

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library Richlands Branch 102 Suffolk Avenue,
Richlands, Va., October 20, 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 Vice Chair Ryan at 3:42 pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Branton made a motion, with a second by Trustee Kitts, to accept the agenda. With all in favor and none opposed, the motion carried.

3. APPROVAL OF MINUTES: Discussion among trustees about clarifying the portion of the minutes regarding the contractor payment process. Trustee Kitts made a motion, with a second by Trustee Branton, to accept the September 15, 2022 minutes with suggested revisions. Trustee Branton, Trustee Kitts, and Trustee Ryan were in favor, Chair Roberts abstained from the vote, and there were none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Friends of the Library: The FOL met on October 17, 2022. They will forward the minutes of the meeting once the budget is finalized. They are assisting with the seed library project. Their next meeting is November 14, 2022, at 5:30 pm in the Tazewell Library conference room.

Foundation Update: The next meeting is on October 25, 2022. The next fundraising committee meeting is October 24, 2022. The Mad Hatter Dinner on October 15, 2022 was a successful event. The deadline for bids on Phase I of the Richlands Branch Renovation Project was October 13, 2022.

General Update:

- Robin Lee, structural engineer and Ken Dunford, Tazewell County Director of Engineering, inspected in and around the building at Tazewell to investigate the cause of the wet spots in the floor throughout the building. Chair Roberts wants a copy of the report sent to the Board of Trustees. Chair Roberts expressed concern about the installation of the new carpet and the need to wait until after the issue with the wet spots in the floor has been resolved. Director Galloway believes that the investigation of the wet spots is ongoing, and the report may not be complete yet. Robin Lee is compiling the specifications for the bid package to address the original structural issue that was discovered last year. It is expected that the bid package will be released in time for the Tazewell County Board of Supervisors to vote to award the contract at the January 2023 meeting.
 - Trustee Kitts made a motion, with a second by Trustee Ryan, to compose a letter to express concerns about the delay in putting the bid package out for the work to correct the problems with the foundation. Trustee Ryan requested to amend the motion to request a compliance date and to stress that time is of the essence. Chair Roberts wanted to include a request for a written reply with a response date before the next Board of Trustees meeting and to request that copies of any updated and future reports from the engineer be sent to the Board of Trustees. She also requested that a copy of the letter be sent to the Trustees for review and approval before it is sent. With all in favor, and none opposed, the motion carried.
- Trustee Ryan requested clarification about the contractor license for one of the bidders because she was not able to find a license number on the Department of Professional and Occupational Regulation website for the names listed on the bid proposal.
 - Trustee Ryan made a motion to write a letter to each bidder to request a copy of their class A license. Chair Roberts stated that Mr. Huber is handling the bid process and that the request for copies of the class A licenses should come from him and requested that the motion be amended.

She also asked to amend the motion to request reviews, references, and photos from the bidders.

Trustee Ryan amended the motion, with a second by Trustee Branton, to request that Mr. Huber write to request a copy of the class A license of each bidder and to request references in the form of comparable past projects and clients. With all in favor and none opposed, the motion carried. Chair Roberts stated that since the Board of Trustees does not meet again before the bids expire, a special called meeting will need to be scheduled to accept a bid. An invoice was mailed to the Town of Richlands for \$25,000.

- The first Autism in the Library program was held on October 8, 2022. Additional programs are scheduled for November and December.
- ComiCon is this upcoming Saturday.

Chair Roberts requested that in future meeting packets that the minutes for the Board of Trustees and the Foundation Board be formatted differently.

5. FINANCIAL REPORT:

- a. As of September 30, 2022, the library had spent \$311,468.59, 20.28% of the annual budget.
- b. As of September 30, 2022, the library had received \$3,390.99 in fines, fees, and business services.

Trustee Kitts had an appointment and left the meeting at 4:45.

6. UNFINISHED BUSINESS:

- a. Richlands Project – Chair Roberts expressed concern that some ideas presented to the Richlands Branch Renovation Project Fundraising Committee may not be appropriate for a library. She requested that the Board of Trustees consider composing a policy or statement to establish what types of fundraising

opportunities that the Committee would and would not consider for generating funds for the project. Trustee Ryan stated that the Committee can decline any fundraising ideas that do not seem like a good fit for the library. Trustee Branton stated that fundraising events should meet the mission of the organization. The Trustees were divided on the need of a guiding policy.

- b. Virtual meetings legislation/policy – Tabled until next meeting.
- c. Hotspot Policy – Tabled until next meeting.

7. NEW BUSINESS: No new business was addressed.

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 5:14 pm.

The next regular meeting is scheduled for Thursday, November 17, 2022, at 3:30 pm at the Bluefield Branch.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

Regular Meeting

October 20, 2022

Richlands Branch Library

Richlands, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of September 15, 2022**
- 3. Director's Report**