

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Library, 129 Main St., Tazewell, Va., November 19, 2020 at 3:30 p.m.

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

Absent: Michele Crigger, trustee

No members of the public were present.

1. CALL TO ORDER: Chair Roberts called the meeting to order at 3:40 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Agenda accepted as submitted.

3. APPROVAL OF MINUTES: A motion was made by Trustee Ryan with a second by Trustee Bailey review the minutes at the December 17, 2020 following a revision to the October 8, 2020 meeting minutes. With all trustees present voting in favor of this and none opposed, the motion passed.

4. DIRECTOR'S REPORT:

Foundation: The Foundation Board met on November 17, 2020 and agreed to move forward with the feasibility study of the current Richlands Branch building. A site selection study will be considered depending on the outcome of the feasibility study. Town of Richlands has applied for a grant to replace the siding and windows of the current Richlands Branch building.

Friends of the Library: The FOL are currently working on wrapping up 2020 spending and preparing a budget for 2021.

Programs: STAR program officially launched on November 18, 2020 giving digital access to students and teachers within the Tazewell County Public School system. Flat Santa program will have a printed Santa poster, donated by Clinch Valley Printing, that will travel to each TCPL location for a week in December. Parents can take a photo of their child with Flat Santa and free books are available for adults and children through a donation from Labor of Love. Children can write a letter to Santa and, in return, will receive a letter from Santa. Postage for Santa's letters was donated by the White family. Youth Services has partnered with Crab Orchard Museum to produce a video for their Frontier Christmas program. The outreach department is planning to take donated books to food pantries around the county. The outreach department is also working with the Branch Managers to develop a program for preserving the history around the documentation of local responses to COVID-19. The Girls Who Code program is on hold due to COVID-19 but the outreach department is looking into alternatives.

Staff: TCPL hired two new employees within the past month. The new part-time circulation specialist Mary Jones started on November 1st and the new technical services assistant Kara Pitts started on October 16th. Currently interviewing for the two additional open part-time circulation specialist positions. Returning to cohort schedule on November 30th.

Building: Director Hall is researching touchless faucet, toilet flush, and keyless entry options. Chair Roberts suggested to research UV air purifiers and air cleansing services. Continuing to get quotes for replacing the flooring in Tazewell. Installation of voice over IP phone system is nearly complete.

5. 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 \$4,007.05 in fines and fees.
- c. TCPL received \$2,000 from CARES Act.

6. COMMITTEE REPORTS

- a. Strategic Planning Committee – The committee met on November 6, 2020 to discuss and decide on the mission and value statements. Members will work on developing value statements based on a set of key words. Staff members will also be asked to develop value statements. The next meeting is on January 13, 2021. When the committee has completed the strategic plan, it will be submitted to the Board of Trustees for review.

7. UNFINISHED BUSINESS

Pocahontas:

- a. Bill of Sale: The bill of sale has been signed by both parties and is now complete.
- b. Historic Pocahontas Lease: A lease agreement between Historic Pocahontas and TCPL has not been agreed upon yet. Solutions regarding the building insurance are being discussed between the two parties. If no resolve can come between the two parties, another location may be considered. All negotiations and agreements between HPI and TCPL should take place in writing and be done through Director Hall. Trustee Ryan suggested an informal gathering with HPI and Pocahontas community members to build trust and to learn more about the history of Emma Yates.

Conflict of Interest Statement/Policy

- a. Trustee Bailey presented a memo to open the discussion for revising the current conflict of interest statement/policy. Suggestion for revision is to expand the policy to include conflicts that go beyond strictly financial benefits to also include political, non-financial gains, or undue influence or vulnerability to influence from outside parties. Chair Roberts suggested a committee for developing an amended conflict of interest statement/policy. Trustee Bailey and Trustee Ryan agreed to serve as members of the subcommittee. An amended policy will be submitted at the January 21, 2021 meeting.

Board Self-Evaluation

- a. Suggestions from the results of the Board Self-Evaluation include doing a more thorough orientation, confining discussions to policies and not management issues, individual members can only enact authority during meetings, and touring all facilities at least once a year. Trustee Bailey suggested using a video for combining orientation and touring each location.

Board Self-Evaluation

- a. Trustees are working on evaluations and results will be reported at the December 17, 2020 meeting during executive session.

8. NEW BUSINESS:

No new business.

9. PUBLIC COMMENT:

No members of the public were present.

9. ADJOURNMENT: There being no further business, the meeting was adjourned by Chair Roberts at 5:35 pm.

The next regular meeting is scheduled for Thursday, December 17, 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
November 19, 2020
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of October 8, 2020**
- 3. Director's Report**
- 4. Mission and Vision statements**
- 5. Value statement key words list**
- 6. Bill of Sale – Emma Yates Memorial Library**
- 7. Conflict of Interest Policy Memo**