

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library, 129 Main Street, Tazewell, Va., February
16, 2023, at 3:30 p.m.

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

Absent: None

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:38 pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Roberts requested to add the topic of program spotlight on behalf of Trustee Bailey under new business. Trustee Branton made a motion, with a second by Trustee Murphy, 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 Branton, to accept the minutes for the December 15, 2022 meeting with suggested edits. With all in favor and none opposed, the motion carried.

Trustee Ryan requested to add the topic of the Louise Leslie portrait under new business but tabled until the next meeting. Trustee Murphy requested to add an update about books from the Library of Congress under unfinished business. Trustee Branton revised the earlier motion to include the agenda additions. With all in favor and none opposed, the motion carried.

6. DIRECTOR'S REPORT:

Friends of the Library: The FOL met in January over email and are also meeting this week over email. They are preparing for the used book sale for the Winter Honey Festival

on February 25, 2023. Their current focus is on funding for summer reading programs and finding new members.

Foundation Update: The next meeting is February 21, 2023 at Tazewell. The Foundation is also helping with the used book sale at the Winter Honey Festival on February 25, 2023.

General Update:

- A notice to proceed for the initial repairs at Richlands was issued on December 12, 2022. The contractor has measured and ordered windows for Richlands. The first check (\$22,500) was issued from the Foundation and an invoice for reimbursement was issued to the Town of Richlands. This check was issued so that the windows could be ordered. The Town of Richlands will be invoiced for reimbursement in three installments.
- The Phase I repairs at Tazewell were awarded to Rembco at the February 7, 2023 Board of Supervisors meeting. The project is estimated to cost \$279,000. Work is expected to begin sometime in April. County maintenance removed the wooden floor from the technical services office to prepare for the drilling in the concrete floor. County maintenance also delivered two storage pods and are assisting with moving heavy items. Tazewell will be closed during construction and staff will be working from the other branches. The renovations were on the front page of the Clinch Valley News Press this week. A temporary pop-up library will be at the county administration office during the closure. Trustee Bailey suggested doing a press release about the pop-up library.

Trustee Baily made a motion, with a second by Trustee Ryan, to submit a press release with details of how the public can access books from the temporary location. With all in favor and none opposed, the motion carried.

- Free at-home COVID-19 tests are still available at all branches.
- Mother Goose on the Loose is now happening at all branches.

- There is an Emma Yates hat exhibit at Crab Orchard Museum. Trustee Branton suggested having a reception for the exhibit. Trustee Ryan suggested including a QR code to library information in the Pathfinder. Chair Roberts requested that events in conjunction with the Emma Yates Crab Orchard exhibit remain on future meeting agendas.

Trustee Ryan made a motion, with a second by Trustee Murphy, to ask the director to coordinate with Cynthia Farmer to create events around the Emma Yates hat exhibit at the Crab Orchard Museum and to create a QR code to be included in the Pathfinder. With all in favor, and none opposed, the motion carried.

- A gardening lecture series is planned at Bluefield and will be a family program instead of a children's program.
- Babies Need Books was rolled out this month in conjunction with Head Start. Lisa Tyson is also coordinating with first responders.
- Three personnel changes – Derke Bourne was hired as the custodian for Bluefield. Brian Fisher was hired as a part-time circulation specialist at Tazewell. Mary Jones moved from a part-time circulation specialist to technical services assistant.

Chair Roberts asked for more details about the bags that the library is giving away for the Winter Honey Festival. Director Galloway said that they are grab and go craft projects that were created by the youth services department and are available at the front desk at each branch.

Trustee Branton has CART family passes for children's performances available to give away that she will deliver to the Richlands branch. Trustee Ryan suggested including a QR code in the CART brochure.

7. FINANCIAL REPORT:

- a. As of January 31, 2023, the library had spent \$697,473.67, 44.88% of the annual budget.

There are plans to use additional funds received for state aid to purchase a new circulation desk. The cost is estimated to be around \$15,000.

- b. As of January 31, 2023, the library had received \$7,163.25 in fines and business service fees.

Trustee Ryan requested a detailed breakdown of fines, replacement costs, and business service fees. Chair Roberts requested that the detailed breakdown be added to the agenda each month.

8. UNFINISHED BUSINESS:

- a. Virtual Meetings Legislation and Policy – Trustee Bailey asked if poor wifi access throughout the county would be a problem with section C of the proposed policy. She also asked if certain portions of the policy could be adopted. Chair Roberts stated that a policy would need to be adopted before an all-virtual meeting could be held. Trustee Bailey asked what made the proposed policy different than the state code that the policy was written from. Trustee Ryan stated that the introductory and instructional paragraphs made the policy different than just the state code itself.

Trustee Bailey made a motion to accept the presented policy about virtual meetings and accept sections A, B, and D of the code. Trustee Ryan suggested reviewing the policy in twelve months. Chair Roberts suggested reviewing the policy in six months. Trustee Bailey amended the motion to adopt sections A, B, and D of the policy and review the policy in six months. Trustee Ryan seconded the motion and recommended to restate the motion to include the omission of section C.

Trustee Bailey made a motion to accept the policy with the omission of 2.2-3708.3 – Section C of the code. Trustee Ryan seconded the motion.

The trustees discussed how to interpret the terminology used in section D of the code. Questions posed by the trustees included if the code should be interpreted the same for an all-virtual meeting or if only one trustee needed attend virtually. Chair Roberts said that it would need to be determined for how to decide if trustees that call-in or attend virtually would be considered part of a quorum. Trustee Branton asked how many meetings per year can be cancelled because of a lack of a physical quorum.

The motion was amended again to include asking the director keep statistics on community members that request to attend the meetings virtually.

The trustees voted on the motion as follows: Chair Roberts, Yes. Trustee Murphy, Yes. Trustee Bailey, Yes. Trustee Branton, Yes. Trustee Ryan, Yes.

With all in favor and none opposed, the motion carried.

- b. Tazewell Building Updates – The update about the Tazewell building repairs was included in the director’s report.
- c. Trustee Board Awards – The deadline for applications for 2023 has already passed. Trustee Ryan requested that the topic be added to the July 2023 meeting agenda and to request that Amanda Killen be asked to assist with the application.
- d. Books from the Library of Congress – Trustee Murphy called Congressman Griffith’s office and received a response from a member of his staff. The request was sent to a congressional research committee and more information will be forwarded once it is available.

Trustee Ryan made a motion, with a second by Trustee Branton, for the director to write a follow-up thank you note to Congressman Giffith’s office. With all in favor and none opposed, the motion carried.

9. NEW BUSINESS:

- a. Welcoming Library – The website <https://imyourneighborbooks.org/welcoming-library> has resources available for creating a pop-up display for welcoming new community members, especially refugees and immigrants. Trustee Branton asked that Director Galloway contact Jeanne Trabulsi and Chair Roberts asked that the topic be included on the next meeting agenda. Some of the questions posed by the trustees about the program included the cost of the display materials and if it is a permanent or temporary exhibit. Director Galloway will investigate and report back.
- b. Program Spotlight – Trustee Bailey highlighted some of the new digital resources available through the library including Kanopy and Hoopla. She played a portion of the audiobook Christy by Catherine Marshall from Hoopla.
- c. Louise Leslie Portrait – Tabled until next meeting.

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

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

The next regular meeting is scheduled for Thursday, March 16, 2023, at 3:30 pm at the Tazewell Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

**Regular Meeting
February 16, 2023
Tazewell Library
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of December 15, 2022**
- 3. Director's Report**
- 4. Information from the I'm Your Neighbor Books – Welcoming Library website.**