



129 Main Street PO Box 929 Tazewell, VA 24651-0929 276.988.2541 276.988-5980 FAX

November 12, 2020

Hi Trustees,

I hope you've all had an enjoyable month! I know I've been enjoying the colder weather quite a bit.

We have our regular monthly meeting next Thursday, November 19, at 3:30 here in Tazewell. As far as I'm aware of there is no new business to discuss, just unfinished topics from our last meeting. The Bill of Sale with EYML was signed, but now we still need to hash out a Lease Agreement with HPI.

I have included a copy of Connie's comments on our COI policy, which we tabled at our last meeting.

I've also received copies of the Board Self-Evaluation, which we can discuss. Everyone should also have a Library Director Evaluation form, which you can complete and return to Regina. Feedback is very helpful to me in doing my job, so thank you in advance.

As usual, if you are unable to make the meeting next week please let me and/or Regina know.

See you then!

A handwritten signature in black ink that reads "Erica Hall". The signature is written in a cursive, flowing style.

Erica Hall

Library Director



**Tazewell County Public Library  
Board of Trustees  
Regular Meeting  
Thursday, November 19, 2020, 3:30 PM  
Tazewell Library**

**I. Roll Call**

**II. Consideration of approving the agenda format-  
additions/deletions**

**III. Approval of October meeting minutes**

**IV. Director's Report**

- a. Foundation updates
- b. FOL updates

**V. Financial Report**

- a. As of October 31, 2020, the library had spent \$330,135.84, 30.39% of the annual budget.
- b. As of October 31, 2020, the library had received \$2,180.20 in fines and fees.

**VI. Committee Reports**

- a. Strategic Planning Committee

**VII. Unfinished Business**

- a. Pocahontas expansion
  - i. Bill of Sale
  - ii. HPI Lease
- b. Conflict of Interest Statement/Policy
- c. Board Self-Evaluation
- d. Evaluation of Director

**VIII. New Business**

**IX. Public Comment**

**X. Adjourn**

Next meeting is Thursday, December 17 at 3:30 in Tazewell.

**October 8, 2020 Tazewell County Public Library Board of Trustees  
Meeting Minutes**

**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell Library, 129 Main St., Tazewell, Va., October 8, 2020 at 3:30 p.m.**

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

**Absent:**

**Public attendees: Maggie Asbury, Northern District Supervisor**

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

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

**ADDITIONS/DELETIONS:** Addition of letter submitted by Connie Bailey to be added to new business. Agenda accepted with addition.

**3. APPROVAL OF MINUTES:** A motion was made by Trustee Dean with a second by Trustee Ryan approve the September 17, 2020 meeting minutes as submitted. With all trustees present voting in favor of this and none opposed, the motion passed.

**4. RECOGNITION OF NEW TRUSTEE:** Michele Crigger from the Northern District was recognized and welcomed to the Library Board of Trustees.

**5. DIRECTOR'S REPORT:**

Foundation: The next meeting is October 27, 2020 at 10:00 am. They will be discussing a feasibility study for the Richlands Branch and a potential new member for the Board of Directors.

Friends of the Library: The FOL will be meeting next week via email. Recently approved purchases are benches for the front porch at the Richlands Branch, and a Cricut and a letter board for the Bluefield Branch.

Strategic Planning Committee: The next meeting is November 6, 2020 at 1:00. They will be discussing the mission statement, vision and values statements, and drafting goals. The following meeting will likely be in December or January. After the committee has finished developing the strategic plan, the Board of Trustees will need to review and approve.

Other: The carpeting in Bluefield will be cleaned over the weekend. The fire panel in Bluefield was replaced. We are in the process of getting quotes for replacing the outdoor lighting at Bluefield. We are contacting additional companies for quotes for flooring in Tazewell. The STAR program launches today and should be out to students by mid-November. We will be installing a new VOIP phone system at all three locations. We are currently advertising and interviewing for part-time positions. The library returned to full staff and hours on October 5<sup>th</sup>.

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

- a. As of September 30, 2020, the library had spent \$244,580.99, 21.96% of the annual budget.
- b. As of September 30, 2020, the library had received \$2,811.49 in fines and fees.

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

- a. Strategic Planning Committee – No Report.

#### **6. UNFINISHED BUSINESS**

##### Pocahontas:

- a. Bill of Sale: The Emma Yates Memorial Library Board approved the bill of sale. The use and retention of the historic items listed within the bill of sale is at the discretion of the library director. There was an addition of items to the bill of sale before approval which included a ladder and oil tank.
- b. Historic Pocahontas Lease: The proposed lease only allows use of the first floor of the building located at 129 Center Street. Previously the Emma Yates Memorial

Library Board used the second floor for storage. Discussions with Historic Pocahontas about the lease will continue with the expressed interest in using the second floor for storage for TCPL.

- c. Update to action plan provided by Director Hall.
- d. Emma Yates Memorial Library Board – The Emma Yates Memorial Library Board voted to dissolve on October 7, 2020, effective November 1, 2020. The remaining balance of their account (\$3,201.01) will be donated to the TCPL Friends of the Library to be used at the new TCPL Pocahontas location. A motion to acknowledge the donation was made by Trustee Ryan with a second by Trustee Dean. The motion passed with all in favor and none opposed.

#### COVID

- a. Leave policy submitted by Director Hall – A motion by Trustee Dean with a second by Trustee Ryan to approve the leave policy. The motion passed with all in favor and none opposed.
- b. Review of the Infectious Disease Preparedness Plan by Director Hall.

#### Logo

- a. Trustees made suggestions for edits of the new logo. The new logo was approved with suggested changes.

#### Board Self-Evaluation

- a. Trustees discussed requesting a representative from Library of Virginia for conducting a training either in person or through a virtual meeting. Discussed a meeting for TCPL staff to meet the members of the Board of Trustees. Interest was expressed for a training on how to network within the community.
- b. The evaluation of the Library Director was tabled until next meeting. Evaluation forms were distributed to Trustees and should be returned to Chair Roberts.

#### **7. NEW BUSINESS:**

**October 8, 2020 Tazewell County Public Library Board of Trustees  
Meeting Minutes**

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Conflict of Interest Policy Letter – Trustee Bailey provided a letter to the Trustees regarding the conflict of interest policy. A request was made to add the item to the agenda for the next meeting.

**8. PUBLIC COMMENT:** Public comments were made within the discussion of the Emma Yates Memorial Library bill of sale.

**9. ADJOURNMENT:** There being no further business, the meeting was adjourned by Chair Roberts at 5:23 pm.

The next regular meeting is scheduled for Thursday, November 19, 2020 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  
October 8, 2020  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of September 17, 2020**
- 3. Director's Report**
- 4. Updated Action Plan for the TCPL Pocahontas location.**
- 5. Bill of Sale – Emma Yates Memorial Library**
- 6. TCPL Continuation of Operations (COOP) and Infectious Disease Preparedness Plan for Pandemics**
- 7. TCPL Pocahontas Branch Action Plan**



TCPL EXPENDITURE REPORT  
OCTOBER, 2020

G/L	DESCRIPTION	LOCAL FUNDS	STATE FUNDS	OTHER FUNDS	19-20		OCTOBER EXPENSES		YTD EXPENSE	LOCAL BALANCE	STATE BALANCE	OTHER BALANCE	BUDGET BALANCE	PERCENTAGE USED
					BUDGET	TOTAL	EXPENSE	BALANCE						
7301-1150	COMPENSATION	508,454.00	20,853.00	0.00	529,307.00	40,944.84	175,144.99	345,904.01	6,664.00	0.00	0.00	352,568.01	33.09%	
7301-2100	FICA	40,492.00	0.00	0.00	40,492.00	2,905.44	12,471.51	27,898.49	0.00	0.00	0.00	27,898.49	30.80%	
7301-2210	RETIREMENT	48,948.00	0.00	0.00	48,948.00	4,187.82	17,637.64	37,629.36	0.00	0.00	0.00	37,629.36	36.03%	
7301-2300	HOSPITALIZATION	188,863.00	0.00	0.00	188,863.00	12,823.20	53,481.00	116,823.00	0.00	0.00	0.00	116,823.00	28.32%	
7301-2400	LIFE INSURANCE	5,904.00	0.00	0.00	5,904.00	448.92	1,884.74	4,136.26	0.00	0.00	0.00	4,136.26	32.09%	
7301-2600	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
7301-2700	WORK/COMP	785.00	0.00	0.00	785.00	241.12	482.24	548.76	0.00	0.00	0.00	548.76	61.43%	
7301-3099	MISCELLANEOUS	5,100.00	0.00	0.00	5,100.00	159.01	409.01	4,690.99	0.00	0.00	0.00	4,690.99	8.02%	
7301-3120	CONTRACTUAL SERVICE	0.00	58,000.00	0.00	58,000.00	2,845.39	8,913.51	-3,365.39	53,751.88	0.00	0.00	50,386.49	15.37%	
7301-3310	REPAIRS/MAINT	6,500.00	0.00	0.00	6,500.00	1,573.18	2,076.55	4,423.45	0.00	0.00	0.00	4,423.45	31.95%	
7301-3500	PRINTING/BINDING	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%	
7301-3600	ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00	180.00	820.00	0.00	0.00	0.00	820.00	18.00%	
7301-5110	ELECTRICAL UTILITIES	28,000.00	0.00	0.00	28,000.00	1,442.07	6,131.58	21,868.42	0.00	0.00	0.00	21,868.42	21.90%	
7301-5130	WATER/SEWER	1,000.00	0.00	0.00	1,000.00	289.76	1,154.80	-154.80	0.00	0.00	0.00	-154.80	115.48%	
7301-5210	POSTAL SERVICE	1,748.00	0.00	0.00	1,748.00	0.00	0.00	1,748.00	0.00	0.00	0.00	1,748.00	0.00%	
7301-5230	TELECOMMUNICATION	7,764.00	0.00	0.00	14,073.75	155.16	2,140.74	5,623.26	0.00	0.00	0.00	5,623.26	15.21%	
7301-5304	PROPERTY INS	4,192.00	0.00	0.00	4,192.00	916.53	1,833.06	2,358.94	0.00	0.00	0.00	2,358.94	43.73%	
7301-5305	VEHICLE INSURANCE	0.00	0.00	0.00	0.00	136.80	273.60	-273.60	0.00	0.00	0.00	-273.60	0.00%	
7301-5306	SURETY BONDS	129.00	0.00	0.00	129.00	0.00	0.00	129.00	0.00	0.00	0.00	129.00	0.00%	
7301-5308	GENERAL LIABILITY INS	168.00	0.00	0.00	168.00	43.20	86.40	81.60	0.00	0.00	0.00	81.60	51.43%	
7301-5410	LEASE/RENT EQUIP	15,400.00	0.00	0.00	15,400.00	903.91	3,841.52	11,558.48	0.00	0.00	0.00	11,558.48	24.94%	
7301-5420	IN-KIND SUPPORT	15,008.00	0.00	0.00	15,008.00	0.00	0.00	15,008.00	0.00	0.00	0.00	15,008.00	0.00%	
7301-5510	TRAVEL	1,500.00	0.00	0.00	1,500.00	304.00	304.00	1,896.00	0.00	0.00	0.00	1,696.00	20.27%	
7301-5604	EMMA YATES LIBRARY	12,500.00	0.00	0.00	12,500.00	69.86	69.86	12,430.14	0.00	0.00	0.00	12,430.14	0.56%	
7301-5810	DUES/MEMBERSHIP	800.00	0.00	0.00	800.00	49.00	49.00	751.00	0.00	0.00	0.00	751.00	6.13%	
7301-6001	OFFICE/LIB SUPPLIES	952.00	13,335.00	0.00	14,287.00	1,844.44	3,707.05	0.00	10,579.95	0.00	0.00	10,579.95	25.95%	
7301-6005	CUSTODIAL SUPPLIES	5,000.00	0.00	0.00	5,000.00	781.68	1,685.83	3,314.17	0.00	0.00	0.00	3,314.17	33.72%	
7301-6009	VEHICLE SUPPLIES & REPAIR	500.00	0.00	0.00	500.00	0.00	18.18	-18.18	0.00	0.00	0.00	-18.18	3.64%	
7301-6012	BOOKS	0.00	69,802.00	0.00	69,802.00	6,563.23	30,222.74	0.00	39,579.26	0.00	0.00	39,579.26	43.30%	
7301-8101	MACHINERY/EQUIPMENT	17,000.00	0.00	0.00	17,000.00	726.30	726.30	16,273.70	0.00	0.00	0.00	16,273.70	4.27%	
7301-8102	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00	249.99	249.99	-249.99	0.00	0.00	0.00	-249.99	0.00%	
7301-8109	CAPITAL IMPROVEMENTS	25,000.00	0.00	0.00	25,000.00	4,950.00	4,950.00	7,550.00	0.00	0.00	0.00	7,550.00	19.80%	
	Previous FY 19-20	918,207.00	161,990.00	0.00	1,086,506.75	85,554.85	330,135.84	639,703.07	110,575.09	0.00	0.00	750,278.16	30.39%	
		923,107.00	161,390.00	5,895.00	1,090,392.00									

Fine/Fees collected as of



**TAZEWELL COUNTY PUBLIC LIBRARY  
PROGRESS REPORT**

**Department:** Administrative  
**Submitted by:** Cassie Ogle

**Month October Year:** 2020  
**Date:** November 1, 2020

**FINANCIAL:**

Financial reports as of 10/31/2020 are attached.

The following monetary donations/refunds were reported during October 2020.

<b>BRANCH</b>	<b>FROM</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>

**PERSONNEL:**

New hires: Sarah Hurley part-time circulation started October 16<sup>th</sup> and left October 31<sup>st</sup>. Kara Pitts part-time Technical Services Assistant started October 16<sup>th</sup>.

**MAINTENANCE/FACILITIES:**

Installed touchless hand sanitizer dispensers and soap dispensers. Carpet cleaned and new rubber backed entryway mats at Bluefield. Tazewell County Career and Technical Center took the little free library at Tazewell to repair it.

**STAFF DEVELOPMENT:**

Tammy Powers attended the Virtual Conference for the Association of Bookmobile and Outreach Services.

Jade Crabtree and Erica Hall attended the HAL Public Services virtual meeting. Cassie Ogle and Erica Hall attended the HAL Board of Directors virtual meeting. Cassie Ogle attended the HAL Systems Committee virtual meeting.



**Tazewell County Public Library**  
**Circulation**  
**October, 2020**

Category	Tazewell			Bluefield			Richlands			System		
	2020	2019	Change	2020	2019	Change	2020	2019	Change	2020	2019	Change
<b>Print</b>												
<b>Adult</b>												
Fiction	873	1050	-17%	560	617	-9%	830	828	0%	2,263	2,495	-9%
Paperback	80	174	-54%	51	66	-23%	67	83	-19%	198	323	-39%
Nonfiction	236	417	-43%	132	185	-29%	67	97	-31%	435	699	-38%
Periodicals	31	28	11%	6	6	0%	4	6	-33%	41	40	2%
Virginia Room	56	160								56	160	
Other Internal Use	324	171		92	11		13			429	182	
<b>Young Adult</b>												
Fiction	119	145	-18%	38	29	31%	167	155	8%	324	329	-2%
Nonfiction	2	16	0%	1	2	-50%	1	7	-86%	4	25	-84%
<b>Juvenile</b>												
Fiction	1005	1849	-46%	581	680	-15%	499	396	26%	2,085	2,925	-29%
Nonfiction	184	473	-61%	62	124	-50%	31	38	-18%	277	635	-56%
Periodicals	0	0	#DIV/0!	0	0	0%	0	0	0%	0	0	#DIV/0!
<b>Nonprint</b>												
DVD	263	591	-55%	157	305	-49%	196	523	-63%	616	1,419	-57%
Audio	54	113	-52%	64	96	-33%	50	58	-14%	168	267	-37%
SOL Kit	0	10	-100%	0	1	0%	0	0	0%	0	11	-100%
<b>eCollection</b>												
RBDigital ebooks/audio										2	4	0%
Libby										945	981	-4%
RBDigital Magazines										105	80	31%
<b>Total</b>	<b>3,227</b>	<b>5,197</b>	<b>-38%</b>	<b>1,744</b>	<b>2,122</b>	<b>-18%</b>	<b>1,925</b>	<b>2,191</b>	<b>-12%</b>	<b>7,948</b>	<b>10,575</b>	<b>-25%</b>





**Tazewell County Public Library**  
**Registered Patrons**  
**As of October 31, 2020**  
**Tazewell County Public School Students added as part of the STAR program**

Category	Tazewell		Bluefield		Richlands		System	
	2020	2019	2020	2019	2020	2019	2020	2019
Adult	3,423	3,750	2,916	3,209	3,147	3,477	9,486	10,436
Juvenile	2,870	1,320	2,608	1,201	2,646	1,213	8,124	3,734
<b>Total</b>	<b>6,293</b>	<b>5,070</b>	<b>5,524</b>	<b>4,410</b>	<b>5,793</b>	<b>4,690</b>	<b>17,610</b>	<b>14,170</b>

**New Registrations October, 2020**

	Tazewell		Bluefield		Richlands		System	
	2020	2019	2020	2019	2020	2019	2020	2019
Adult	16	34	8	24	10	30	34	86
Juvenile	1,693	9	1,557	7	1,570	7	4,820	23
<b>Total</b>	<b>1,709</b>	<b>43</b>	<b>1,565</b>	<b>31</b>	<b>1,580</b>	<b>37</b>	<b>4,854</b>	<b>111</b>



TAZEWELL COUNTY PUBLIC LIBRARY

PEOPLE COUNTS  
2020-2021 FISCAL YEAR

	<b>TAZEWELL</b>	<b>BLUEFIELD</b>	<b>RICHLANDS</b>	<b>TOTALS</b>
July 2020	<b>2191</b>	<b>2076</b>	<b>1992</b>	<b>6259</b>
August 2020	<b>1909</b>	<b>1924</b>	<b>2400</b>	<b>6233</b>
September 2020	<b>2338</b>	<b>2800</b>	<b>2510</b>	<b>7648</b>
October 2020	<b>3309</b>	<b>2762</b>	<b>2208</b>	<b>8279</b>
November 2020				<b>0</b>
December 2020				<b>0</b>
January 2021				<b>0</b>
February 2021				<b>0</b>
March 2021				<b>0</b>
April 2021				<b>0</b>
May 2021				<b>0</b>
June 2021				<b>0</b>
<b>Totals</b>				<b>28419</b>
<b>ACTUAL</b>				<b>14209.5</b>
(Divided by 2)				
Total must be divided by 2 to reflect the true number of people going in and then also going out				



<b>Reference Department 2020-2021</b>			
	Oct-20		
	<b>Tazewell</b>	<b>Bluefield</b>	<b>Richlands</b>
<b>Public Computer Sessions</b>	210	117	131
<b>WiFi</b>	504	96	220
<b>Website Hits</b>			
<b>Facebook</b>			
<b>Total Likes</b>			
<b>Likes</b>			
<b>Unlikes</b>			
<b>Posts/Comments</b>			
<b>Daily Page Engaged Users (Engaged with Content)</b>			
<b>Daily Total Reach ( How Many Saw Content)</b>			
<b>Database Usage</b>			
<b>Sessions</b>			
<b>Searches</b>			
<b>Retrievals</b>			
<b>ILL</b>			
<b>Requested by TCPL</b>	1	0	0
<b>Lent to TCPL</b>	1	0	0
<b>Reference Questions</b>			
<b>Phone</b>	109	281	144
<b>Email</b>	0	0	0
<b>Online Chat</b>	6	0	0
<b>In-Person</b>	154	255	198
<b>Mail</b>	0	0	0
<b>Book-a-Librarian</b>	0	0	0
<b>Adult Programming</b>			
<b>Computer (Participants)</b>	0	0	0
<b>Book Group (Participants)</b>	2	0	0
<b>Social (Participants)</b>	0	0	0
<b>Gaming (Participants)</b>	0	0	0
<b>Crafting (Participants)</b>	0	0	0
<b>Informational (Participants)</b>	0	0	0
<b>General (Participants)</b>	0	0	0

<b>Online (Participants)</b>	0	0	0
<b>Computer</b>	0	0	0
<b>Book Group</b>	1	0	0
<b>Social</b>	0	0	0
<b>Gaming</b>	0	0	0
<b>Crafting</b>	0	0	0
<b>Informational</b>	0	0	0
<b>General</b>	0	0	0
<b>Online</b>	0	0	0
<b>Proctored Test</b>			1
<b>eNewsletter</b>			
<b>Total Subscribers</b>			
<b>New Subscribers</b>			
<b>How Many People Opened Newsletter</b>			
<b>How Many People Click on Links</b>			
<b>Business Services</b>			
<b>Pages Notarized</b>	12	0	9
<b>People Assisted</b>	6	0	4

Oct-20	Oct-19	% Change			
458	1078	-57.5%			
820	1408	-41.8%			
		0.0%			
1878	2128	-11.7%			
2859	No Data	Unknown			
18	22	-18.2%			
7	7	0.0%			
40	37	8.1%			
1119	909	23.1%			
15731	20657	-23.8%			
106	31	241.9%			
520	418	24.4%			
413	693	-40.4%			
		0.0%			
		0.0%			
1	2	-50.0%			
1	2	-50.0%			
534	561	-4.8%			
0	1	-100.0%			
6	0	600.0%			
607	917	-33.8%			
0	0	0.0%			
0	0	0.0%			
0	0	0.0%			
2	28	-92.9%			
0	0	0.0%			
0	11	-100.0%			
0	6	-100.0%			
0	12	-100.0%			
0	0	0.0%			

0	0	0.0%			
0	0	0.0%			
1	6	-83.3%			
0	0	0.0%			
0	2	-100.0%			
0	2	-100.0%			
0	2	-100.0%			
0	0	0.0%			
0	0	0.0%			
1	30	-96.7%			
706	654	8.0%			
5	16	-68.8%			
134	122	9.8%			
25	13	92.3%			
21	0	2100.0%			
10	0	1000.0%			



## BILL OF SALE

For the sum and consideration of One Dollar (\$1.00), and other good and valuable consideration not enumerated herein, the sufficiency of which is acknowledged by both parties, EMMA YATES MEMORIAL LIBRARY does hereby transfer, assign, and quitclaim, without recourse or warranty, to the TAZEWELL COUNTY PUBLIC LIBRARY, 129 Main Street, P.O. Box 929, Tazewell, VA 24651, all ownership interest in and all the rights and duties to the following items of personal property:

- (1) Three (3) desktop computers;
- (2) One (1) desk;
- (3) One (1) computer chair mat;
- (4) Three (3) tables;
- (5) Four (4) computer chairs;
- (6) Eleven (11) table chairs;
- (7) One (1) security monitor with six (6) cameras
- (8) One (1) set of three (3) cordless telephones with charging docks and answering machines;
- (9) One (1) AT&T wireless telephone service system;
- (10) Two (2) metal filing cabinets with four (4) drawers each;
- (11) One (1) metal book catalog filing cabinet;
- (12) One (1) printer/fax machine;
- (13) One (1) box of copy paper;
- (14) All ink refill cartridges on the Premises;
- (15) One (1) TV/DVD/VHS combination device;
- (16) One (1) window air conditioning unit;
- (17) One (1) Dyson cordless vacuum;
- (18) One (1) Eureka upright vacuum;
- (19) One (1) paper shredder;
- (20) All trash bags located on the Premises;
- (21) Thirteen (13) book shelves;
- (22) One (1) DVD/VHS shelf;
- (23) One (1) magazine rack with magazines;
- (24) Two (2) antique settees;
- (25) Four (4) antique chairs;
- (26) One (1) dress made and worn by Emma Yates;
- (27) Two (2) Pocahontas High School band uniforms;
- (28) Two (2) Pocahontas High School cheerleading uniforms;
- (29) Two (2) area rugs;
- (30) One (1) children's play mat;
- (31) One (1) Christmas tree with holiday decorations;
- (32) Greater than fifty (50) decorative hats with hat boxes;

- (33) Fourteen (14) Standards of Learning bags;
- (34) Six (6) Standards of Learning plastic kits;
- (35) Greater than ten thousand (10,000) books;
- (36) Greater than one hundred twenty (120) DVDs;
- (37) Greater than ninety (90) VHS tapes;
- (38) Multiple jigsaw puzzles on the Premises;
- (39) All cleaning supplies, toiletries, and paper towels on the Premises;
- (40) All book cataloguing supplies on the Premises;
- (41) All miscellaneous art supplies on the Premises;
- (42) All miscellaneous office supplies (including but not limited to scissors, pens, pencils, staplers) on the Premises;
- (43) All frames pictures and miscellaneous decorations on the Premises; and
- (44) One (1) book drop box.
- (45) One (1) furnace.
- (46) One (1) oil tank.
- (47) One (1) ladder.

As full and complete consideration, EMMA YATES MEMORIAL LIBRARY does hereby agree to indemnify and hold harmless the TAZEWELL COUNTY PUBLIC LIBRARY and its director(s), officers, agents, and employees from any claim, demand, cause of action, damage, expense, or loss arising from or relating to the personal property and/or the property rights hereby transferred.

EMMA YATES MEMORIAL LIBRARY does hereby warrant that it has good title to the personal property conveyed, which are sold to the TAZEWELL COUNTY PUBLIC LIBRARY free of all claims, liens, and encumbrances of any kind whatsoever.

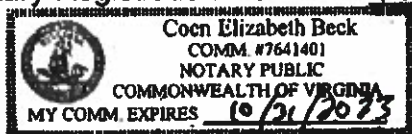
Jerry Bradley  
PRESIDENT - BOARD OF DIRECTORS  
 EMMA YATES MEMORIAL LIBRARY

**COMMONWEALTH of VIRGINIA,  
 COUNTY of TAZEWELL, to-wit:**

The foregoing instrument was acknowledged before me, the undersigned Notary Public, in and for the jurisdiction aforesaid by Jerry Bradley, on behalf of Emma Yates Memorial Library, whose identity was satisfactorily proven before me on this 13 day of October, 2020.

My Commission Expires: 10/31/2023  
 My Notary Registration No.: 7641401

[Signature]  
 Notary Public



**ACCEPTANCE OF GOODS AS-IS**

The undersigned, duly authorized representative of the TAZEWELL COUNTY PUBLIC LIBRARY does hereby accept the following equipment **as-is, without warranty**, and acknowledges that the EMMA YATES MEMORIAL LIBRARY does not in any way warranty the equipment above described:

Erica Hall  
ERICA HALL – Director  
TAZEWELL COUNTY PUBLIC LIBRARY

**COMMONWEALTH of VIRGINIA,  
COUNTY of TAZEWELL, to-wit:**

The foregoing instrument was acknowledged before me, the undersigned Notary Public, in and for the jurisdiction aforesaid by Erica Hall, Director of the Tazewell County Public Library, whose identity was satisfactorily proven before me on this 13 day of October 2020.

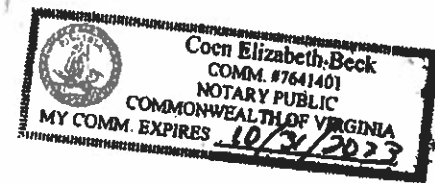
My Commission Expires:  
My Notary Registration No.:

10/31/2023  
7641401

Elizabeth Beck  
Notary Public

Approved as to Form:

Chase D. Collins, Esq.  
Tazewell County Attorney





**DATE: October 8, 2020**

**TO: Tazewell county Public Library Board of Trustees and Library Director**

**FROM: Connie Bailey Kitts, Trustee**

**RE: Broadening a Conflict of Interest Policy**

As you know, I was the one dissenting vote on our motion to adopt a Conflict of Interest statement for the Library Board of Trustees in the July 29, 2020 meeting.

I've been mulling that over and wanted to submit my thoughts for your consideration.

My reasoning, which I was not able to clearly articulate in the meeting, was that when we eliminated the word "fiscal," our intent was that we not limit Conflicts of Interest to just the fiscal. That I agreed with. But then we did not clarify what we meant, and that left us with a unclear policy that would be difficult to explain, follow, or enforce, in my opinion.

I wholeheartedly agree that conflicts of interest go beyond fiscal/business interests. I have seen where personal, social, or even psychological manipulation can create conflicts of interests for members of any board, not just a Library Board.

I would suggest we write a new Conflict of Interest Policy where Part A covers the financial/business conflicts and Part B covers ethical conflicts. (There should also be a part explaining what a Trustee should do when recognizing a conflict of interest. )

Here are my suggestions for a "PartB" if we should add it:

1. Give an explanation of Trustee accountability, after we talk it though. Is it to the County library patrons at large, or is it to the patrons of the district from where the Trustee is appointed?

On this question, although the County Supervisor typically appoints a Trustee from his/her District, the Supervisor is not bound to select only from his/her District. And so I would think from this, that the intention is that the accountability of the Trustee is first to the entire County. But of course a Trustee from a certain district should know and put forth the concerns and interests of those in his/her own district, as part of balancing any one entity with the whole of the County library patrons at large.

I think our policy should include some verbage that would pledge us, that if the interests of the library patrons in one part of the County are in conflict with the patrons of another district, or with the County patrons at large, that all of us as Trustees would consider, contemplate and balance the part against the whole, looking at the risks, costs and benefits to each side, both in the long-term and the short term.

And there should be no hesitancy to express the interests of the "part", provided the end goal of acting in the interests of the whole is kept as the end goal. A Trustee should



feel free to express how any one interest group contributes to the Library. And now it creates value for the Library. And in turn, ask for Library services that will contribute back to that interest group.

This of course slows down decision-making in the short term but builds trust and relationships in the long-term that are foundational for long-term survival of a public library. I think the Policy should acknowledge the connection between conflict of interest and public trust.

(And we as Trustees should be realistic, that if we place a value on balancing interests in a Conflict of Interest policy, we need to be prepared for discussion processes that may not be unified and may be messy. We should not be afraid of arguments that normally occur as we're trying to reach a decision. It doesn't mean we're divided. It just means we're making a decision, airing our interests so there's ultimately no conflict. As one experienced Tazewell County woman once told me: "There's decision, and there's division." The later should not be mistaken for the former.)

2. We might also add some sort of "caution" clause to a policy, where we recognize our possible vulnerability to the influence of patrons who are major investors in the Library with their time, money, expertise or influence, and who may be in a position to unduly influence or pressure a certain Trustee decisions. If we are cognizant of any such attempts to be unduly influenced, we should pledge ourselves to give as much credibility and weight to the opinions of a patron who does not have time, money, expertise or influence, as the patron who unduly does.

The interests of all stakeholders\*--and their objectives (and we should find out those objectives)-- need to be kept in balance with the long-term survival of the Library.

Trustees should keep in mind the interests of patrons who are in distant locations, who are less vocal and who may be overlooked for other reasons.

Trustees are never paid, and perhaps part of the reason is that if they were, they may be tempted to not question the hand that feeds them, and lose the independence they need to act for the interest of all County patrons.

3. The Policy could also point out that conflicts of interests can arise through relationships or psychological manipulation. If Trustees feel they are being psychologically manipulated to agree with others or act in a certain way, they should (contact Library of Virginia Human Resources?????).

Family, personal and social relationships also should not become a factor for not acting in the best interests of the Library.

The Policy could lead off with the Oath that we take in County Court, when we are sworn in as Trustees, that binds us to carry out our duties "impartially".

Your thoughts on all of this are welcome!

\*Note: See Stakeholder chart drafted during summer 2019 StrategicPlan meeting

