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June 4, 2021

Tazewell County Public Library  
Board of Trustees

Dear Trustees,

Thank you so much for attending our special called meeting yesterday. I look forward to hearing updates from Regina at our next meeting on Thursday, June 17, at 5:30 at the Administration Building.

Other than updates on the Richlands branch situation, we will want to work through several of the Short Takes for Trustees modules. They are relatively short, so we may work through two or three.

I will send out a virtual meeting invitation for those who would prefer to meet that way. As usual, please let me or Regina know if you will be unable to attend.

Thank you!

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, June 17, 2021, 5:30 PM  
Tazewell County Administration Building**

- I. Roll Call**
- II. Consideration of approving the agenda**
- III. Approval of May meeting minutes**
- IV. Director's Report**
- V. Financial Report**
  - a. As of May 31, 2021, the library had spent \$911,874.06, 83.45% of the annual budget.
  - b. As of May 31, 2021, the library had received \$8,103.80 in fines and fees.
- VI. Unfinished Business**
  - a. Training modules through LVA: Short Takes for Trustees
- VII. New Business**
- VIII. Public Comment**
- IX. Adjourn**

Next meeting is Thursday, July 15, 2021, at 5:30. Location TBD.

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Administration Building, 197 Main St., Tazewell, Va., May 20, 2021, at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Mary Sue Dean, trustee  
Erica Hall, TCPL Director  
Jade Crabtree, TCPL Circulation Manager

**Absent:** Michele Crigger, trustee  
Connie Bailey, trustee

**1. CALL TO ORDER:** Meeting was called to order by Chair Roberts at 3:45pm.

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

**ADDITIONS/DELETIONS:** Addition of Tazewell Branch update under the director's report. Agenda approved with changes.

**3. APPROVAL OF MINUTES:** Minutes for the March 18, 2021 meeting were approved with the following changes:

- a. Grammatical corrections provided by Trustee Dean.
- b. Changes provided by Trustee Bailey regarding the placement of the line "Chair Robert noted that the Infections Disease Plan requires the appointment of a Health Officer and suggested that an administrative staff person should be appointed."

Trustee Dean motioned to approve the minutes with the suggested changes with a second by Trustee Ryan.

**4. DIRECTOR'S REPORT:**

**Pocahontas Branch:** The ribbon cutting for the Pocahontas Branch is scheduled for June 1, 2021, at 10:00 am. The Tazewell County Board of Supervisors donated \$250 for catering the ribbon cutting which will be provided by Ginger Cates from the Real McCoy Cabins. The Town of Pocahontas will close the road for the event. Maggie Asbury will not be able to attend but Mike Hymes will be attending in her place. Lori Stacy from the

Chamber of Commerce will attend with the ceremonial scissors. A.J. Robinson from the Tazewell County Tourism Board is working to generate interest in the event. Director Hall gave Maggie Asbury a tour of the building on May 20, 2021. The date for the ribbon cutting is significant as the original opening date for the former Emma Yates Memorial Library was May 31, 1987. An air purifier has been installed in the building to improve air quality. Chair Roberts requested that Director Hall inquire about installing air purifiers or filters at all TCPL branches.

Richlands Branch: Director Hall has contacted the Richlands Lions Club to inquire about safety grip tape for the stairs. The Richlands Lions Club wants to know more about the gutters and want to help with getting them fixed since it is the root of the problem. Town of Richlands obtained a grant which will provide funds for fixing the siding and windows on the street facing side of the building.

Friends of the Library: The Friends of the Library have been meeting in person on the front porch of the Tazewell Branch. Trustee Dean inquired about how to become a member.

Foundation Board: The Foundation Board met on April 13, 2021. They are supposed to meet monthly before the Board of Trustees meeting. Director Hall will schedule the next meeting for either May 25, 2021 or June 15, 2021 at 10:30 am.

Tazewell Branch: Director Hall has appointed Cassie Ogle, Technical Services Librarian as the Health Officer and reports will be issued as needed. Director Hall provided a handout with the changes to the guidelines regarding COVID-19 and amendments to Virginia Executive Order 72. Director Hall made note to ask Trustee Ryan about Virginia Executive Order 79 and any amendments to it.

Regarding the quotes for replacing the carpet, per Tazewell County policy, it is required that the lowest quote is the quote that is accepted. Fogleman's Carpet came to measure and provide a quote based on the same carpet material that was provided by another

company. The quote for the same materials was higher than other quotes. Wythe Carpet is now the lowest quote.

Four different story walks have been developed which can be rotated between each location. Currently there is a story walk installed at Critterville in Richlands and there are plans to install other story walks at Lincolnshire Park in Tazewell, Bluefield City Park in Bluefield, and the park located in Pocahontas.

#### **5. MEETING TIME CONFLICT:**

Addressed this New Business item early as a quorum is needed for voting and Trustee Ryan needed to leave early. Trustee Crigger has taken a job and is unable to meet during the regular meeting scheduled time. Trustee Ryan asked if Maggie Asbury could appoint a different Trustee. Trustee Ryan made a motion, with a second by Trustee Dean, to move the time of the meetings to 5:30 pm during daylight saving time and that the issue be revisited as needed. Chair Roberts reminded the members of the Board that the new time needs to be posted to the public.

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

Director Hall has received the budget for the 2021-2022 fiscal year. Tazewell County has allotted enough funding to cover the raise in minimum wage. Additionally, Tazewell County has also allotted \$5000 for a new circulation desk at Tazewell and \$5000 for bringing the bathrooms at Tazewell up to ADA standards.

- a. As of April 30, 2021, the library had spent \$831,015.59, 76.93% of the annual budget.
- b. As of April 30, 2021, the library had received \$6,889.24 in fines and fees.
- c. The figure represented for fines and fees is not accurate as a large deposit was made recently.

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

- a. No current committees in place.

## 8. NEW BUSINESS

Meeting Time Conflict: Addressed earlier in the meeting.

Training Modules Through LVA: Trustee Bailey has watched all ten modules. Chair Roberts and Trustee Dean watched the following two modules before the meeting adjournment:

1. What It Means to Be a Trustee:
  - a. Liability was mentioned in the module and Chair Roberts requested that Director Hall inquire about coverage in the event of a lawsuit brought against a Board of Trustees member.
2. Board Meetings:
  - a. The strategic plan should be discussed often to garner new insights and perspectives.

### General Comments:

- a. Chair Roberts asked if Tazewell County could provide storage for items not currently in use due to restrictions. Director Hall suggested that the basement in Richlands could be used for this purpose.
- b. Chair Roberts asked Director Hall to follow-up on the Virginia Law space.

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

**10. ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:00 pm.

The next regular meeting is scheduled for Thursday, June 17, 2021 at 5:30 pm at the Tazewell County Administration Building.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

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**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**May 20, 2021**

**Tazewell County Administration Building**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of April 15, 2021**
- 3. Director's Report**
- 4. Changes to COVID-19 guidelines and Executive Order 72**

**DRAFT**







**TAZEWELL COUNTY PUBLIC LIBRARY  
PROGRESS REPORT**

**Department:** Administrative      **Month** May **Year:** 2021  
**Submitted by:** Cassie Ogle    **Date:** June 1, 2021

**FINANCIAL:**

Financial reports as of 5/31/2021 are attached.

The following monetary donations/refunds were reported during March 2021.

<b>BRANCH</b>	<b>FROM</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Bluefield	Joyce Johnston	100.00	Bluefield Children's Programs
All	MALiA	300.00	SRP Donation

**PERSONNEL:**

No changes to personnel to report.

**MAINTENANCE/FACILITIES:**

No maintenance or facilities items to report.

**STAFF DEVELOPMENT:**

No staff development meetings reported during May.

Collection Development  
Materials Added  
2020-2021

	Tazewell	Richlands	Bluefield	Pocahontas	Total	CumTotal
<b>Books</b>						
Jul	87	48	45		180	180
Aug	21	19	13		53	233
Sep	53	60	14		127	360
Oct	99	101	91		291	651
Nov	242	189	192		623	1274
Dec	33	29	37		99	1373
Jan	54	55	77		186	1559
Feb	172	138	140		450	2009
Mar	176	150	160	357	843	2852
Apr			1	1226	1227	4079
May	59	38	35	98	230	4309
Jun					0	4309
<b>Total</b>	<b>996</b>	<b>827</b>	<b>805</b>	<b>1681</b>	<b>2628</b>	

	e-Resources	e-Books	e-Audiobooks	Total	CumTotal
Jul		27	8	35	35
Aug		68	6	74	109
Sep		52	29	81	190
Oct		0	0	0	190
Nov		0	0	0	190
Dec		0	0	0	190
Jan		0	0	0	190
Feb		0	0	0	190
Mar		0	0	0	190
Apr		0	0	0	190
May		0	0	0	190
Jun				0	190
<b>Total</b>		<b>147</b>	<b>43</b>	<b>0</b>	<b>190</b>

					Total	CumTotal
<b>Audio</b>						
Jul	4	4	4		12	12
Aug	0	0	0		0	12
Sep	0	0	0		0	12
Oct	3	3	2		8	20
Nov	7	5	7		19	39
Dec	0	0	0		0	39
Jan	0	0	0		0	39
Feb	4	5	5		14	53
Mar	4	2	3		9	62
Apr	0	0	0	28	0	62
May	0	0	0	0	0	62
Jun					0	62
<b>Total</b>	<b>22</b>	<b>19</b>	<b>21</b>	<b>28</b>	<b>62</b>	

	Kits etc.	Kits	Board Games	Total	CumTotal
Jul	0	0	0	0	0
Aug	0	0	0	0	0
Sep	0	0	0	0	0
Oct	0	0	0	0	0
Nov	0	0	0	0	0
Dec	0	0	0	0	0
Jan	0	0	0	0	0
Feb	0	0	0	0	0
Mar	0	0	0	0	0
Apr	0	0	0	0	0
May	0	0	0	0	0
Jun				0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

					Total	CumTotal
<b>DVD</b>						
Jul	0	0	0		0	0
Aug	0	0	0		0	0
Sep	0	0	1		1	1
Oct	10	12	9		31	32
Nov	9	8	8		25	57
Dec	22	18	18		58	115
Jan	0	0	0		0	115
Feb	0	0	0		0	115
Mar	11	14	18		43	158
Apr	0	0	0	108	0	158
May	0	0	0	0	0	158
Jun					0	158
<b>Total</b>	<b>52</b>	<b>52</b>	<b>54</b>	<b>108</b>	<b>158</b>	

		Total	CumTotal
<b>Withdrawals</b>			
Jul	302	302	302
Aug	154	154	456
Sep	25	25	481
Oct	201	201	682
Nov	45	45	727
Dec	444	444	1171
Jan	14875	14875	16046
Feb	488	488	16534
Mar	356	356	16890
Apr	178	178	17068
May	69	69	17137
Jun		0	17137
<b>Total</b>	<b>17137</b>	<b>17137</b>	

Total in Collection:	Items	Bibs
Jul	126,581	98,290
Aug	126,595	98,292
Sep	126,798	98,448
Oct	126,854	98,553
Nov	127,508	99,061
Dec	127,047	98,811
Jan	112,861	84,601
Feb	112,869	84,672
Mar	113,449	85,159
Apr	114,663	85,826
May	114,783	85,918
Jun		

	DVD's	Books	Audio	Cover & Laminate	Total	CumTotal
Jul	0	9	0	5	14	14
Aug	0	14	0	0	14	28
Sep	0	0	0	0	0	28
Oct	0	20	0	11	31	59
Nov	0	420	0	0	420	479
Dec	0	300	0	0	300	779
Jan	0	60	0	0	60	839
Feb	0	150	0	0	150	989
Mar	12	332	2	7	353	1342
Apr	0	10	0	10	20	1362
May	0	18	0	0	18	1380
Jun					0	1380
<b>Total</b>	<b>12</b>	<b>1333</b>	<b>2</b>	<b>33</b>	<b>1380</b>	