

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

Present: Regina Roberts, chair
Karel Ryan, vice chair
Connie Bailey Kitts, trustee
Erica Galloway, TCPL Director
Cassie Ogle, TCPL Technical Services Librarian
Eric Young – Tazewell County Administrator
Ken Dunford – Tazewell County Director of Engineering

Absent: Michele Crigger, trustee
Ginger Branton, trustee

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:37 pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: The agenda was approved with addition of a presentation by Eric Young and Ken Dunford.

3. APPROVAL OF MINUTES: Trustee Kitts made a motion to approve the February 17, 2022, meeting minutes as read with the suggested edits; seconded by Trustee Ryan. With all in favor and none opposed, the motion carried.

4. PRESENTATION BY ERIC YOUNG AND KEN DUNFORD: Eric Young, Tazewell County Administrator and Ken Dunford, Tazewell County Director of Engineering presented an update on reports received from Robin Lee, structural engineer, and Eric Hess, geological engineer, regarding the structural issues at the Tazewell library, which is owned by Tazewell County.

The Tazewell library was built after the previous building on the site was torn down. When the library was built, the rubble from the previous building was used as fill and was not compacted properly. The soil was not tested at the time of construction since that was not standard practice at the time. A soil test was conducted by the geologic engineer in Fall 2021. Holes were drilled along the back of the building and in the affected area

inside. According to their report, the soil beneath the library has shifted due to deterioration of the fill rubble and water movement.

The solution recommended by the structural engineer is to drill holes in the floor and fill the area beneath with concrete. The damaged wall and roof beam will also need to be repaired or replaced. This solution should also help with the ponding issue on the roof. It is estimated that the repairs will cost approximately \$400,000. Crack monitors were installed on major cracks throughout the building. These monitors are checked weekly and have not indicated any changes. Other buildings on Main Street have reported structural issues but those do not appear to be caused by the same problem as the library.

Eric Young stated that he attempted to file an insurance claim, but it failed because there was not a specific incident that caused the damage to the building. Funds for repairing the building during next fiscal year will be discussed at the next Tazewell County budget committee meeting. He recommended to have a plan of action for using the remaining funds to improve the building if the project comes in under budget. If it is over budget, more funds would need to be requested and approved.

Chair Roberts asked for an estimated timeline because of concerns from staff and patrons. Eric Young stated that funds need to be approved for next fiscal year, then bids would be requested, then work would likely happen in two stages. He estimated that work could begin as early as Fall 2022 and may take approximately six months. The structural engineer will create a bid packet after the funds are approved and before bids are requested.

Eric Young stated that they chose to not to build a new building and to repair the current building instead because the estimate for constructing a new building was \$2.5 million. The estimate for repairs does not include things such as replacing the carpet, painting, etc.; those will need to be budgeted for by the library. Chair Roberts requested to meet again in July after the Tazewell County budget for the next fiscal year has been approved.

Below is a list of questions and concerns expressed by members of the Board with summarized answers from Ken Dunford and Eric Young:

- Would the library need to close during construction? – The library will be able to stay open, but noise will be a factor.
- After the floor is lifted, could the floor be leveled to prevent a rolling hazard? – The floor could be leveled after the repair but the expense for any additional construction is not factored into the estimated cost for this project.
- Could a weather event cause more damage to the building? – That is an unknown.
- Will the cost of repairs affect the library’s budget? – No, the repairs are part of Tazewell County’s budget.
- Do the geological engineers believe the building is finished settling? – The engineers drilled in the affected locations. They would not be able to determine that without further drilling.

5. DIRECTOR’S REPORT:

Friends of the Library: The FOL has gained several new members. The Winter Honey Festival used book & yard sale was a success. Their next meeting is on April 11, 2022 which will be held on the front porch of the Tazewell library, weather permitting.

Foundation – (Moved from Foundation Report to Director’s Report): Funds will be moved from the CD that is expiring at the end of the month to the First Community Bank trust. Awaiting the approval of the 501c3 status for the trust which may take six to eight weeks. The next meeting is March 29, 2022, at the Tazewell Library. Upcoming trivia night fundraiser on April 12, 2022, at Coaltown Taps in Richlands. A fundraising committee for the Richlands renovation project has been proposed but not approved yet.

Facilities Study - (Item moved from New Business to Director’s Report): The fiscal year 21/22 budget included \$5,000 for improving the bathrooms at Tazewell. Due to ongoing building issues, Director Galloway requested to use the funds to contract Mr. Huber to conduct a facilities study instead.

Trustee Ryan made a motion, with a second by Trustee Kitts, to approve the recommendation of the facilities study. With all in favor and none opposed, the motion carried.

General Update:

- The timer on the outdoor lights at Bluefield has been replaced.
- Repairs at the Pocahontas branch is ongoing. Construction materials have arrived to complete the outdoor work, but HPI is waiting for better weather.
- Another batch of the at-home rapid COVID tests should arrive around March 22, 2022.
- Rhonda VanDyke, the part-time circulation specialist at Richlands, has resigned and her last day is March 31, 2022. Renee Wienecke, part-time circulation specialist at Tazewell, will move to Richlands leaving an open part-time circulation specialist position at Tazewell. Advertising for the open position started today.
- Spring youth services programs begin next week, and the sign-ups are currently full and have waiting lists.
- Director Galloway met with Mike Street from the Richlands Town Council to discuss the potential for receiving free fiber internet service at the Richlands Library.
- Recently donated yearbooks from area high schools have been sent to Library of Virginia to be digitized.
- There is the potential for Smyth County to join HAL in 2023.

6. FOUNDATION REPORT: (Moved to the Director's Report above)

7. FINANCIAL REPORT:

- a. As of February 28, 2022, the library had spent \$687,875.70, 64% of the annual budget.

- b. As of February 28, 2022, the library had received \$8,434.00 in fines and fees.

8. UNFINISHED BUSINESS:

- a. Sick leave bank policy: There was discussion among the Trustees regarding the definition of some of the terminology used in the policy (elective procedures and classified vs unclassified employees). Chair Roberts asked if Director Galloway would have Chase Collins review the policy to verify the terminology.

Trustee Ryan made a motion, with a second by Trustee Kitts, to approve the recommended sick leave policy pending the approval of the legal terms by Chase Collins, the Tazewell County Attorney. With all in favor and none opposed, the motion carried.

9. NEW BUSINESS:

- a. Facilities study of the Tazewell building – Moved to Director’s report (above).
- b. EDIA (Equity Diversity Inclusivity Access) Statement: Grants that the library can apply for through the American Library Association require an EDIA statement to be in the library’s policy. Director Galloway read aloud the proposed EDIA statement.

Trustee Kitts made a motion to approve the inclusion of the EDIA statement, with a second by Trustee Ryan. 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 Ryan with a second by Trustee Kitts. There being no further business, the meeting was adjourned at 5:22 pm.

The next regular meeting is scheduled for Thursday, April 21, 2022, at 3:30 pm at the Bluefield Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

**Regular Meeting
March 17, 2022
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of February 17, 2022**
- 3. Director's Report**