

**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell Library, 129 Main St., Tazewell, Va., August 20, 2020 at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Cassie Ogle, TCPL Technical Services Librarian

**Absent:** Connie Bailey, trustee

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

**1. CALL TO ORDER:** Chair Roberts called the meeting to order at 3:38 p.m.

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

**ADDITIONS/DELETIONS:** Agenda approved as submitted.

**3. APPROVAL OF MINUTES:** A motion was made by Trustee Dean with a second by Trustee Ryan approve the June 18, 2020 meeting minutes with the discussed revisions. With all trustees present voting in favor of this and none opposed, the motion passed.

A motion was made by Trustee Dean with a second by Trustee Ryan to approve the July 23, 2020 meeting minutes as submitted. With all trustees present voting in favor of this and none opposed, the motion passed.

A motion was made by Chair Roberts with a second by Trustee Dean to approve the July 29, 2020 special meeting minutes as submitted. With all trustees present voting in favor of this and none opposed, the motion passed.

**4. DIRECTOR'S REPORT:**

Personnel: Betty Pruett retired on August 17, 2020. Deb Linkous is retiring on August 31, 2020. We are waiting for the completion of the Bill of Sale with Emma Yates Memorial Library Board of Directors and Lease with Historic Pocahontas to post the job listing for the position at the TCPL Pocahontas location.

Programming: We are continuing with current programming: “Dog Days of Summer with Duke”, Trivia, “Laugh and Learn at Lunch”, Sit’n Stitch, and 6 ft Away Book Club.

Trivia was held at the Prom on Main.

COVID: We reverted to cohorts beginning August 3, 2020 and hours were reduced to 10-5 at all locations. Steps are being taken to comply with the new DOLI legislation, including staff trainings that are to be completed by August 26, 2020. We will be beginning daily health screenings for staff soon.

Other: We are still working on getting a quote for new flooring at Tazewell. A raccoon fell from the ceiling in Bluefield during the last week of July. Maintenance has found and fixed the hole that the raccoon used to get inside the building. The Tazewell Library roof was leaking but maintenance has found a hole and sealed it. The toilets in Tazewell were also having issues after flash flooding and maintenance has worked on them. Two staff scares for COVID-19 occurred, with one resulting in closing the Bluefield Branch for a few days until we received an all clear. The STAR program is in the early stages and we hope to have it implemented by mid-September. Cynthia Beavers is the primary contact for this at the Tazewell County School Board.

The Trustees listened to a presentation and held a discussion regarding the new proposed logo for TCPL.

## **5. FINANCIAL REPORT:**

- a. As of July 31, 2020, the library had spent \$87,428.11, 8.1% of the annual budget.
- b. As of July 31, 2020, the library had received \$859.09 in fines and fees.

## **6. UNFINISHED BUSINESS**

Pocahontas: Director Hall gave a brief update regarding the status of the action plan for the creation of a branch of TCPL in Pocahontas.

## **7. NEW BUSINESS:**

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Strategic Plan – Trustee Bailey and Trustee Dean are on the strategic plan sub-committee. A meeting date for the TCPL Strategic Plan Committee will be set for a date in September.

Self-Evaluations –Chair Roberts plans to conduct the self-evaluations at either September or October regular meetings.

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

**10. ADJOURNMENT:** There being no further business, the meeting was adjourned by Chair Roberts at 4:45 pm.

The next regular meeting is scheduled for Thursday, September 17, 2020 at 3:30 pm at the Tazewell Library.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

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**Tazewell County Public Library Board of Trustees**

**Regular Meeting  
August 20, 2020  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of June 18, 2020**
- 3. DRAFT Minutes of July 23, 2020**
- 4. DRAFT Minutes of Special Meeting on July 29, 2020.**
- 5. Director's Report**
- 6. Proposed new logo**
- 7. DOLI Guidance for COVID-19 Regulations and Standards**
- 8. TCPL Continuation of Operations (COOP) and Infectious Disease Preparedness Plan for Pandemics**
- 9. TCPL Pocahontas Branch Action Plan**