

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library, 129 Main Street, Tazewell, Va., December
15, 2022, at 3:30 p.m.

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

Absent: Connie Bailey Kitts, trustee

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:50 pm. (Note: refreshments began at 3:30 before meeting was called to order.)

2. GAME - DOWN THE RABBIT HOLE: Ending scores: Karel Ryan, 4; Regina Roberts, 2; Cassie Ogle, 2; Patsy Murphy, 1; and Erica Galloway, 0. The Down the Rabbit Hole game set was donated to the Youth Services Department by Chair Roberts.

Trustee Branton arrived at 3:55.

3. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Ryan requested to add the topic of awards for trustee boards through the Library of Virginia under new business but to table it until next meeting and list the topic under old business on the next meeting agenda. Trustee Branton made a motion, with a second by Trustee Ryan, to accept the agenda with the addition. With all in favor and none opposed, the motion carried.

5. APPROVAL OF MINUTES: Trustee Ryan made a motion, with a second by Trustee Murphy, to accept the minutes for the October 20, 2022 regular meeting and the October 31, 2022 special called meeting as submitted. With all in favor and none opposed, the motion carried.

6. DIRECTOR'S REPORT:

Friends of the Library: The FOL met on November 1, 2022. Their next meeting is in January over email. Their new fiscal year starts on January 1, 2023.

Foundation Update: The next meeting is on December 27, 2022. Donations were received from the Thompson Foundation (\$100,000 which includes \$25,000 previously given to the Town of Richlands in 2021), the Shott Foundation (\$100,000), and Food City (\$25,000 disbursed in 3 payments). It was suggested that a plaque be installed for the Shott Foundation when the new elevator is installed since an additional \$25,000 was contributed to upgrade from a wheelchair lift to an elevator. Phase II of the renovation project is mostly funded. Mr. Huber of Huber Architects issued a notice to proceed with Phase I on Monday, December 12, 2022. The Phase I completion date is projected to be May 30, 2023.

General Update:

- A letter was sent to Ken Dunford, Tazewell County Director of Engineering. A copy of the letter and his response was printed and distributed to the trustees. Director Galloway spoke with Ken Dunford and Eric Young, Tazewell County Administrator, about the timeline for beginning the repairs to the floor at Tazewell which includes advertising the bid for two weeks, a prebid meeting, and a thirty-day bid process. The timeline includes the Tazewell County Board of Supervisors making the decision of who to award the bid to at their February 2023 meeting. Trustee Ryan requested keeping this topic on the agenda under old business.

The structural engineer, Robin Lee, is continuing to investigate the wet spots in the floor at Tazewell but it should not interfere with the current bid package.

When the building repair is scheduled, it is expected that the Tazewell location will need to close for approximately six weeks. Trustee Branton asked if the closure would be considered a loss of income which could be claimed through insurance. Chair Roberts asked if staff would continue to be paid. Director

Galloway stated that staff would be sent to other branches during the closure.

Chair Roberts also asked if curbside service would be an option.

- Current programs include the Santa programs, one-time children's programs, and book clubs.
- There are currently two open positions including a custodian position at Bluefield and a Technical Services Assistant position at Tazewell.

7. FINANCIAL REPORT:

- a. As of November 30, 2022, the library had spent \$503,164.78, 32% of the annual budget.
- b. As of November 30, 2022, the library had received \$5,460.40 in fines and business service fees.

8. UNFINISHED BUSINESS:

- a. Virtual Meetings Legislation and Policy – Virginia legislation regarding virtual meetings in relation to trustee boards went into effect at the end of September. There was discussion among trustees about how to translate some of the terminology of the legislation into a policy. Trustee Branton made a motion to accept the policy for remote participation. With no second after continued discussion, the motion died. Trustees' suggestions for revising the policy included stating what type of public access to meetings is available and stating in advance when meetings would be offered virtually. Continuation of discussion regarding this topic will be included under old business on the next meeting agenda.
- b. Hotspot Policy – The trustees suggested removing the example from part 1 of the policy. Trustee Branton made a motion, with a second by Trustee Ryan, to accept the policy with the revision to part 1. With all in favor and none opposed, the motion carried.

- c. Trustee Ryan requested that a follow-up to waived kids fines be added under old business on the agenda for a meeting in late spring.

9. NEW BUSINESS:

- a. Awards for Trustee Boards through Library of Virginia – Tabled until next meeting.

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

12. SELF INTRODUCTION OF NEW TRUSTEE, PATSY MURPHY

11. ADJOURNMENT: Motion by Trustee Branton, with a second by Trustee Ryan, to adjourn the meeting. The meeting was adjourned at 4:52 pm.

The next regular meeting is scheduled for Thursday, January 19, 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
December 15, 2022
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of October 20, 2022**
- 3. DRAFT Minutes of Special Called meeting on October 31, 2022**
- 4. Director's Report**
- 5. Letter and response – Ken Dunford**