

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library 129 Main Street, Tazewell, Va., September 15, 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

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 3:36 pm.

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

**ADDITIONS/DELETIONS:** Discussions regarding the 3-D printer policy and virtual meetings were tabled until the next meeting. Trustee Branton made a motion, with a second by Trustee Kitts, to approve the agenda with the changes. With all in favor and none opposed, the motion carried.

**3. APPROVAL OF MINUTES:** The trustees discussed amending the August 18, 2022, meeting minutes to edit the statement of intent quote from Trustee Kitts to be transcribed from the recording instead of the printed version of the statement. Trustee Branton made a motion to approve the August 18, 2022, meeting minutes with the suggested changes and minor edits; seconded by Trustee Kitts. With all in favor and none opposed, the motion carried.

**4. DIRECTOR'S REPORT:**

Friends of the Library: The next Friends of the Library meeting is October 17, 2022. They are helping fund the Trunk or Treat giveaways which will include trinkets but not candy. Director Galloway handed out a draft copy of the FOL newsletter drafted by Wendy Brady.

Foundation Update: The next Foundation meeting is on September 27, 2022, at the Richlands Library. The next fundraising committee meeting is on September 19, 2022, at the Section House in Richlands. Suffolk Avenue will be closed during the Alice in

Wonderland themed fundraising dinner. Jody Hazelwood from Coaltown Taps will cater the food for the event. Trustee Branton asked about the sandwich that Coaltown Taps proposed to add to their menu to be named in honor of the Library/Williams House as a fundraiser. Director Galloway said she would follow up with Jody Hazelwood. Trustee Branton also asked about the status of the funds that were generated for the Richlands Branch renovation project from the Winter Honey Festival. Director Galloway said she would follow up with John Willis. Trustee Branton suggested using the issuing of the check for the funds from the Winter Honey Festival as a photo and press opportunity. Chair Roberts suggested having something in the paper every month about the Richlands Branch renovation project.

Director Galloway presented a draft of the invitation to the Alice in Wonderland themed fundraising dinner. Chair Roberts suggested offering the trustees and foundation members first choice for the tickets to the event. Trustee Branton is donating two tickets so that someone that may not be able to afford the ticket price can attend the event. There will be up to 100 tickets available for the event. The fundraising committee is coordinating with Appalachian Agency for Senior Citizens to provide tables for the event and Richlands High School for volunteers during the event.

General Update:

- The hotspots are now available and circulating at each branch.
- The Richlands heat pump was replaced but still needs an additional part before it is fully functional.
- The Bluefield parking lot was repaved.
- The Millions of Minutes program recorded around 1.1 million minutes read. We will run the program again next summer.
- The Chromebooks have arrived, and a circulation policy is in development.
- The fall kids' programs started on Monday and are at capacity.
- Robin Lee, the structural engineer, requested that county maintenance scope the drains at Tazewell which happened today.

- Chair Roberts asked if Tazewell County had put the repair work at Tazewell out to bid. Director Galloway said that she would follow up with Ken Dunford, the Tazewell County Director of Engineering, later this week.
- TCPL will have a presence at local festivals every weekend through October.
- The first Autism in the Library event is scheduled for Saturday, October 8, 2022. We are hoping to have additional events in November and December. The event is coordinated with Patty Cettin from TASK. The event has sensory hours scheduled outside of normal operating hours.
- ComiCon is completely booked with vendors and has over 1,000 graphic novels to hand out that were donated by Labor of Love.

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

- a. As of August 31, 2022, the library had spent \$211,973.32, 13.83% of the annual budget.
- b. As of August 31, 2022, the library had received \$1,958.62 in fines, fees, and business services.

Chair Roberts asked about the funding for repairs and maintenance. Director Galloway stated that the library receives approximately \$6,500 each year for repairs and maintenance but that some things fall into other general ledger accounts because of contracts. Chair Roberts asked what is included in the maintenance of the Richlands Branch. Trustee Branton said that the Town of Richlands handles the snow removal and mowing at the Richlands Branch. Director Galloway said that the Town of Tazewell takes care of the mowing at Tazewell. Chair Roberts requested calculating the annual maintenance cost for the Richlands Branch and proposing that the Town of Richlands could donate toward that cost.

Trustee Branton stated that there is a dead tree at the Richlands Branch that needs to be removed. Director Galloway said that she may have the master gardeners evaluate the tree.

Chair Roberts suggested asking the FOL to donate a replacement tree. Trustee Branton suggested using the naming of a new tree as a fundraising opportunity. Trustee Branton also suggested giving library card holders a 10% discount on the Alice in Wonderland fundraising dinner tickets.

**6. UNFINISHED BUSINESS:**

- a. **Richlands Project:** Chair Roberts gave an update about the Richlands Town Council meeting on September 13, 2022. Lauren Brown, the attorney, attended the Richlands Town Council meeting on behalf of the library and answered questions from the town council members. Rod Cury, Town of Richlands mayor, and John O’Daniel, town manager, signed the memorandum of understanding at the meeting and Chair Roberts signed the following day. The bid package for the Phase I renovation work has gone out. The Tazewell County Public Library, Board of Trustees, will receive the contractor’s invoice. The library will then invoice the Town of Richlands. The Town will then pay the library within 30 days. The Library Director will take care of payment to the contractor. Trustee Branton requested that the portion of the Richlands Town Council meeting regarding the Richlands Branch renovation project be posted on the library’s website.

Trustee Ryan expressed concern that the \$154,000 that is allocated to the Richlands Branch renovation project is not in an escrow account. Chair Roberts said that the lease between the Town of Richlands and the library is being updated for clarification and to make the terms more detailed and defined. Trustee Branton stated that the top floor of the Richlands Branch was designated for CART but that they did not want to use the space. Chair Roberts recommended that CART send a letter to the Town of Richlands stating that they do not intend to use their portion of the building and to allow the library to use the space instead.

Director Galloway passed out the updated and corrected bid packages from Huber Architects. A bid presentation meeting is scheduled for Monday, October 3, 2022,

at 2:00 pm to discuss the bid specifications with contractors. The bid deadline is Thursday, October 13, 2022, at 2:00 pm. The bid package will be advertised in the local papers including The Voice and Clinch Valley News. The Richlands Branch will also have copies available and it will be posted on the library website.

**7. NEW BUSINESS:**

- a. Signage at Pocahontas: The new sign has been installed at the Pocahontas Branch. Chair Roberts suggested getting VDOT to install library symbol road signs near all the libraries. Trustee Ryan does not want to pay extra for the VDOT signs.
  
- b. Hotspot Policy: Director Galloway presented the hotspot policy that was included in the meeting packet. The policy is similar to what other libraries have in place and aims to ensure that patrons have access to the hotspot devices and that checkouts are fair. Trustee Kitts suggested changing “hotspots” to “hotspot devices” throughout the policy. Trustee Ryan asked a question about hotspots being limited to patrons over 18. Director Galloway stated that Tazewell County Public Schools are required to provide hotspots to all TCPS students. Cassie Ogle explained that the policy regarding holds is changing to allow patrons to place a one-day hold. Chair Roberts suggested working with Tazewell County to have the replacement cost included in the bills with personal property taxes. She also recommended including a copy of the policy with the form that patrons fill out at check out.

Trustee Branton made a motion, with a second by Trustee Ryan, to accept the hotspot policy with revisions. Trustee Ryan opened the discussion by pointing out that section 7 was incomplete and recommended accepting it as a preliminary draft.

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Trustee Branton amended her motion, with a second by Trustee Ryan, to adopt the preliminary draft of the hotspot policy and review at the next meeting. With all in favor and none opposed, the motion carried.

**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 was adjourned at 4:55 pm.

The next regular meeting is scheduled for Thursday, October 20, 2022, at 3:30 pm at the Richlands Branch.

**Respectfully submitted,**

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**Cassie Ogle, Technical Services Librarian**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting  
September 15, 2022  
Tazewell Library  
Tazewell, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of August 18, 2022**
- 3. Director's Report**
- 4. Draft hotspot policy**
- 5. Memorandum of Understanding**

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding was made and entered into, by and between:

The TOWN OF RICHLANDS, a Virginia Municipal Corporation,  
hereinafter referred to as "Town"

and

The TAZEWELL COUNTY PUBLIC LIBRARY, BOARD OF  
TRUSTEES, hereinafter referred to as "Library".

WHEREAS the Town, by operation and approval by a vote of their Council, said vote dated December 14, 2021, the Town authorized payment of One-Hundred-Fifty-Four Thousand dollars (\$154,000.00) to the Library for the renovation and repair of the exterior of the Library located in the Town of Richlands; and

WHEREAS, the Library has submitted a request for bids for said renovations and repair; and said request includes a provision for three (3) progress payments to be paid by the Library upon submission of a corresponding invoice to the Library; and


WHEREAS, the monies approved by the Council for the Library total three equal payments of Fifty-One Thousand, Three-Hundred-Thirty-Three dollars, and Thirty-Three cents (\$51, 333.33);

NOW, therefore, the parties hereby agree, as follows:

1. The Library shall submit the three (3) said invoices to the Town; and
2. The Town shall pay in three (3) separate installments, Fifty-One Thousand, Three-Hundred-Thirty-Three dollars, and Thirty-Three cents (\$51, 333.33) to the Library, within thirty (30) days of receiving each said invoice.

Effective this 13 day of September 2022.

  
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Mayor, Town of Richlands

  
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Manager, Town of Richlands

  
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Chairperson, Tazewell County Public Library, Board of Trustees