

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Bluefield Branch 108 Huffard Drive, Bluefield, Va., July 21, 2022, at 3:30 p.m.

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Connie Bailey Kitts, trustee  
Ginger Branton, trustee  
Erica Galloway, TCPL Director  
Cassie Ogle, TCPL Technical Services Librarian  
Lisa Tyson Tazewell County Public Library Youth Services

**Absent:** Michele Crigger, trustee

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

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

**ADDITIONS/DELETIONS:** Trustee Kitts made a motion to approve the agenda as submitted. With all in favor and none opposed, the motion carried.

**3. APPROVAL OF MINUTES:** Trustee Kits made a motion to approve the May 19, 2022, meeting minutes with the suggested edits; seconded by Trustee Branton. With all in favor and none opposed, the motion carried.

**4. DIRECTOR'S REPORT:**

Friends of the Library: The FOL are still working on placing a little free library at Asbury Park in Bluefield. They donated items for giveaways during Senior Day at the Tazewell County Fair. The next Friends of the Library meeting is on August 8, 2022, at the Tazewell library.

Foundation Update: The fundraising committee met on June 6, 2022, and July 11, 2022. Their next meeting is on August 15, 2022, at the Richlands Section House. The next Foundation meeting is on July 26, 2022, at the Richlands branch. The Foundation contracted with Huber Architects to oversee the bidding process.

Vice Chair Ryan asked if the Board of Trustees needed to approve the plans for the Richlands Renovation Project. Trustee Kitts suggested reviewing the section in the handbook about the relationship between the Board of Trustees and the Foundation board. Vice Chair Ryan asked that the item be added to the next meeting agenda.

General Update:

- Pocahontas branch reopened on July 12, 2022.
- Millions of Minutes summer reading program has reached over 700,000 minutes.
- The Community Journals are available at all four locations.
- Vega (online catalog) implementation is nearly complete.
- Smyth County Public Library is joining HAL as of July 2023.
- A new fence was installed around the children's garden at Bluefield.
- At Tazewell, water was noted in the floor that was not coming from the ceiling after a heavy rain and it was reported to Ken Dunford and Robin Lee.
- Outreach to Westwood has resumed.
- Flowers were donated to the library by Kim's Greenhouse.
- Hotspots have arrived and are being cataloged. Chromebooks should arrive soon.
- Trivia resuming at a new location; The Chop House on Main Street in Tazewell.
- Seeking vendors for Comic Con scheduled for October 22, 2022
- Tazewell County Board of Supervisors is providing access to Nuckolls Hall at the Tazewell County Fair Ground for Comic Con for free.
- Around 2,000 graphic novels were donated for Comic Con by Labor of Love.
- Kanopy, a movie and tv show streaming service, will begin soon. We receive a discount through Southwest Virginia Public Libraries consortia.
- We have new letterhead and envelopes with the new logo that were purchased through Clinch Valley Printing.
- The Children's Farmers Market program through Feeding SWVA is on July 28, 2022.

- The library will have a booth at the Tazewell County Fair, August 2-6, 2022, with a reading area for Millions of Minutes.
- August 16, 2022, a performance called “A Life of Sorrow” is scheduled at Bluefield.
- A new touchscreen OPAC computer was installed at Bluefield.

Vice Chair Ryan requested adding a resolution to show appreciation to Kim’s Greenhouse and other donors and providing service to the domestic protection service to the next meeting agenda.

Chair Roberts reported that \$400,000 has been approved by the Tazewell County Board of Supervisors for the building repairs at Tazewell. The bidding process should begin in August and work should start this fall.

Chair Roberts asked a question about Lisa Tyson’s Babies Need Books program regarding the timeline for seeing results. Director Galloway stated that the project that will begin in the fall would start with babies born this year and results would be reviewed when they have completed third grade.

#### **5. FINANCIAL REPORT:**

- a. As of June 30, 2022, the library had spent \$1,093,212.45, 99.82% of the annual budget.
- b. As of June 30, 2022, the library had received \$15,420.31 in fines, fees, and business services.

#### **6. UNFINISHED BUSINESS:**

- a. Salary adjustments: Director Galloway worked with Arlene Matney and Eric Young to develop a system for determining salary adjustments to reduce the wage compression for long term employees. Employees that met certain criteria based on years of service received an increase in gross pay. All other employees

- received a 5% cost of living increase in pay. A second adjustment will happen in January when the Virginia minimum wage increases to \$12.00 per hour.
- b. Missing members: The trustees discussed reaching out to Maggie Asbury, member of the Tazewell County Board of Supervisors for the Northern district, about replacing the trustee for her district.
  - c. Annual review of TCPL's strategic plan: Tabled until April 2023.

**7. NEW BUSINESS:**

- a. TCPL Foundation Board and Legal Council: As a member of the TCPL Foundation board, Chair Roberts met with Tom Lester, Shanna Plaster and John O'Daniel. Chair Roberts stated that the Richlands Town Manager, John O'Daniel, has expressed that he will not release the ARPA funds that the Richlands Town Council voted to use for the exterior repairs of the Richlands Branch. Several Richlands Town Council members have resigned recently, and the Town Manager will not act without the approval of the Town Council, even on matters that have already been voted on. He also stated that he would only distribute 25% of the funds at a time and only after work on the building had been completed.

Chair Roberts, Tom Lester, and Shanna Plaster also met with an attorney, Shannon Cook, to seek guidance. The attorney stated that the Town of Richlands has breached the lease with Tazewell County Public Library by not maintaining the building for some time. Chair Roberts will present a timeline spanning several years of interactions with the Town of Richlands regarding maintaining the Richlands branch building to the TCPL Foundation Board at their July 26, 2022, meeting. Since the lease is between the Town of Richlands and the TCPL Board of Trustees and not the TCPL Foundation Board, the decision lies with the Board of Trustees if the Foundation Board wants to pursue a lawsuit against the Town of Richlands.

Trustee Branton made a motion, with a second by Vice Chair Ryan, to authorize the trustee board chair to retain counsel to pursue legal remedies regarding the Richlands Branch property and lease conditioned upon the TCPL Foundation Board's agreements to underwrite the legal fees and costs.

The trustees had a lengthy and lively discussion regarding the need for legal counsel and issues stemming from the Richlands Town Council and Town Manager before the vote on the motion. It was stated that the Board of Trustees should review and sign the bid package put together by Mr. Huber for the Richlands Renovation Project. Vice Chair Ryan suggested exploring options for buying out the lease from the Williams family heirs if the Town of Richlands.

Roll call vote on the motion:

Trustee Branton: Yes

Chair Roberts: Yes

Vice Chair Ryan: Yes

Trustee Kitts: No

Chair Roberts requested that it be noted in the minutes that Trustee Kitts interrupted the motion three times.

- b. Trustee Officer Election: Vice Chair Ryan made a motion, with a second by Trustee Branton, for Chair Roberts to continue her role as the Board of Trustees Chair. No other nominations. Trustee Branton made a motion, with a second by Vice Chair Ryan to close nominations.

Roll call votes:

Trustee Branton: Yes

Trustee Kitts: Yes

Chair Roberts: abstained

Vice Chair Ryan: Yes

Chair Roberts accepts the nomination to serve as chair of the Board of Trustees for another year.

**8. PUBLIC COMMENT:** No members of the public present.

**9. ADJOURNMENT:** Motion by Trustee Branton, with a second by Vice Chair Ryan, to adjourn the meeting. Meeting adjourned at 5:57 pm.

The next regular meeting is scheduled for Thursday, August 18, 2022, at 3:30 pm at the Pocahontas Branch.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**July 21, 2022**

**Bluefield Branch Library**

**Bluefield, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of May 19, 2022**
- 3. Director's Report**