

**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell Library, 129 Main Street, Tazewell, VA July 11, 2019 at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Tom Brewster, trustee  
Erica Hall, TCPL Director  
Lisa Tyson, Youth Services Coordinator, Tazewell Branch  
Betty Pruett, TCPL Administrative Assistant

**Absent:** Diana Queen, trustee  
Connie Bailey, trustee

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

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

**II. CONSIDERATION OF APPROVING THE AGENDA FORMAT  
ADDITIONS/DELETIONS**

Chair Roberts led the discussion to consider approving the agenda format-additions/deletions. All board members present were in favor of doing this.

**III. APPROVAL OF MINUTES**

A motion was made by Trustee Ryan, with a second by Trustee Brewster, that the June 20, 2019, minutes be approved as written. With all trustees present voting in favor of this and none opposed, the motion passed to accept the May minutes as written.

**IV. ELECTION OF NEW OFFICERS**

Mr. Brewster made the motion to retain the same officers as last year. All Trustees present voted in favor to retain the same officers. None were opposed. Mrs. Roberts will serve as Chair and Ms. Ryan will serve as Vice-Chair.

**V. DIRECTOR'S REPORT**

Upcoming Programming: Many programs are on the calendar for July. These include Sewing Camp from July 8-July 12, Richlands Chocolate Festival on July 13, Sit & Stitch on July 15 at Emma Yates Memorial Library, Tazewell County Fair July 16-20, Burkes Garden Pop-up library on July 16, and Storytime at Emma Yates Memorial Library on July 31.

Staff Updates: Tammy Powers is out recovering from hip replacement surgery on July 2, 2019. Sarah Murphy is out with the birth of her daughter, Maggie Josephine Murphy, born June 20, 2019. Chris Wilkes is temporarily supervising the Bluefield Branch in the absence of Sarah Murphy.

Vacation: Ms. Hall will be on vacation from July 18<sup>th</sup> through August 3, 2019. Chris Wilkes will be in charge while she is on vacation.

TCPL Foundation Update: TCPL Foundation is a recipient of a trust fund from the estate of Louise Leslie. They received a disbursement check from said trust fund.

First Fridays: Approximately twenty people attend the First Fridays movie at the Library. The next one will be August 2, 2019.

Census: The Library will participate in spreading the word about filling out census forms. Library employees will also assist people to apply for census jobs.

End of Fiscal Year: We were able to purchase 15 new public computers (6 each for Bluefield and Richlands, and 3 for Tazewell), LED lighting, 8 laptops for Girls who Code, a new door to replace the double doors at the rear of the Tazewell Library; and pay the first quarter HAL invoice.

Tazewell County Public Schools: Ms. Hall met with Dr. Stacy, Tazewell County Public Schools, to discuss coordinating the schools with the libraries. It was a very productive meeting.

Whofi: Whofi was installed at the Tazewell branch and will be installed at the other branches as soon as possible. This allows us count Wi-Fi usage.

Two Virginias Library Conference: Ms. Hall has presented a proposal to present at this conference with Tammy Powers on the STEM camp. The conference will be on August 6, 2019, at Bluefield College.

## **VI. FINANCIAL REPORT**

As of June 30, 2019, the library spent \$1,043,569.78, 99.9% of the budget. As of June 30, 2019, the library collected \$22,220.72 in fines/fees.

## **VII. YOUTH SERVICES REPORT**

Lisa Tyson, Youth Services Coordinator, reported on a few of the events and programs featuring the Youth Department of the Library. The Library will be heavily involved in Children's Day at Tazewell County Fair. We also work with Tazewell County Public Schools to promote reading. Beginning in September, there will be a bus stop at the

Richlands Branch which will boost the afterschool program attendance there. We are working to get a school bus to transport students from Dudley Primary in Bluefield beginning in the spring. The Girls Who Code, a ten week program currently available only in Tazewell, was a success. Plans are underway to have this program in other locations in the fall or spring. The Youth Department relies on other's time and treasures. The Library partnered with the Town of Tazewell to take Storytime to Lincolnshire Park during part of the summer. Another program that we sponsor with the Town of Tazewell is First Fridays. A movie is shown here at the Tazewell Library. Also, Main Street Moments is always a huge success. The Down on the Farm party is also highly attended. The Farm Bureau Ladies do most of the work for this party. Duke the therapy dog has been attending Lego this summer. Duke sits in the magazine area and children read to him.

## **VII. COMMITTEE REPORTS**

There were no committee reports.

## **VIII. EXECUTIVE/CLOSED SESSION**

Executive Session: Pursuant to Virginia Code Section 2.2-3711A(2), at 4:00 p.m. the Trustees present entered into an executive session to discuss contracts for IT Services and lighting in the Tazewell Library.

## **IX. RETURN, CERTIFICATION, REPORT OF ACTION**

The Board returned from executive session at 4:15 p.m. The following action was taken:

Whereas, the Tazewell County Public Library Board of Trustees voted to convene an execution session on July 11, 2019, in accordance with the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711 of the Code of Virginia requires certification by the Board of Trustees that such executive session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Tazewell County Public Library Board of Trustees hereby certifies that, to the best of each member's knowledge, (i) that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which certification resolution applies; and (ii) only such public business matters as were identified in the motion convening the executive session were heard, discussed or considered by the Board of Trustees.

The Chair called for a roll call Vote on the Certification:

Ayes: Trustee Ryan, Trustee Brewster, Chair Roberts

Nays: None

Absent: Trustee Queen, Trustee Bailey

## **X. UNFINISHED BUSINESS**

New Logo: Ms. Hall presented examples that are being considered for the new logo for the Library. Clinch Valley Printing is working with us on this. It was suggested to use varying shades of green. Ms. Hall will continue to work on the colors and present to the Board next meeting.

The proposal for outdoor education by Rick Barton was discussed again. Due to a lack of response from Mr. Barton, it was suggested that he be contacted to check on the status of this.

## **XI. NEW BUSINESS**

Personnel Policy: Adding Probationary Period: Ms. Hall will draft a policy concerning a probationary period of six months to present at a later time.

Personnel Policy: Comp Time Policy: Various time frames were discussed about the length of time for comp time to be used. It was determined that comp time must be used within one year from the time accrued.

## **XII. PUBLIC COMMENT**

No members of the public were present.

## **XIII. ADJOURNMENT**

There being no further business, upon a motion made by Trustee Brewster and seconded by Trustee Ryan, the Board voted unanimously to adjourn the meeting at 5:15 p.m.

The next meeting is scheduled for August 15, 2019 at 3:30 p.m. in Bluefield.

**Respectfully submitted,**

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**Betty Pruett, Administrative Assistant**

**Tazewell County Public Library Board of Trustees  
Regular Meeting  
July 11, 2019  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

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**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Minutes of June 20, 2019**
- 3. Director's Report**
- 4. Tazewell Branch Youth Services Programming 2019 Report**