

**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.

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 5th.

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 – 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.

8. 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.

9. NEW BUSINESS:

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.

10. PUBLIC COMMENT: Maggie Asbury spoke in favor of the transition of the former Emma Yates Memorial Library to a new TCPL Pocahontas location.

11. 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,

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**