

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Richlands Branch 102 Suffolk Avenue, Richlands, Va., May 19, 2022, at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Connie Bailey Kitts, trustee (attended virtually)  
Erica Galloway, TCPL Director  
Cassie Ogle, TCPL Technical Services Librarian  
Lisa Tyson Tazewell County Public Library Youth Services

**Absent:** Michele Crigger, trustee  
Ginger Branton, trustee

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 3:47pm.

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

**ADDITIONS/DELETIONS:** New business item added to agenda to appoint a trustee to the Foundation board. Trustee Ryan made a motion to accept the agenda with the addition, seconded by Trustee Kits. With all in favor and none opposed, the motion carried.

**3. APPROVAL OF MINUTES:** Trustee Kits made a motion to approve the April 21, 2022, meeting minutes with the suggested edits; seconded by Trustee Ryan. With all in favor and none opposed, the motion carried.

Present trustees considered to reaching out to the Board of Supervisors regarding replacements for trustees that continually miss meetings and will refer to bylaws for reference of rules.

**4. PRESENTATION BY LISA TYSON:** As part of the Rural Library Fellowship from Berea College, Lisa Tyson received \$6,000 for developing a program with the goal of increasing third grade reading scores. She developed a program called Babies Need Books which will roll out in the fall.

Lisa also applied and was approved for a \$5,000 grant for a new program called Millions of Minutes. The Millions of Minutes program is for all ages and participants can submit their reading minutes through a Google form, a paper form, a phone call, or email through the end of August. The goal is to get 1,000,000 minutes read by Tazewell County residents between June and August. There are plans for ice cream parties at the end of the program and there are books to give away throughout the summer. Lisa said that she hopes to get the schools, head starts, daycares, and private schools involved. Trustee Ryan noted that this was a beginning to an immersive reading program. Trustee Kitts suggested contacting the town halls throughout the county that send newsletters to residents to include the program in their newsletters. Lisa stated that she plans to contact the town mayors and the Tazewell County Board of Supervisors.

As part of the Babies Need Books program, Lisa suggested to change the age range on the youth cards from ages 5 to 17 to birth to 17.

Lisa shared a story of a family that no longer checks out items from the library because they do not have reliable transportation and do not want to incur late fees. The Goals, Objectives, Actions portion of the Strategic Plan includes goal 5, objective 4: eliminate late fines for children's and youth materials. Lisa asked the board to consider eliminating late fees on youth cards.

Lisa read the note from the anonymous donor that donated \$2,000 to pay patron fines. The donation paid off fines for over 500 patrons that accrued fines during the past two years.

Trustee Ryan asked if eliminating fines would reduce the incentive to return books. Lisa responded that patrons would still be charged the replacement cost for items not returned and would not be allowed to check out items until the items are returned or the charge is paid. Chair Roberts asked if patrons who had their fines paid by the donor would be notified. Cassie Ogle responded that emails and letters would go out next week notifying the patrons.

Trustee Ryan asked if there are statistics about eliminating fines. Lisa said that she collected documentation from other libraries in Virginia that eliminated fines. Lisa is schedule to share the library's initiatives with the Board of Supervisors on June 7, 2022.

Chair Roberts suggested voting on each of the changes separately and asked that the documentation from other Virginia libraries be added to the minutes. Trustee Ryan suggested a trial period of one year and to collect statistics.

Discussion among trustees about reducing the age for youth cardholders: Trustee Kitts said that she sees no negative point for issuing a card at birth. Trustee Ryan suggested getting a temporary card at the hospital when a baby is born then new parents can come to the library for a permanent card.

Trustee Ryan made a motion to change the policy from an age limit of five to seventeen for youth card holders to an age limit of birth to seventeen, seconded by Trustee Kitts. With all in favor and none opposed, the motion carried.

Discussion among trustees about eliminating fines from youth cards. Trustee Ryan stated that it is important to start with a trial period and see the statistics on returned items and lost or stolen items. Director Galloway stated that most of the almost \$11,000 that the library accrued this year was from business services. Cassie Ogle said that \$4,200 was from late fees and that includes the \$2,000 donation, and over \$8,500 was for business services. Trustee Ryan asked that an item be added to the next meeting agenda regarding the funds from fines, fees, and business services going to the library instead of the county. Trustee Kitts asked for a breakdown of statistics for the fines on youth cards to be prepared.

Trustee Kitts made a motion to eliminate the fines for card holders under the age of 17 for a trial period of one year and that the library is to do internal research, seconded by Trustee Ryan. With all in favor and none opposed, the motion carried.

Trustee Ryan suggested eliminating the business service fees associated with students' projects and asked to add it to the agenda for discussion at the next meeting. She

requested that Lisa research the policies of other libraries regarding business fees for students and to prepare a recommendation for the next meeting.

## 5. DIRECTOR'S REPORT:

Friends of the Library: The FOL are working on installing a Little Free Library at Asbury Park in Bluefield. They are actively seeking new members. They are providing the funding for starter seeds for the seed library. Their next meeting is June 13, 2022, at 5:30, at the Tazewell library.

Foundation Update: The fundraising committee met on May 2, 2022, and will meet again on June 6, 2022. The next Foundation meeting is May 24, 2022. Information about the renovation project was added to the library website. The webpage includes a donate button and has already received a \$100 donation.

### General Update:

- The first portion of concrete was poured for the front porch at Pocahontas. Trustee Kitts inquired about statistics for virtual check-outs from Pocahontas patrons. Trustee Ryan suggested collecting statistics for concerns from Pocahontas patrons about the library being closed. Director Galloway was in contact with Melissa Gibson, Historic Pocahontas, Inc. (HPI) president but did not have a timeline for completion. Chair Roberts suggested that a letter be sent to HPI requesting an estimated end date. Trustee Ryan made a motion for Director Galloway to draft a letter to send to HPI requesting an estimated end date for construction, seconded by Trustee Kitts. With all in favor and none opposed, the motion carried.
- A Library of Things is in development with plans to launch later this summer.
- A Makerspace is also in development and the policy and fee structure will be finalized before launch.
- Later this summer, themed Community Journals will be available at each library and patrons can add their own stories and drawings.

- The Vega implementation took place in late April. The HAL systems committee librarians had Vega administration training on May 12, 2022.
- The library received an anonymous donation for \$2000 for paying patron fines.
- Kanopy, a movie and tv show streaming service, will be available to patrons starting early next fiscal year.
- New brochures arrived and are ready for distribution.
- Summer reading calendars started going out this week.
- Interviews were set up for candidates for the Goodwill Senior Community Service Employment program.
- Natasha Hunt and Carrington Hawthorn had a position change. Natasha Hunt changed from full-time youth services specialist to part-time. Carrington Hawthorn changed from part-time youth services specialist to full-time.
- Director Galloway presented at the Lions Club meeting on Monday, May 16, 2022.

**6. FINANCIAL REPORT:**

- a. As of April 31, 2022, the library had spent \$890,329.98, 81.35% of the annual budget.
- b. As of April 31, 2022, the library had received \$10,777.90 in fines and fees.

**8. UNFINISHED BUSINESS:**

- a. Salary adjustments:  
Director Hall contacted Charles Stacy and Eric Young to help develop a method for determining a fair distribution system for adjusting for wage compression.  
Chair Roberts suggested to follow up before the end of the fiscal year.

**9. NEW BUSINESS:**

- a. Annual review of TCPL's strategic plan:  
Director Galloway stated that the strategic plan is reviewed annually, and a revised version is included with the state aid application. Trustee Ryan suggested updating

the second paragraph of the library profile to remove the reference to the Russian Sputnik Space Program and replace it with Federal Space Race Program. The suggested edit is “Federal funds increased significantly at that time as a result of the Federal Space Race Program.” Trustee Ryan also suggested adding a portion of Lisa Tyson’s statement from her presentation to the vision statement.

Trustee Ryan made a motion to revise the vision statement to be “To be the heart and hub of our community where all can dream, discover, create, and find support; the library should be the one cradle to grave institution that a person never outgrows.”, seconded by Trustee Kitts. With all in favor and none opposed, the motion carried.

b. Trustee appointment to the Foundation Board:

Trustee Kitts resigned from the Foundation Board. Trustee Ryan volunteered to serve on the Foundation Board.

**11. PUBLIC COMMENT:** No members of the public present.

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Kitts with a second by Trustee Ryan. There being no further business, the meeting was adjourned at 5:18 pm.

The next regular meeting is scheduled for Thursday, June 23, 2022, 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**

**May 19, 2021**

**Richlands Branch Library**

**Richlands, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of April 21, 2021**
- 3. Director's Report**
- 4. Fine elimination documentation**