

**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Richlands Library, 102 Suffolk Avenue, Richlands, VA September 19, 2019  
at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Connie Bailey, trustee  
Erica Hall, TCPL Director  
Jami McDonald, Richlands Branch Manager  
Betty Pruett, TCPL Administrative Assistant

**Absent:** Diana Queen, trustee  
Tom Brewster, trustee

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

**I. CALL TO ORDER:** Chair Roberts called the meeting to order at 3:52 p.m.

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

**III. APPROVAL OF MINUTES**

A motion was made by Trustee Bailey, with a second by Trustee Ryan, that the July 11, 2019, minutes be approved as written with the exception of changing Dudley Elementary to Dudley Primary. With all trustees present voting in favor of this and none opposed, the motion passed to accept the July minutes as written.

**IV. DIRECTOR'S REPORT**

New Trustee Handbooks: New trustee handbooks were distributed to the trustees present. Trustee Brewster will receive his copy at a later time. Trustee Queen has resigned due to her husband's health.

Building Updates: New LED lighting have been installed in Tazewell. The only lighting left to replace is in the public restrooms, which will be completed at a later date. The new 42" back door has been installed in Tazewell. An automatic door opener will be installed when funds become available. Bids were solicited for a new heat pump in Tazewell to replace the defective one. Complete Comfort Heating & Cooling, Richlands, VA, submitted the lowest bid and will begin the work shortly. The pothole in the driveway at the Bluefield Library has been repaired. Barrett Construction replaced the handrail in Bluefield that was knocked out by a patron in May.

Personnel: Annual performance reviews began in August. Staff will have their performance reviews during the month they were hired. Sarah Murphy, Bluefield Branch Manager, returned to work September 4, 2019, after being off work on FMLA due to the birth of her daughter. Chris Wilkes became a notary. Once his seal is received, the Library will offer notary services.

Pop-up Libraries: The first Raven pop-up was not well attended, but contacts were made. The Cove pop-up was cancelled. There is a community meeting September 22<sup>nd</sup> and it was suggested that the Library attend. The Burkes Garden pop-up is still well attended and going strong. Books are also taken to the Burkes Garden School. Tammy Powers attended the Autumn Festival in Bluefield, VA, and issued 20 new library cards. She will be attending the Cedar Bluff Festival on September 21<sup>st</sup> as well as the Burkes Garden Festival on September 28<sup>th</sup>. It was suggested that Tammy Allison be contacted to set up outreach programs at the Thompson Valley Community Center.

Book Clubs: Gloria Goins has started a book club at the Bluefield Library. An inspirational book club at The Well will begin in October. The other book clubs in Tazewell are going well.

Miscellaneous Projects: September is Library Card Sign-up month. Main Street School has moved to the Dial Rock section of the town of Tazewell. We will still provide books for them, but this move will definitely decrease stats. We will begin using Encore instead of Innopac. The How-To series is going well. Richlands has been very successful with How-To programs. We are starting D & D (Dungeons and Dragons) programs for the teens as well as anyone who wishes to participate. A quilting program has started at the Tazewell Library and another will begin in Richlands shortly. We have received a \$2,000 grant from Community Foundation of the Two Virginias to be used to furnish the study room in Tazewell. International Games Week will be in November. We are collaborating with 4-H to do some programs. One of these is the Thrifty Elves program as well as other craft programs.

Friends of the Library Report: The Friends annual meeting will be October 21, 2019 at 6:00 p.m. All trustees and the public are invited to attend.

Foundation Report: There is a meeting at the Tazewell Library on Tuesday, September 24<sup>th</sup>, at 10:00 a.m. It was suggested that Laurie Roberts be asked to be on the Foundation Board.

## **VI. FINANCIAL REPORT**

As of August 31, 2019, the library spent \$165,340.65, 15.2% of the budget. As of August 31, 2019, the library collected \$4,207.68 in fines/fees.

## **VII. RICHLANDS BRANCH REPORT**

Jami McDonald, Richlands Branch Manager, reported on a few of the happenings at the Richlands branch. Rhonda Van Dyke is helping Tammy Powers with the Girls Who Code program happening at Cedar Bluff Elementary. The school bus route for dropping students off in front the Library has been approved. This will increase attendance at the after school programs. It was suggested that the schools be contacted so they can make the announcement in the afternoons. This should also be posted on the Facebook page as well as the website. The children's fall programs have started. Summer programs were a success and well attended. A quilting program will begin on September 24<sup>th</sup>.

## **VII. COMMITTEE REPORTS**

The Planning Committee: Karel Ryan was appointed to replace Diana Queen, who resigned due to husband's health issues. Erica Hall, Cassie Ogle and Chris Wilkes will also work with the Planning Committee. The documents are located on Google Drive.

## **X. UNFINISHED BUSINESS**

New Logo: Different colors are requested for the new logo. After discussion, Chair Roberts moved discussion on the new logo to resume at the next meeting on October 17<sup>th</sup>. Invite Mylinda from Clinch Valley Printing to be present to answer questions about the color and kerning.

## **XI. NEW BUSINESS**

Reschedule Art Meade for the November meeting in Bluefield. We will do training at that time.

## **XII. PUBLIC COMMENT**

No members of the public were present.

## **XIII. ADJOURNMENT**

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

The next meeting is scheduled for October 17, 2019 at 3:30 p.m. in Tazewell.

**Respectfully submitted,**

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**Betty Pruett, Administrative Assistant**

**Tazewell County Public Library Board of Trustees  
Regular Meeting**

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**July 11, 2019**  
**Tazewell Library**  
**Tazewell, Va.**  
**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Minutes of July 11, 2019**
- 3. Director's Report**