

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Administration Building, 197 Main St., Tazewell, Va., May 20, 2021, at 3:30 p.m.

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Jade Crabtree, TCPL Circulation Manager

**Absent:** Michele Crigger, trustee  
Connie Kitts, trustee

**1. CALL TO ORDER:** Meeting was called to order by Chair Roberts at 3:45pm.

**2. CONSIDERATION OF APPROVING THE AGENDA FORMAT**

**ADDITIONS/DELETIONS:** Addition of Tazewell Branch update under the director's report. Agenda approved with changes.

**3. APPROVAL OF MINUTES:** Minutes for the April 15, 2021 meeting were approved with the following changes:

- a. Grammatical corrections provided by Trustee Dean.
- b. Changes provided by Trustee Kitts regarding the placement of the line "Chair Roberts noted that the Infectious Disease Plan requires the appointment of a Health Officer and suggested that an administrative staff person should be appointed."

Trustee Dean motioned to approve the minutes with the suggested changes with a second by Trustee Ryan.

**4. DIRECTOR'S REPORT:**

Pocahontas Branch: The ribbon cutting for the Pocahontas Branch is scheduled for June 1, 2021, at 10:00 am. The Tazewell County Board of Supervisors donated \$250 for catering the ribbon cutting which will be provided by Ginger Cates from the Real McCoy Cabins. The Town of Pocahontas will close the road for the event. Maggie Asbury will not be able to attend but Mike Hymes will be attending in her place. Lori Stacy from the

Chamber of Commerce will attend with the ceremonial scissors. A.J. Robinson from the Tazewell County Tourism Board is working to generate interest in the event. Director Hall gave Maggie Asbury a tour of the building on May 20, 2021. The date for the ribbon cutting is significant as the original opening date for the former Emma Yates Memorial Library was May 31, 1987. An air purifier has been installed in the building to improve air quality. Chair Roberts requested that Director Hall inquire about installing air purifiers or filters at all TCPL branches.

Richlands Branch: Director Hall has contacted the Richlands Lions Club to inquire about safety grip tape for the stairs. The Richlands Lions Club wants to know more about the gutters and wants to help with getting them fixed since they are the root of the problem. Town of Richlands obtained a grant which will provide funds for fixing the siding and windows on the street facing side of the building.

Friends of the Library: The Friends of the Library has been meeting in person on the front porch of the Tazewell Branch. Trustee Dean inquired about how to become a member.

Foundation Board: The Foundation Board met on April 13, 2021. The Foundation Board is supposed to meet monthly before the Board of Trustees meeting. Director Hall will schedule the next meeting for either May 25, 2021 or June 15, 2021 at 10:30 am.

Tazewell Branch: Director Hall has appointed Cassie Ogle, Technical Services Librarian as the Health Officer and reports will be issued as needed. Director Hall provided a handout with the changes to the guidelines regarding COVID-19 and amendments to Virginia Executive Order 72. Director Hall made note to ask Trustee Ryan about Virginia Executive Order 79 and any amendments to it.

Regarding the quotes for replacing the carpet, per Tazewell County policy, it is required that the lowest quote is the quote that is accepted. Fogleman's Carpet came to measure and provide a quote based on the same carpet material that was provided by another company. The quote for the same materials was higher than other quotes. Wythe Carpet is now the lowest quote.

Four different story walks have been developed which can be rotated between each location. Currently there is a story walk installed at Critterville in Richlands and there are plans to install other story walks at Lincolnshire Park in Tazewell, Bluefield City Park in Bluefield, and the park located in Pocahontas.

#### **5. MEETING TIME CONFLICT:**

Addressed this New Business item early as a quorum is needed for voting and Trustee Ryan needed to leave early. Trustee Crigger has taken a job and is unable to meet during the regular meeting scheduled time. Trustee Ryan asked if Maggie Asbury could appoint a different Trustee. Trustee Ryan made a motion, with a second by Trustee Dean, to move the time of the meetings to 5:30 pm during daylight saving time and that the issue be revisited as needed. Chair Roberts reminded the members of the Board that the new time needs to be posted to the public.

#### **6. FINANCIAL REPORT:**

Director Hall has received the budget for the 2021-2022 fiscal year. Tazewell County has allotted enough funding to cover the raise in minimum wage. Additionally, Tazewell County has also allotted \$5000 for a new circulation desk at Tazewell and \$5000 for bringing the bathrooms at Tazewell up to ADA standards.

- a. As of April 30, 2021, the library had spent \$831,015.59, 76.93% of the annual budget.
- b. As of April 30, 2021, the library had received \$6,889.24 in fines and fees.
- c. The figure represented for fines and fees is not accurate as a large deposit was made recently.

#### **7. COMMITTEE REPORTS**

- a. No current committees in place.

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

Meeting Time Conflict: This item was addressed earlier in the meeting.

Training Modules Through LVA: Trustee Kitts has watched all ten modules. Chair Roberts and Trustee Dean watched the following two modules before the meeting adjournment:

1. What It Means to Be a Trustee:
  - a. Liability was mentioned in the module and Chair Roberts requested that Director Hall inquire about coverage in the event of a lawsuit brought against a Board of Trustees member.
2. Board Meetings:
  - a. The strategic plan should be discussed often to garner new insights and perspectives.

General Comments:

- a. Chair Roberts asked if Tazewell County could provide storage for items not currently in use due to restrictions. Director Hall suggested that the basement in Richlands could be used for this purpose.
- b. Chair Roberts asked Director Hall to follow-up on the Virginia Law space.

**9. PUBLIC COMMENT:** No members of the public were present.

**10. ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:00 pm.

The next regular meeting is scheduled for Thursday, June 17, 2021 at 5:30 pm at the Tazewell County Administration Building.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**May 20, 2021**

**Tazewell County Administration Building**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of April 15, 2021**
- 3. Director's Report**
- 4. Changes to COVID-19 guidelines and Executive Order 72**