

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main St., Tazewell, Va., January 21, 2021 at 3:30 p.m.**

**Present:** Karel Ryan, vice chair  
Connie Bailey, trustee  
Michele Crigger, trustee  
Erica Hall, TCPL Director  
Cassie Ogle, TCPL Technical Services Librarian

**Absent:** Regina Roberts, chair  
Mary Sue Dean, trustee

**No members of the public were present.**

**1. CALL TO ORDER:** Vice Chair Ryan called the meeting to order at 3:47 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 Bailey with a second by Trustee Crigger to approve the October 2020 and November 2020 meeting minutes. With all trustees present voting in favor of this and none opposed, the motion passed.

**4. DIRECTOR'S REPORT:**

Foundation: Pam Lester has resigned from the Foundation Board and there are two open seats on the Foundation Board. After a virtual meeting with representatives from Thomas & Litton, there were some changes to the scope and cost of the original quote for the feasibility study. The next Foundation Board meeting is January 26, 2021.

Friends of the Library: The next FOL meeting will be done via email during the second week of February. Chuck Pressley donated \$500 for the purchase of an iPad for the youth services department. Mary Sue Dean donated furniture for the front porch in Richlands.

Programs: The Flat Santa program was sponsored by Clinch Valley Printing. The youth services department worked with Crab Orchard Museum to create videos for the Frontier

Christmas program. Hoopla, a new digital service for e-books, audiobooks, music, and movies will be added this Spring.

Staff: Renee Wienecke joined the staff as a part-time circulation specialist on December 1, 2020.

Building: Continuing to get quotes for replacing carpet at Tazewell which is estimated to cost around \$35,000. Planning to replace the public computers at Tazewell. A mural has been mocked up and will be painted sometime this spring in the hallway at Tazewell.

## **5. FINANCIAL REPORT:**

- a. As of December 31, 2020, the library had spent \$502,893.31, 46.29% of the annual budget.
- b. As of December 31, 2020, the library had received \$3,877.03 in fines and fees.

## **6. COMMITTEE REPORTS**

- a. Strategic Planning Committee – The strategic planning committee met on January 13, 2021. The committee has created the mission, vision, and value statements and created goals. They are currently working on drafting objectives. The next meeting is on February 4, 2021 to finalize the strategic plan for submission to the Board of Trustees.

## **7. UNFINISHED BUSINESS**

### Pocahontas:

- a. Historic Pocahontas Lease – Lease agreement is for ground floor and allows for storage in the available space on the second floor. Question was raised about Section 9 of the Lease Agreement by Trustee Ryan: if we are only leasing the ground floor, is the language of the lease making us responsible for all repairs to accesses on all levels? Trustee Crigger said there is a second floor entrance from the outside, although it has not been used for years.

Another question was raised by Trustee Ryan about keys and who has access to the building other than TCPL. Director Hall said to reach the second floor from the inside, one must go through a door on ground level. She said this door could be locked so there would be no public access to the second floor. Trustee Ryan said this would be wise. Director Hall said we could use the Library's existing meeting room policies as a guide for controlling access.

Trustee Bailey made a motion to amend the language in Section 9 to read: "Tenant shall be responsible for all repairs to *ground level* accesses and entrances of the building," with the rest of the sentence remaining unchanged. Trustee Crigger seconded the motion. With all in favor and none opposed, the motion carried.

Trustee Crigger motioned to accept the lease as amended in Section 9 and allow Director Hall to execute the agreement, with a second by Trustee Bailey. With all in favor and none opposed, the motion carried.

#### Update for New Logo

- a. The new logo which was approved at the October 2020 meeting has been added to the website. There are plans for making t-shirts for staff with the new logo. Working out details to add a digital image of the logo to documents so that new letterhead may not need to be ordered and the logo can be used on digital documents.

#### Executive Closed Meeting for Director Evaluation

- a. Postponed until next meeting.

### **8. NEW BUSINESS:**

- a. Meeting Room Policy Changes – The meeting room policy has been updated to include the study room located in Tazewell. Additional changes to the policy

include an update to the room capacity for the study room, allowing for room reservations to be made up to three months in advance, and reservations can be cancelled due to conflicts with library programs.

A motion was made by Trustee Crigger, with a second by Trustee Bailey, to approve the policy. With all in favor and none opposed, the motion passed.

**9. PUBLIC COMMENT:**

No members of the public were present.

**10. ADJOURNMENT:** There being no further business, the meeting was adjourned by Vice Chair Ryan at 4:48 pm.

The next regular meeting is scheduled for Thursday, February 18, 2021 at 3:30 pm at the Tazewell Library.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting  
January 21, 2021  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of October 8, 2020 and November 19, 2020 meetings**
- 3. Board of Trustees Packet for January**
- 4. Director's Report**