

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Pocahontas Branch 179 Centre Street, Pocahontas, Va., August 18, 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

Absent: Michele Crigger, trustee

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

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Branton requested the addition of an item under unfinished business regarding financial commitment from the trustees. Trustee Ryan requested the addition of an item under unfinished business regarding the signage for the Pocahontas branch. Trustee Branton made a motion, with a second by Trustee Ryan, to approve the agenda with additions. With all in favor and none opposed, the motion carried.

3. APPROVAL OF MINUTES: Trustee Kitts read and submitted a statement of intent in response to a line from section 7.a. on page 5 of the July 21, 2022, minutes (*“Chair Roberts requested that it be noted in the minutes that Trustee Kitts interrupted the motion three times.”*):

“On page 5 where the minutes say “Chair Roberts requested that it be noted in the minutes that Trustee Kitts interrupted the motion three times,” I would like to make a statement that’s only two minutes long, to be added to this month’s minutes.

First, my motivation is to serve appropriately as a representative appointed by the Eastern District supervisor, acting on behalf of the constituents of the county. It would be irresponsible for me to vote on something with partial ignorance, and I

had that level of ignorance in this matter. It was a serious matter, because our Board, a public body, was considering pursuing legal remedies against another public body, the Town of Richlands.

And through no fault of my own, I was less informed than other trustee board members. I hadn't seen the lease, and only the deed was circulated during the discussion. And there wasn't a written summary of prior discussions that had taken place between Library Foundation members and Richlands Town officials, which were discussed during the meeting.

So contrary to interrupting a motion when it came to the floor, I asked questions about it. Parliamentary procedure allows for questions and discussion after a motion. Other people--other trustees asked questions. In fact, during this 55 minute discussion I'm confident I was the least vocal of a four-person discussion, and I'm confident that my questions consumed no more than 4 minutes, 5 at the most. Other members also suggested alterations to the wording of the motions at various times.

Yet the Chair characterized me as "inhibiting progress" and told me I had dominated the conversation. I would challenge anyone present to prove the accuracy of that. My questions were an effort on my part to be informed, so I could give an account to those constituents and authorities who put me on this board."

Chair Roberts asked for a motion to add Trustee Kitts opinion of response. Trustee Ryan made a motion, with a second by Trustee Branton, to accept Trustee Kitt's statement into the current month's minutes. With all in favor and none opposed, the motion carried.

Trustee Branton made a motion to approve the July 21, 2022, meeting minutes with the suggested edits; seconded by Trustee Ryan. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Friends of the Library: The FOL met on August 8, 2022, and their next meeting is October 17, 2022, at Tazewell. National Friends of the Library week is October 16-22, 2022.

Foundation Update: The fundraising committee met August 15, 2022, and their next meeting is September 19, 2022. The Foundation met on July 26, 2022, and their next meeting is August 30, 2022. Director Galloway is working on the Sam.gov registration which is needed for applying for grants. Trustee Branton offered to assist with the registration process. There are plans underway for a fall fundraising event which may include a dinner on Suffolk Ave and a silent auction.

General Update:

- Hotspots are now in circulation and Chromebooks are coming soon.
- The heat pump installation at Richlands is scheduled for August 29-30, 2022. The Richlands branch will be closed during the installation.
- The Tazewell County fair was a success. Members of the Board of Supervisors and the Tazewell County School Board volunteered to read to children at the library tent.
- A Life of Sorrow at the Bluefield branch was well attended and featured on WVVA.
- Three dehumidifiers are in place at Tazewell to help reduce the ongoing humidity issues.

Trustee Branton made a motion, with a second by Trustee Kitts to have Director Galloway send a letter to Ken Dunford, the director of engineering for Tazewell County, to address concerns about the water seepage and humidity issues at Tazewell. With three in favor, and one nay, the motion carries.

Trustee Kitts noted that Robert's Rules state to ask for discussion after a motion is made.

Trustee Kitts made a motion, with a second by Trustee Ryan to copy the structural and geotechnical engineers on the letter. No discussion after the motion. With all in favor and none opposed, the motion carried.

- The 3D printer is assembled, and testing is underway. A draft policy is coming soon.
- Vega (the online catalog) is now live.
- As of today, 984,091 minutes were recorded for the Millions of Minutes program. The program ends on August 31, 2022.

5. FINANCIAL REPORT:

- a. As of July 31, 2022, the library had spent \$112,228.07, 7.32% of the annual budget.
- b. As of July 31, 2022, the library had received \$984.54 in fines, fees, and business services.

Cassie Ogle gave a brief report about the data collected for previous kids fines, payments, and unreturned books.

Trustee Ryan made a motion, with a second by Trustee Branton, to create a media campaign to encourage patrons to return books. With all in favor and none opposed, the motion carried.

6. UNFINISHED BUSINESS:

- a. Richlands Renovation Project:
 - i. Legal Counsel: The Foundation agreed to pay for legal counsel, which includes one lawyer, for \$150.00 per hour. Director Galloway issued a check for \$2,500 for the retainer fee from the Foundation and Chair Roberts signed the retainer. The Foundation directors did not elect to replace the word litigate since a writ of mandamus may be necessary which is a form of litigation.
 - ii. Huber Bid Package: The legal counsel advised waiting to put the bid packet out until after a meeting with the mayor, town manager, and lawyer for the

Town of Richlands. The notice to proceed has not been sent to Huber Architects.

Trustee Kitts noted that not all the Board of Trustees members have the same level of knowledge about the Richlands Renovation project.

Trustee Kitts made a motion, with a second by Trustee Ryan, to provide copies of the signed lease and deed. Discussion after the motion: Chair Roberts agreed with Trustee Kitts that there is a lack of communication between the TCPL Foundation board and the TCPL Board of Trustees. She also suggested providing copies of additional documents.

Trustee Kitts amended the motion, with a second by Trustee Ryan, to provide copies of the Foundation board minutes, and signed copies of the lease, deed, and will to the Board of Trustees members. No further discussion. With all in favor and none opposed, the motion carried.

- iii. Financial commitment from the Board of Trustees and fundraising committee: Trustee Branton requested that the members of the Board of Trustees make a financial commitment to the Richlands renovation project. Trustee Ryan stated that they are in a volunteer position and do not receive compensation for their time as members of the Board of Trustees and that making a financial commitment is not required. Trustee Kitts said that they already make in-kind commitments.

- b. Pocahontas Signage – Tabled until next meeting.

7. NEW BUSINESS:

- a. Acknowledging Donors: Trustee Branton sent thank you letters to donors for the Richlands Renovation project on behalf of the Foundation board. The Trustees

discussed making sure that members from the appropriate board (TCPL Foundation board or TCPL Board of Trustees) are signing the thank you letters depending on where the donation was made.

- b. Virtual Meetings Law: Information regarding virtual meetings was included in the packet mailed to the trustees. Trustee Ryan requested further discussion on the item. Chair Roberts requested the addition of the item under new business on next month's agenda.

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

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

The next regular meeting is scheduled for Thursday, September 15, 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

August 18, 2022

Pocahontas Branch Library

Pocahontas, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of July 21, 2022**
- 3. Director's Report**