

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

Present: Ginger Branton, trustee
Patsy Murphy, trustee
Connie Bailey Kitts, trustee
Erica Galloway, TCPL Director
Cassie Ogle, TCPL Technical Services Librarian

Absent: Regina Roberts, chair
Karel Ryan, vice chair

1. CALL TO ORDER: Meeting called to order by Trustee Bailey at 3:39 pm.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Branton requested the addition of two topics, Dolly Parton's Imagination Library and the story walk trails, under new business.

3. APPROVAL OF MINUTES: Trustee Branton wanted to clarify that the request to add a QR code to the CART brochures could not happen this year because the brochures have already been printed. Trustee Branton made a motion, with a second by Trustee Murphy, to approve the agenda with additions and to approve the minutes of the February 16, 2023, meeting as submitted. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Friends of the Library: The FOL met in February over email and are also meeting this week over email. They are preparing for the used book sale at the Bluefield branch on March 17-18, 2023. The next meeting is scheduled for April 10, 2023, in Tazewell.

Trustee Branton asked about the cycle of used books and the little free library stations. Director Galloway stated that books that are donated and in good condition and weeded books from the library are sold by the Friends of the Library. Some of the donated and weeded books are placed in the little free library stations for the community to take for free. Trustee Murphy asked what the difference is between the Friends of the Library and

the Foundation Board. Director Galloway stated that the Friends of the Library focus on smaller fundraising that go toward programs and the Foundation focuses on larger fundraising that goes toward capital improvements.

Foundation Update: The next meeting is March 28, 2023 at Richlands. The Winter Honey Festival on February 25, 2023, raised approximately \$650 not including the funds from vendor table sales. An Appalachian themed fundraising dinner is being planned for May.

General Update:

- Construction for the Tazewell library foundation repair is expected to begin May 15, 2023. The building will be closed starting Saturday, May 6, 2023, to clear the building in preparation for the construction.
- An alternate library site will be at the Tazewell County administrative building three days per week from 11:00-1:00 on Wednesdays, Thursdays, and Fridays.
- The opening date and reception for the Emma Yates hat exhibit at Crab Orchard Museum is April 3, 2023, at 5:00 pm.
- The custodian at Bluefield, Dereck Bourne resigned effective March 24, 2023. Brian Fisher, part-time circulation specialist at Tazewell resigned effective March 31, 2023. Linda Shroyer, part-time circulation specialist at Tazewell, is retiring on March 31, 2023. A retirement party is planned for Friday, March 31, 2023, after closing for the day. The two open part-time circulation specialist positions will not be filled until the building at Tazewell reopens after construction is completed.

- The library received additional state aid funds this year and \$20,000 has been reserved for furniture. Most of the funds will be used to replace the circulation desk at Tazewell. Two quotes were received but we previously three quotes that have since expired. The third company chose not to give a quote at the second request. The lowest quote is from Demco, is around \$15,000 and the desk delivery can be delayed for several months. Trustee Branton asked if the Trustee Board needed to vote to accept the bid. Trustee Bailey stated that it was the director's decision. Trustee Branton suggested having the Board vote on approving the bid as a contingency. Trustee Branton made a motion to maximize the monies by spending it on a new circulation desk and any additional furnishings as deemed necessary, with a second from Trustee Murphy. With all in favor, and none opposed, the motion carried.

Trustee Branton requested to include CART programs on the calendar portion of the library director's report for future meetings.

5. FINANCIAL REPORT:

- a. As of February 28, 2023, the library had spent \$762,745.01, 49.08% of the annual budget.

The compensation lines of the library's budget are projected to go over budget for the 2022-2023 fiscal year. Director Galloway met with the Tazewell County budget committee last year and they agreed to adjust staff wages based on years of service. The budget committee also approved changes to all county staff making under \$40,000 in December and to adjust for the minimum wage increase in January 2023. Neither approved change were reflected in the beginning balance and adjustments have not been made to accommodate for the increases. Director Galloway has spoken with Arlene Matney, director of Tazewell County office of budget and finance, but it is unclear where those funds are. Trustee Bailey suggested speaking with Charles Stacy, the Board of Supervisors member that was chair of the budget committee at the time the first adjustments were approved.

Trustee Branton asked if there are minutes available for the budget committee meetings, but it is unclear if minutes are publicly available.

Director Galloway also stated that a spreadsheet with the new salary figures was sent to Arlene Matney at the beginning of the fiscal year and that even with this information, an open part-time position was not budgeted for in the beginning balance for this fiscal year. The position was open because of the minimum wage increased in January 2022 and the increase meant that funds were not available to fill the position until the next fiscal year. Additionally, an adjustment to funds to accommodate for the increase in minimum wage in January 2022 was not included in the 2021-2022 budget.

Trustee Bailey and Trustee Branton suggested speaking with Charles Stacy, the former budget committee chair, and Shanna Plaster, the current budget committee chair for guidance on remedying this matter. They also suggested calling for a meeting with the budget committee if needed as there have not been appropriate adjustments made for increases in payroll for two years which indicates that it is an ongoing issue.

- b. As of February 28, 2023, the library had received \$9,080.74 in fines and business service fees.

6. UNFINISHED BUSINESS:

- a. Welcoming Library – Director Galloway received an email from Jeanne Trabulsi stating that the display can be borrowed for free for four weeks. There are forms available on the I'm Your Neighbor Books website to apply to receive the display. Director Branton suggested waiting until after the renovation is complete on the Richlands branch to request the display.
- b. Library of Congress book program – Trustee Murphy spoke with Caleb Dishman from Congressman Griffith's Abingdon office. Congressman Griffith has signed paperwork to participate in the program. An exact date for the program is to be

determined. An explanation of the Library of Congress Surplus Books Program is available on their website: <https://www.loc.gov/acq/surplus.html>

- c. Louise Leslie Reception – Tabled until next meeting.

7. NEW BUSINESS:

- a. Dolly Parton’s Imagination Library – Director Galloway stated that the library has been researching ways to participate in the program for two years. The limitation for the library to participate in the program is due to funding. The program requires a certain amount of local funds matching. Funds may be available from the State of Virginia budget or from the Library of Virginia. A lack of local matching funds to participate in the Imagination Library program is what inspired Lisa Tyson, the Youth Services Librarian at Tazewell, to create the Babies Need Books program. Director Galloway will research how to find ways to reliably get and keep local funding for the Imagination Library which is estimated to be approximately \$15,000 per year. Director Galloway requested that the Trustee Board advocate for funding through the Tazewell County Board of Supervisors.
- b. Story Walk Trail – Trustee Branton wanted more information about the former story walk program. The story walk program started in 2020 as a way for the community to participate in a passive outdoor library program during the COVID-19 closures. Story walks were installed at town parks in Richlands, Tazewell, Bluefield, and Pocahontas. The story walk panels were temporary installations, but the library has not been able to install more weather and graffiti resistant permanent panels due to their expense. Trustee Branton suggested utilizing the lampposts around downtown Richlands or partnering with local fitness centers. Director Galloway is seeking ways to tie programs to health and fitness for a funding opportunity for the Richlands Renovation project.

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

9. ADJOURNMENT: Motion by Trustee Branton, with a second by Trustee Murphy, to adjourn the meeting. The meeting was adjourned at 5:01 pm.

The next regular meeting is scheduled for Thursday, April 20, 2023, at 3:30 pm at the Richlands Chamber of Commerce.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

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

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of February 16, 2023**
- 3. Director's Report**
- 4. Quotes for circulation desk**
- 5. Minutes from the February Friends of the Library meeting**