff reorganization: The Board briefly discussed the proposed organizational chart and updates job descriptions for staff. Trustee Ryan approved of the fiscal impact of those changes. Trustee Dean agreed. The Board members did not vote, but generally expressed support of those changes.

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

9. ADJOURNMENT: Vice Chair Ryan moved to adjourn at 5:41 pm. Trustee Dean seconded the motion. The motion carried.

Respectfully submitted,

Erica Hall, Library Director

Tazewell County Public Library Board of Trustees

**Regular Meeting
September 17, 2020
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of June 18, 2020**
- 3. DRAFT Minutes of July 23, 2020**
- 4. DRAFT Minutes of Special Meeting on July 29, 2020.**
- 5. Director's Report**
- 6. Proposed new logo**
- 7. DOLI Guidance for COVID-19 Regulations and Standards**
- 8. TCPL Continuation of Operations (COOP) and Infectious Disease Preparedness Plan for Pandemics**
- 9. TCPL Pocahontas Branch Action Plan**