

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Administration Building, 197 Main St., Tazewell, Va.,
April 15, 2021 at 3:30 p.m.

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

Absent: Michele Crigger, trustee

1. CALL TO ORDER: Meeting was called to order by Chair Roberts at 3:30pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Agenda was accepted with a change to move discussion regarding carpet quotes from executive session to unfinished business.

3. APPROVAL OF MINUTES: A motion was made by Trustee Dean, with a second by Vice Chair Ryan to approve the minutes of the March 18, 2021 meeting with changes to clarify section 11 and an edit of “enforcement of” to “enforcing” in section 7 a, line 3. With all in favor and none opposed, the motion carried.

As the minutes were being approved, Chair Roberts advised Director Hall to appoint a staff member in an administrative position as the Health Officer as required by the Infectious Disease Plan.

4. DIRECTOR’S REPORT:

Foundation: The Foundation Board met on Tuesday, April 13, on the front porch of the Tazewell library. The feasibility study has been completed by Mr. Huber. Vice Chair Ryan was not able to meet with Chris Koslowski of Gentry Locke in Roanoke but hopes to meet with him in the upcoming month. A new member, Zach Hash, was voted in leaving one remaining opening for a new member.

Friends of the Library: The Friends of the Library met on Monday, April 12, on the front porch of the Tazewell library. They have approved a \$800 donation for a magic show during Summer Reading Program. They have received \$2700 from the former Emma Yates Memorial Library Board that has been earmarked for the Pocahontas Branch.

Programs: The card catalogs from the Pocahontas Branch are being repurposed into seed catalogs. This program is in the very early development stages. Outdoor programs are being planned for Summer Reading Program. Lisa has been in contact with the local Parks & Recreation Departments to set up story walks and locations for story times. The Children's Gardening Program is currently happening with the Master Gardeners group. The Master Gardeners have a set of COVID safety guidelines that they are using during the programs. Chair Roberts suggested using historic locations and partnering with history teachers for providing story times. Director Hall suggested partnering with the Historical Society.

Staff: The open part-time circulation position has been filled by Madeline Moore with a start date of April 16, 2021. This position is a floating position to provide staff coverage at the branches if needed.

Building: Historic Pocahontas has been contacted about a trip hazard at the entrance of the Pocahontas Branch. A temporary fix is also being explored which could be installed by county maintenance. A suggestion was made to contact the Lion's Club for installing a high visibility strip.

5. FINANCIAL REPORT:

- a. As of March 31, 2021, the library had spent \$749,800.32, 69.42% of the annual budget.
- b. As of March 31, 2021, the library had received \$6,021.14 in fines and fees.

6. COMMITTEE REPORTS:

No reports at this time.

7. UNFINISHED BUSINESS

Pocahontas:

- a. Progress update: Anticipating a soft opening on April 27, 2021 with a ribbon cutting in May. Lisa has documented the process of getting the new branch ready for opening in a video which will be distributed to the Board of Trustees when it is completed.
- b. Name for new branch: Chair Roberts is in favor of calling the new branch the Pocahontas Branch and placing a historic marker to commemorate Emma Yates or to include the historical information in the sign on the building. Vice Chair Ryan made a motion to name the new branch the Pocahontas Branch of the Tazewell County Public Library and to develop signage for designating it as the Former Emma Yates Memorial Library. Trustee Kitts added to the motion to include developing signage appropriate for different locations where the branch would be referenced (website, building sign, social media, etc.) and seconded the motion. With all in favor and none opposed, the motion carried.

2021-2026 Strategic Plan:

- a. The strategic planning committee submitted a final draft for approval to the board which was included in the February 2021 packet. The previous strategic plan expired in June 2020. Vice Chair Ryan made a motion to approve the new five-year strategic plan as submitted by the committee as an evolving document that can be amended as needed. Second by Trustee Kitts. With all in favor and none opposed, the motion carried.

Bids for replacing the carpet in Tazewell:

- a. Quotes have been received from Wythe Carpet Sales & Service, Fogleman Carpet, and Family Carpet. The Fogleman Carpet quote is the lowest, but

they are not available until next fiscal year and contact with customer service has been challenging. The next lowest, Wythe Carpet Sales & Service, has previous experience with installing carpet in a library and is available during this fiscal year. Trustee Dean made a motion to approve Wythe Carpet Sales & Service quote to install the carpet at Tazewell with a second by Vice Chair Ryan. With all in favor and none opposed, the motion carried.

8. NEW BUSINESS:

Infectious Disease Plan Health Officer:

- a. Trustee Kitts requested that the Infectious Disease Plan Health Officer be added as a new business item. Chair Robert stated that the discussion had already taken place earlier in the meeting. Trustee Kitts asked that the minutes note that she was raising a point of order that a business discussion item should not have been included within the approval of the minutes.

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

10. ADJOURNMENT: There being no further business, a motion to adjourn the meeting was made by Trustee Dean with a second by Trustee Kitts. The meeting was adjourned at 4:31 pm.

The next regular meeting is scheduled for Thursday, May 20, 2021 at 3:30 pm at the Tazewell County Administration Building.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

Regular Meeting

April 15, 2021

Tazewell County Administration Building

Tazewell, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of March 18, 2021**
- 3. Director's Report**
- 4. Quote sheets for carpet replacement**