



129 Main Street PO Box 929 Tazewell, VA 24651-0929 276.988.2541 276.988-5980 FAX

Hi Trustees!

I hope each of you had a wonderful Thanksgiving with those close to you. We've been chugging along here at the Library, trying to offer what we can during these challenging times.

Our regular meeting is scheduled for next Thursday, December 17, at 3:30 in Tazewell. We have two things on the agenda to discuss. First, the Lease Agreement with HPI is still in negotiation; I do not have a new copy to send you, as there are terms we need them to agree on.

We also have my Performance Evaluation, scheduled for a closed session. I would like everyone to be as frank as possible, because I desperately need constructive criticism!

If you would prefer to attend virtually, please let me know ahead of time. I will be setting up a Microsoft Teams meeting and will send the link ahead of time. For those meeting in person, be aware that due to us changing to curbside service the doors will be locked and we will need to have the staff keep an eye out to let you in.

Thanks to all!

A handwritten signature in black ink that reads "Erica Hall". The signature is written in a cursive, flowing style.

Erica Hall

Library Director

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, December 17, 2020, 3:30 PM
Tazewell Library**

- I. Roll Call**
- II. Consideration of approving the agenda format- additions/deletions**
- III. Approval of October and November meeting minutes**
- IV. Director's Report**
- V. Financial Report**
 - a. As of November 30, 2020, the library had spent \$418,467.79, 38.51% of the annual budget.
 - b. As of November 30, 2020, the library had received \$5,051.54 in fines and fees.
- VI. Committee Reports**
 - a. Strategic Planning Committee
- VII. Unfinished Business**
 - a. Pocahontas expansion
 - i. HPI Lease
- VIII. Executive/Closed Meeting – Pursuant to Virginia Code, Section 2.2-3711**
 - a. Personnel matter regarding Library Director
- IX. Return, Certification, Report of Action**
- X. New Business**
 - a. Meeting Room policy revision
- XI. Public Comment**
- XII. Adjourn**

Next meeting is Thursday, January 21 at 3:30 in Tazewell.

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell Library, 129 Main St., Tazewell, Va., October 8, 2020 at 3:30 p.m.**

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

Absent:

Public attendees: Maggie Asbury, Northern District Supervisor

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:45 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Addition of letter submitted by Connie Bailey to be added to new business. Agenda accepted with addition.

3. APPROVAL OF MINUTES: A motion was made by Trustee Dean with a second by Trustee Ryan approve the September 17, 2020 meeting minutes as submitted. With all trustees present voting in favor of this and none opposed, the motion passed.

4. RECOGNITION OF NEW TRUSTEE: Michele Crigger from the Northern District was recognized and welcomed to the Library Board of Trustees.

5. DIRECTOR'S REPORT:

Foundation: The next meeting is October 27, 2020 at 10:00 am. They will be discussing a feasibility study for the Richlands Branch and a potential new member for the Board of Directors.

Friends of the Library: The FOL will be meeting next week via email. Recently approved purchases are benches for the front porch at the Richlands Branch, and a Cricut and a letter board for the Bluefield Branch.

Other: The carpeting in Bluefield will be cleaned over the weekend. The fire panel in Bluefield was replaced. We are in the process of getting quotes for replacing the outdoor lighting at Bluefield. We are contacting additional companies for quotes for flooring in Tazewell. The STAR program launches today and should be out to students by mid-November. We will be installing a new VOIP phone system at all three locations. We are currently advertising and interviewing for part-time positions. The library returned to full staff and hours on October 5th.

6. FINANCIAL REPORT:

- a. As of September 30, 2020, the library had spent \$244,580.99, 21.96% of the annual budget.
- b. As of September 30, 2020, the library had received \$2,811.49 in fines and fees.

7. COMMITTEE REPORTS

- a. Strategic Planning Committee – The next meeting is November 6, 2020 at 1:00. They will be discussing the mission statement, vision and values statements, and drafting goals. The following meeting will likely be in December or January. After the committee has finished developing the strategic plan, the Board of Trustees will need to review and approve.

8. UNFINISHED BUSINESS

Pocahontas:

- a. Bill of Sale: The Emma Yates Memorial Library Board approved the bill of sale. The use and retention of the historic items listed within the bill of sale is at the discretion of the library director. There was an addition of items to the bill of sale before approval which included a ladder and oil tank.
- b. Historic Pocahontas Lease: The proposed lease only allows use of the first floor of the building located at 129 Center Street. Previously the Emma Yates Memorial Library Board used the second floor for storage. Discussions with Historic

Pocahontas about the lease will continue with the expressed interest in using the second floor for storage for TCPL.

- c. Update to action plan provided by Director Hall.
- d. Emma Yates Memorial Library Board – The Emma Yates Memorial Library Board voted to dissolve on October 7, 2020, effective November 1, 2020. The remaining balance of their account (\$3,201.01) will be donated to the TCPL Friends of the Library to be used at the new TCPL Pocahontas location. A motion to acknowledge the donation was made by Trustee Ryan with a second by Trustee Dean. The motion passed with all in favor and none opposed.

COVID

- a. Leave policy submitted by Director Hall – A motion by Trustee Dean with a second by Trustee Ryan to approve the leave policy. The motion passed with all in favor and none opposed.
- b. Review of the Infectious Disease Preparedness Plan by Director Hall.

Logo

- a. Trustees made suggestions for edits of the new logo. The new logo was approved with suggested changes.

Board Self-Evaluation

- a. Trustees discussed requesting a representative from Library of Virginia for conducting a training either in person or through a virtual meeting. Discussed a meeting for TCPL staff to meet the members of the Board of Trustees. Interest was expressed for a training on how to network within the community.
- b. The evaluation of the Library Director was tabled until next meeting. Evaluation forms were distributed to Trustees and should be returned to Chair Roberts.

9. NEW BUSINESS:

Conflict of Interest Policy Letter – Trustee Bailey provided a letter to the Trustees regarding the conflict of interest policy. A request was made to add the item to the agenda for the next meeting.

10. PUBLIC COMMENT: Maggie Asbury spoke in favor of the transition of the former Emma Yates Memorial Library to a new TCPL Pocahontas location.

11. ADJOURNMENT: There being no further business, the meeting was adjourned by Chair Roberts at 5:23 pm.

The next regular meeting is scheduled for Thursday, November 19, 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
October 8, 2020
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of September 17, 2020**
- 3. Director's Report**
- 4. Updated Action Plan for the TCPL Pocahontas location.**
- 5. Bill of Sale – Emma Yates Memorial Library**
- 6. TCPL Continuation of Operations (COOP) and Infectious Disease Preparedness Plan for Pandemics**
- 7. TCPL Pocahontas Branch Action Plan**

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main St., Tazewell, Va., November 19, 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
Cassie Ogle, TCPL Technical Services Librarian**

Absent: Michele Crigger, trustee

No members of the public were present.

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:40 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Agenda accepted as submitted.

3. APPROVAL OF MINUTES: A motion was made by Trustee Ryan with a second by Trustee Bailey review the minutes at the December 17, 2020 following a revision to the October 8, 2020 meeting minutes. With all trustees present voting in favor of this and none opposed, the motion passed.

4. DIRECTOR'S REPORT:

Foundation: The Foundation Board met on November 17, 2020 and agreed to move forward with the feasibility study of the current Richlands Branch building. A site selection study will be considered depending on the outcome of the feasibility study. Town of Richlands has applied for a grant to replace the siding and windows of the current Richlands Branch building.

Friends of the Library: The FOL are currently working on wrapping up 2020 spending and preparing a budget for 2021.

Programs: STAR program officially launched on November 18, 2020 giving digital access to students and teachers within the Tazewell County Public School system. Flat Santa

program will have a printed Santa poster, donated by Clinch Valley Printing, that will travel to each TCPL location for a week in December. Parents can take a photo of their child with Flat Santa and free books are available for adults and children through a donation from Labor of Love. Children can write a letter to Santa and, in return, will receive a letter from Santa. Postage for Santa's letters was donated by the White family. Youth Services has partnered with Crab Orchard Museum to produce a video for their Frontier Christmas program. The outreach department is planning to take donated books to food pantries around the county. The outreach department is also working with the Branch Managers to develop a program for preserving the history around the documentation of local responses to COVID-19. The Girls Who Code program is on hold due to COVID-19 but the outreach department is looking into alternatives.

Staff: TCPL hired two new employees within the past month. The new part-time circulation specialist Mary Jones started on November 1st and the new technical services assistant Kara Pitts started on October 16th. Currently interviewing for the two additional open part-time circulation specialist positions. Returning to cohort schedule on November 30th.

Building: Director Hall is researching touchless faucet, toilet flush, and keyless entry options. Chair Roberts suggested to research UV air purifiers and air cleansing services. Continuing to get quotes for replacing the flooring in Tazewell. Installation of voice over IP phone system is nearly complete.

5. FINANCIAL REPORT:

- a. As of October 31, 2020, the library had spent \$330,135.84, 30.39% of the annual budget.
- b. As of October 31, 2020, the library had received \$4,007.05 in fines and fees.
- c. TCPL received \$2,000 from CARES Act.

6. COMMITTEE REPORTS

- a. Strategic Planning Committee – The committee met on November 6, 2020 to discuss and decide on the mission and value statements. Members will work on

developing value statements based on a set of key words. Staff members will also be asked to develop value statements. The next meeting is on January 13, 2021.

When the committee has completed the strategic plan, it will be submitted to the Board of Trustees for review.

7. UNFINISHED BUSINESS

Pocahontas:

- a. **Bill of Sale:** The bill of sale has been signed by both parties and is now complete.
- b. **Historic Pocahontas Lease:** A lease agreement between Historic Pocahontas and TCPL has not been agreed upon yet. Solutions regarding the building insurance are being discussed between the two parties. If no resolve can come between the two parties, another location may be considered. All negotiations and agreements between HPI and TCPL should take place in writing and be done through Director Hall. Trustee Ryan suggested an informal gathering with HPI and Pocahontas community members to build trust and to learn more about the history of Emma Yates.

Conflict of Interest Statement/Policy

- a. Trustee Bailey presented a memo to open the discussion for revising the current conflict of interest statement/policy. Suggestion for revision is to expand the policy to include conflicts that go beyond strictly financial benefits to also include political, non-financial gains, or undue influence or vulnerability to influence from outside parties. Chair Roberts suggested a committee for developing an amended conflict of interest statement/policy. Trustee Bailey and Trustee Ryan agreed to serve as members of the subcommittee. An amended policy will be submitted at the January 21, 2021 meeting.

Board Self-Evaluation

- a. Suggestions from the results of the Board Self-Evaluation include doing a more thorough orientation, confining discussions to policies and not management issues, individual members can only enact authority during meetings, and touring all

facilities at least once a year. Trustee Bailey suggested using a video for combining orientation and touring each location.

Board Self-Evaluation

- a. Trustees are working on evaluations and results will be reported at the December 17, 2020 meeting during executive session.

8. NEW BUSINESS:

No new business.

9. PUBLIC COMMENT:

No members of the public were present.

9. ADJOURNMENT: There being no further business, the meeting was adjourned by Chair Roberts at 5:35 pm.

The next regular meeting is scheduled for Thursday, December 17, 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
November 19, 2020
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of October 8, 2020**
- 3. Director's Report**
- 4. Mission and Vision statements**
- 5. Value statement key words list**
- 6. Bill of Sale – Emma Yates Memorial Library**
- 7. Conflict of Interest Policy Memo**

DRAFT

**TAZEWELL COUNTY PUBLIC LIBRARY
PROGRESS REPORT**

Department: Administrative
Submitted by: Cassie Ogle

Month November Year: 2020
Date: December 1, 2020

FINANCIAL:

Financial reports as of 11/30/2020 are attached.

The following monetary donations/refunds were reported during November 2020.

BRANCH	FROM	AMOUNT	DESCRIPTION
All	Robert White	100.00	Postage for Santa's Letters
T	North Tazewell Lions Club	450.00	20/21 Donation

PERSONNEL:

Mary Jones part-time circulation started November 2nd.

MAINTENANCE/FACILITIES:

No maintenance issues for the month of November.

STAFF DEVELOPMENT:

Due to COVID19, no meetings were attended.

**Collection Development
Materials Added
2020-2021**

	Tazewell	Richlands	Bluefield	Total	CumTotal
Books					
Jul	87	48	45	180	180
Aug	21	19	13	53	233
Sep	53	60	14	127	360
Oct	99	101	91	291	651
Nov	242	189	192	623	1274
Dec				0	1274
Jan				0	1274
Feb				0	1274
Mar				0	1274
Apr				0	1274
May				0	1274
Jun				0	1274
Total	502	417	355	1274	

	e-Resources	e-Books	e-Audiobooks	Total	CumTotal
Jul		27	8	35	35
Aug		68	6	74	109
Sep		52	29	81	190
Oct		0	0	0	190
Nov		0	0	0	190
Dec				0	190
Jan				0	190
Feb				0	190
Mar				0	190
Apr				0	190
May				0	190
Jun				0	190
Total		147	43	0	190

	Tazewell	Richlands	Bluefield	Total	CumTotal
Audio					
Jul	4	4	4	12	12
Aug	0	0	0	0	12
Sep	0	0	0	0	12
Oct	3	3	2	8	20
Nov	7	5	7	19	39
Dec				0	39
Jan				0	39
Feb				0	39
Mar				0	39
Apr				0	39
May				0	39
Jun				0	39
Total	14	12	13	39	

	Kits etc.	Kits	Board Games	Total	CumTotal
Jul		0	0	0	0
Aug		0	0	0	0
Sep		0	0	0	0
Oct		0	0	0	0
Nov		0	0	0	0
Dec				0	0
Jan				0	0
Feb				0	0
Mar				0	0
Apr				0	0
May				0	0
Jun				0	0
Total		0	0	0	0

	Tazewell	Richlands	Bluefield	Total	CumTotal
DVD					
Jul	0	0	0	0	0
Aug	0	0	0	0	0
Sep	0	0	1	1	1
Oct	10	12	9	31	32
Nov	9	8	8	25	57
Dec				0	57
Jan				0	57
Feb				0	57
Mar				0	57
Apr				0	57
May				0	57
Jun				0	57
Total	19	20	18	57	

	Total	CumTotal
Withdrawals		
Jul	302	302
Aug	154	456
Sep	25	481
Oct	201	682
Nov	45	727
Dec	0	727
Jan	0	727
Feb	0	727
Mar	0	727
Apr	0	727
May	0	727
Jun	0	727
Total	727	727

Total In Collection:	Items	Bibs
Jul	126,581	98,290
Aug	126,595	98,292
Sep	126,798	98,448
Oct	126,854	98,553
Nov	127,508	99,061
Dec		
Jan		
Feb		
Mar		
Apr		
May		
Jun		

	DVDs	Books	Audio	Cover & Laminate	Total	CumTotal
Jul	0	9	0	5	14	14
Aug	0	14	0	0	14	28
Sep	0	0	0	0	0	28
Oct	0	20	0	11	31	59
Nov					0	59
Dec					0	59
Jan					0	59
Feb					0	59
Mar					0	59
Apr					0	59
May					0	59
Jun					0	59
Total	0	43	0	16	59	

Reference Department 2020-2021							
	Nov-20						
	Tazewell	Bluefield	Richlands	Nov-20	Nov-19	% Change	
Public Computer Sessions	150	176	91	417	700	-40.4%	
WiFi	347	86	166	599	1021	-41.3%	
Website Hits				2037	1821	0.0%	
Facebook							
Total Likes				2866	2478	15.7%	
Likes				10	27	-63.0%	
Unlikes				2	5	-60.0%	
Posts/Comments				46	34	35.3%	
Daily Page Engaged Users (Engaged with Content)				910	905	0.6%	
Daily Total Reach (How Many Saw Content)				14584	20604	-29.2%	
Database Usage							
Sessions				250	100	150.0%	
Searches				123	461	-73.3%	
Retrievals				793	518	53.1%	
ILL							
Requested by TCPL	2	0	0	2	0	200.0%	
Lent to TCPL	1	0	0	1	0	100.0%	
Reference Questions							
Phone	33	245	115	393	416	-5.5%	
Email	0	0	0	0	0	0.0%	
Online Chat	5	0	0	5	5	0.0%	
In-Person	83	314	189	586	826	-29.1%	
Mail	0	0	0	0	0	0.0%	
Book-a-Librarian	0	0	0	0	3	-100.0%	
Adult Programming							
Computer (Participants)	0	0	0	0	0	0.0%	
Book Group (Participants)	1	0	0	1	19	-94.7%	
Social (Participants)	0	0	0	0	0	0.0%	
Gaming (Participants)	0	0	0	0	26	-100.0%	
Crafting (Participants)	0	0	0	0	9	-100.0%	
Informational (Participants)	0	0	0	0	6	-100.0%	
General (Participants)	0	0	0	0	0	0.0%	
Online (Participants)	0	0	0	0	0	0.0%	
Computer	0	0	0	0	0	0.0%	
Book Group	1	0	0	1	6	-83.3%	
Social	0	0	0	0	0	0.0%	
Gaming	0	0	0	0	4	-100.0%	
Crafting	0	0	0	0	4	-100.0%	
Informational	0	0	0	0	0	0.0%	
General	0	0	0	0	0	0.0%	
Online	0	0	0	0	0	0.0%	
Proctored Test	0	0	1	1	19	-94.7%	
eNewsletter							
Total Subscribers				710	667	6.4%	
New Subscribers				17	12	41.7%	
How Many People Opened Newsletter				144	97	48.5%	
How Many People Click on Links				28	12	133.3%	
Business Services							
Pages Notarized	7	0	3	10	4	150.0%	
People Assisted	5	0	3	8	1	700.0%	

Program Attendance		2020							
Department: Youth Services									
Month: November									
GROUP	Tazewell		Bluefield		Richlands		System Total		
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	
YOUTH									
Baby (0-36 months)							0	0	
Toddler (2-3 yrs)							0	0	
Preschool (3-5 yrs)							0	0	
Primary (k-5th grade)							0	0	
Young Adults (6th-12th grade)							0	0	
Tours of Library							0	0	
Visits to Schools/Outreach							0	0	
Online Programs									
Storytimes	4	34					4	34	
Laugh and Learn at Lunch	3	42					3	42	
Youtube Videos	1	18					1	18	
Lego Challenge	3	20					3	20	
Presbyterian Preschool Online							0	0	
Other videos	1	7					1	7	
Passive: Grab 'n Go Bags	1	30	1	120	1	30	3	180	
Fall Reading BINGO	1	6	1	5			2	11	
Totals	14	157	2	125	1	30	17	312	
Other (specify)							0	0	
Adults attending Youth Programs							0	0	
							0	0	
							0	0	
TOTAL									
Notes:									
							0	0	
							0	0	
							0	0	
TOTAL									
Notes:									
0 0 0 0 0 0 0 0									

**Tazewell County Public Library
Circulation
November, 2020**

Category	Tazewell		Change	Bluefield		Change	Richlands		Change	System		Change
	2020	2019		2020	2019		2020	2019		2020	2019	
Print												
Adult												
Fiction	768	875	-12%	546	606	-10%	813	733	11%	2,127	2,214	-4%
Paperback	104	139	-25%	80	70	14%	48	71	-32%	232	280	-17%
Nonfiction	221	337	-34%	88	143	-38%	68	61	11%	377	541	-30%
Periodicals	26	30	-13%	4	7	-43%	2	10	-80%	32	47	-32%
Virginia Room	9	29								9		
Other Internal Use	130	71		109	44		0			239		
Young Adult												
Fiction	114	130	-12%	18	21	-14%	87	130	-33%	219	281	-22%
Nonfiction	1	4	-75%	0	2	-100%	0	5	-100%	1	11	-91%
Juvenile												
Fiction	836	1554	-46%	537	400	34%	312	433	-28%	1,685	2,387	-29%
Nonfiction	112	257	-56%	62	54	15%	40	38	5%	214	349	-39%
Periodicals	4	0	#DIV/0!	0	0	0%	0	0	0%	4	0	0%
Nonprint												
DVD	262	585	-55%	171	187	-9%	127	414	-69%	560	1,186	-53%
Audio	46	87	-47%	36	59	-39%	28	62	-55%	110	208	-47%
SOL Kit	0	7	-100%	0	0	#DIV/0!	0	0	0%	0	7	-100%
eCollection												
RBDigital ebooks/audio										2	2	0%
Libby										1,034	899	15%
RBDigital Magazines										96	74	30%
Total	2,633	4,105	-36%	1,651	1,593	4%	1,525	1,957	-22%	6,941	8,486	-18%

Tazewell County Public Library (TCPL)	Meeting Room Policy
Revised & Approved	February 4, 1991
Revised & Approved	May 26, 2004
Revised – editorial changes	September, 2018

Meeting Room Policy

Purpose

Meeting rooms in the Tazewell County Public Library facilities accommodate programs sponsored by the library as part of its overall program of service and they serve as community meeting rooms.

In fulfilling this second function, broad use of the library facilities by the general community is encouraged. The library's role as a cultural and education center makes it an ideal place for the interchange of ideas. Activities that draw people to the library help make the community aware of the library and its resources and contribute to community spirit and cohesiveness.

Eligibility

Library meeting rooms are available to any organization in the community, regardless of their beliefs and affiliations, subject to the conditions in this policy and availability.

Meeting rooms may not be used for commercial promotion of an individual business or merchant, for personal non-group activity, or for social gatherings.

Conditions of Use

All meeting shall be open to the public.

An admission fee may not be charged, donations may not be solicited, and selling programs may not be conducted unless sponsored by the Board of Trustees of Tazewell County Public Library. Classes, including those for which tuition is charged, offered by public nonprofit institutions will be permitted.

No petitions may be circulated in the library buildings.

The fact that a group is present to meet in no way constitutes an endorsement of the group's policies or beliefs.

Reservations

Application forms, signed by a representative of the requesting organization, must be submitted to the Branch Manager for use of the meeting room.

A copy of the "Meeting Room Use Policy" will be given to the applicant when the meeting room is booked.

First propriety for use is given to Tazewell County Public Library requirements for programs, staff training, and business meetings, and to agencies of the Tazewell County government, after which other applicants will be scheduled on a first-come first-served basis.

Groups may reserve the meeting room up to 3 months in advance. For recurring events, groups may request 6 monthly uses in a 6 month period or no more than once weekly for six weeks' duration. A Branch Manager may make an exception if the demand for booking and space allow.

For meetings which will begin after library hours, a representative of the group must pick up a key on the day of the meeting. The key will be left in the room following the meeting or returned to the library the day after the meeting.

Cancellations

When a meeting is postponed or cancelled, the Branch manager must be notified as soon as possible so the space may be made available to others.

When the library closes due to inclement weather, power failure, etc., the applicant will be notified as soon as possible.

The library reserves the right to change or cancel a meeting in case of an emergency, special library program, or prior misuse of library property. Applicants will be notified of such cancellations or changes as soon as possible.

Equipment

Equipment or special furniture to be provided by the library must be requested at the time the room is booked. If a library projector and laptop are booked, the organization must provide a qualified operator. The organization using the room is responsible for setting up furniture and returning it to its usual arrangement following the meeting.

Private property to be used, demonstrated, exhibited, shown or merely brought into the library must be the owner's responsibility. The library cannot assume responsibility for private property used on library premises.

The library staff is not asked to move or carry private property.

Other Conditions of Use

Food or refreshments, excluding alcoholic beverages, may be served. The group is responsible for supplying all equipment and for immediate cleanup.

Smoking is prohibited in all areas of the library.

Groups using the meeting room are responsible for maintaining order, and are required to restore the meeting room and restrooms to the condition in which they were found.

Activity and noise levels in the meeting rooms during meetings must not disrupt or disturb public use of the library or regular library activities.

Youth organizations using the meeting room must have at least one adult (18 years or older) present at all times.

The library cannot provide storage areas for groups.

In publicizing a meeting to be held in a library meeting room, the sponsoring group, time and place must be clearly identified. The library may not be named as sponsor of any event without written permission, nor may the library's name, address or telephone number be given as contact information for the group.

Any donations or gifts to these rooms will become the property and responsibility of Tazewell County Public Library and shall be used at the discretion of the library.

Any damages to premises or equipment as a result of group use will be paid for by the group responsible. Groups will also be held responsible for the safekeeping of exhibits already on display in the meeting room.

The Board of Trustees reserves the right to require the presence of a police officer. The Library Director may determine that security services are required during a proposed use of the meeting room. If so determined, the registrant agrees to pay for any security services associated with use of library facilities deemed necessary by the Director. The library will contract for security services. The library will bill the registrant for the security services. The registrant must pay the library in full. In addition, if it is determined that security is necessary, the registrant will provide a certificate of comprehensive general liability insurance, including contractual liability insurance, in the amount of \$1,000,000 with Tazewell County Public Library and Tazewell County Public Library Board of Trustees named as additional insureds. Both the payment and the certificate must be delivered to the Library Director no later than two weeks prior to the proposed use. In the event that those requirements are not met, the use of the room shall be deemed cancelled.

Capacity

Audiences may not exceed capacity seating.

<u>Locations</u>	<u>with table and chairs</u>
Conference Room, Tazewell:	27
Study Room, Tazewell:	8
Conference Room, Bluefield:	25

Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the meeting room.

APPLICATION FOR USE OF MEETING ROOM

Circle one: Conference Room, BLUEFIELD Conference Room, TAZEWELL
 Study Room, TAZEWELL

Date(s) room to be used: _____

Time room to be used: From: _____ To: _____

ORGANIZATION: _____

Address: _____

Home Phone: _____ Office phone: _____

Cell Phone: _____ e-mail address: _____

Purpose of meeting: _____

Type of meeting: _____

Please indicate if the following library equipment will be required:

Projector & laptop _____ Overhead Projector: _____

The undersigned hereby releases Tazewell County Public Library from any claims for damage to non-library materials caused by the Library's audio-visual equipment. The undersigned further agrees to reimburse Tazewell County Public Library for any damage to Library-owned material or equipment if damage occurs.

I am an authorized representative of the organization listed above. I have read and agree to comply with the policy for use of the meeting room.

Print: _____

Signature: _____ Date: _____

Approved by: _____