

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library 129 Main Street, Tazewell, Va., February
17, 2022, at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Ginger Branton, trustee
Connie Bailey Kitts, trustee
Erica Galloway, TCPL Director
Cassie Ogle, TCPL Technical Services Librarian

Absent: Michele Crigger, trustee

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:35pm.

2. WELCOME AND INTRODUCTION OF NEW TRUSTEE: Ginger Branton.

3. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Karel Ryan added a new business item. The agenda was approved with the addition.

4. APPROVAL OF MINUTES: Trustee Kitts made a motion to approve the December 16, 2021, meeting minutes with minor corrections; seconded by Trustee Ryan. With all in favor and none opposed, the motion carried.

5. DIRECTOR'S REPORT:

Friends of the Library Update: The FOL met this week through email and are planning activities in conjunction with the Winter Honey Festival. A photo of the Richlands branch rendering and the FOL table at the February 12, 2022, Winter Honey Exhibition is on the front page of the Clinch Valley News this week. They are looking for vendors for the event on February 26, 2022. Vendor tables are \$30 each. Button Brady spoke at the Tazewell Rotary meeting on January 28, 2022. The Tazewell Rotary made a \$250 donation to the FOL.

Tazewell Building Update: Director Galloway spoke with Eric Young about the possibility of taking out a higher amount loan for the renovation/repair work for the

Tazewell Building. Trustee Ryan suggested using extra funds to create a space for a law library. Trustee Kitts requested that the Board of Trustees receive a copy of the report that was provided to the Tazewell County Engineering department. Chair Roberts suggested having Ken Dunford and Eric Young present the report to the Board of Trustees at a future meeting. The reports from Robin Lee, the structural engineer, and Eric Hess, the geological engineer, were submitted to the Tazewell County Board of Supervisors in December but they delayed the vote on how to proceed while they wait for estimates. The estimates were presented to the Board of Supervisors at the February meeting and were around the \$400,000 range. The next step is for the Board of Supervisors to request for bids. There was a consensus among the board members that should another location be suggested for the library, that they do not want the library moved from Main Street. Chair Roberts expressed wanting to establish timelines for the repair work to reduce stress on library staff.

General Update: COVID-19 tests were distributed by TCPL through a partnership with Virginia Department of Health. All 72 tests were distributed within three hours. Staff is now following the new quarantine and isolation time recommendations through the CDC which started in early January.

Director Galloway presented at the Bluefield Rotary on January 20, 2022.

All HAL libraries are upgrading the online catalog to Vega later this year. There is a discussion happening with the Smyth County Public Library system to potentially join the HAL consortia. If they join, it will not happen until 2023. Joining would reduce the yearly cost for all the HAL libraries and increase the access to materials for patrons.

The quality of materials we are receiving from our current vendor, Baker & Taylor, has declined along with their customer service. We are changing to Ingram starting in July of the next fiscal year.

6. FOUNDATION REPORT: Chair Roberts gave the foundation report. At the previous meeting on January 25, 2022, they discussed the plans for the Winter Honey

Festival. Zach Hash has resigned as a director and the Foundation board is actively seeking a replacement. Chair Roberts requested that names be submitted for recommendations for new a new Foundation board director.

7. FINANCIAL REPORT:

- a. As of January 31, 2022, the library had spent \$603,239.84, 56% of the annual budget.

Director Galloway has a meeting schedule with Cassie Ogle to discuss the current state of the budget and to develop an end of year spending plan to avoid a last-minute scramble to spend funds before the end of the fiscal year. Trustee Ryan asked how the addition of the Pocahontas branch has affected the budget. Chair Roberts requested to see the expenses at each branch for comparison. Trustee Ryan suggested a survey to see how the Pocahontas community views the library.

- b. As of January 31, 2022, the library had received \$6,872.13 in fines and fees.

8. UNFINISHED BUSINESS:

- a. Sick-Leave Bank Draft Policy: Motion made by Trustee Ryan with a second by Trustee Kitts to table item until next meeting. With all in favor and none opposed, the motion carried.

9. NEW BUSINESS:

- a. Reading Immersion Program: Trustee Ryan suggested implementing a reading immersion program. Director Galloway said that this suggestion fits perfectly with what Lisa Tyson is developing through the Berea College fellowship. Some suggestions by Trustees for program ideas included:

- Read-a-thon
- Inviting a Board of Supervisors member to read aloud to children
- Book clubs for younger age groups
 - School collaboration for the book clubs

- Book club event to watch a movie that a book is based on
- Reading day at local parks
- Parade with kids dressed as book characters
 - Collaborate with another organization, such as Colors for Cancer, to be included in a 5k color run.

Chair Roberts requested an in-service for the Board of Trustees with a Lisa Tyson for early literacy, promoting reading, and reducing screen time. Trustee Branton suggested having the programs promoted on the WVVA In Focus program.

Trustee Ryan made a motion, with a second by Trustee Branton, to have the director research, design, and recommend a program for reading immersion in addition to the other programs that bring children and adults into the library. With all in favor and none opposed, the motion carried.

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

11. ADJOURNMENT: Motion to adjourn the meeting by Trustee Kitts with a second by Trustee Branton. There being no further business, the meeting was adjourned at 5:12 pm.

The next regular meeting is scheduled for Thursday, March 17, 2022, at 3:30 pm at the Tazewell Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

**Regular Meeting
February 17, 2021
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of December 16, 2021**
- 3. Director's Report**