

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library- Pocahontas Branch, 179 Centre Street,
Pocahontas, Va., July 20, 2023, at 3:30 p.m.

Present: Regina Roberts, Chair
Ginger Branton, trustee
Connie Bailey Kitts, trustee
Patsy Murphy, trustee
Karel Ryan, vice chair
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor
Jane Sorensen, member of the public

Absentee: none

Virtual: Chris Wilkes, TCPL Assistant Director

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:34 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS:

Chair Roberts suggested the following changes to the agenda:

Under Unfinished Business

Changing of title of item c to LVA recognition to be consistent with the previous
agendas and minutes as it is the same discussion.

Adding Leslie recognition as item d

Adding Library of Congress Books as item e

Adding Emma Yates Hat (Hang on to your Hat) as item f

Motion to approve changes was made by Trustee Branton and seconded by Trustee
Murphy. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, Trustee Ryan-
aye, and Chair Roberts-aye. Motion carried.

Moving of the public comment to IV. Motion made by Trustee Ryan and seconded by Trustee Branton. Motion carried by unanimous vote.

3. APPROVAL OF MINUTES:

Various Trustees pointed out spelling errors and those were corrected. Trustees were given a copy of Trustee Kitts' email regarding additions to the minutes. Those additions were added with some rewording to page 12 under b and are as follows:

Trustee Branton asked for clarification of the roles of the Trustees, the Foundation and the Friends, and Chair Roberts explained the structure for the group.

Trustee Branton said she thought we needed to review our policies and Director Galloway mentioned a process other libraries have gone about this type of review, forming a Rules Committee composed of the Director and Trustees. Chair Roberts asked Director Galloway to investigate who could be on such a committee.

Trustee Branton asked County Attorney Collins to explain why the Tazewell and Bluefield branch libraries were up as collateral for a loan needed by the IDA to finance the construction process at the Landfill. Chase Collins explained that this was a fairly normal procedure in obtaining a loan, and there were protections for the Library buildings if there would be a default on the loan

Trustee Ryan made a motion to approve the June 22, 2023 minutes with the discussed changes and was seconded by Trustee Branton. Motion carried by unanimous vote.

4. Public Comment: Jane Sorensen

Jane Sorensen spoke with the Board about the requirements for members of the public to get on the agenda. Currently a member of the public must notify the Director 10 days before the meeting if they wish to speak. Jane brought forward

the issue that the agenda for the meeting not being made public until 7 days before the meeting. A member of the public would not know or be able to prepare for a topic without knowing what is slated to be discussed. Director Galloway looked up the bylaws and those state that online postings need to be made at least 5 days prior to the meeting and the Board agreed that the current practice of 7 days was within those guidelines. The Board then discussed lowering the 10 day requirement for the public to allow the public the opportunity to see what topics are on the current agenda. A motion was made by Trustee Ryan to lower the public notice requirement from 10 days to 3. Trustee Branton seconded and the motion was carried by unanimous vote.

5. DIRECTOR'S REPORT:

Friends of the Library: The FOL met in person on July 10, 2023. Members of the FOL will be helping TCPL during the Tazewell County Fair on Kids Day (August 2, 9-1) and on Senior Day (August 3) with both events taking place at Nuckolls Hall. The FOL has provided giveaways for both of those days. Chair Roberts asked about volunteering those days and was told all help would be great and just to stop by. The FOL will be physically volunteering at Comic-Con (October 21, 2023) and are also working on making and selling swag, i.e., T-shirts, tote bags. The "Monster-Mash" dance will kick-off Comic-Con (October 20, 2023) with Pastor Nate Thomas DJing. Trustee Branton mentioned a C.A.R.T. performance on October 21 and giving out free coupon tickets at the libraries again. Director Galloway said that most people usually only stay at Comic-Con for an hour or two and that they could/would still have time to make to the C.A.R.T. performance. Trustee Branton will be providing the Library with those coupons again, some to give out before and a few to have at Comic-Con to give out to the early birds. Trustee Branton said that she saw about 15 of the coupons being used for performances, so providing them is a boost to attendance.

Foundation Update: The next Foundation meeting is July 25, 2023, at 10:30 in Richlands. Wendy Barringer has resigned and will need to be replaced. All Trustees were provided

with a copy of the bid packet for Richlands. Chair Roberts called Mr. Huber to check on the status of advertising the bid. Chair Roberts asked Director Galloway if the Foundation could look back and see how the last notice of invitation for bids was signed, whether she signs as Chair of the Library Board or Chair of the Foundation. Trustee Ryan said that the Foundation is the financial arm of the Library Board, and they are to apply funds at the Library Board's direction. Trustee Ryan said that the Board could decide, and the Foundation could distribute those funds or that the Foundation could make a recommendation and it would come back to the Library Board before funds are spent. Director Galloway printed a copy of the Notice for the Board members and Chair Roberts forwarded the email to all Trustees. Trustee Ryan gave her legal opinions on the notice. In the third paragraph down, she recommended that Richlands address be added to the section about the meeting time and date. In the fifth paragraph Trustee Ryan recommended that the word owner be changed to Tazewell County Public Library Board of Trustees to reflect the difference in owner and lessee. Trustee Ryan said that all documents like this should be signed in the following manner:

Name of Organization

By: _____

Name, Position

Chair Roberts spoke at the Richlands Town Council meeting with updates on the progress of the Richlands Library Renovation Project. The elevator will be moved and will go from the first floor to the attic and become a commercial elevator. Mr. Huber is waiting for updated costs for the electricity and wiring. Mr. Huber recommended the commercial elevator over the wheelchair lift and Chair Roberts was asked by Trustee Ryan if the Board will have that recommendation in writing and Chair Roberts said it would be provided. Chair Roberts talked about three-phase power and said that the Richlands Library doesn't have access to that currently and neither does Richland Town Hall. The Richlands Library could get this additional electrical power for an added cost of \$15,000 but adding the commercial elevator was an addition of \$20,000. Mr. Huber said that three-

phase power was not necessary, its biggest contribution would be the speed of the elevator, a difference of a few seconds at a cost thousands of dollars per second. Chair Roberts said the Notice of Invitation to Bid needed to be submitted with changes to Mr. Huber within the next few days, so it can then go to the newspapers by the end of July. Chair Roberts confirmed with Director Galloway the pre-bid meeting on August 16, 2023, at 10:00 am to take place at the Richlands Library, 102 Suffolk Ave, Richlands, VA. Chair Roberts told the Library Board that Mr. Huber wanted to award the bid on August 29, 2023.

Chair Roberts spoke with James Viers, who is doing the current phase of the Richlands project, and Mr. Viers plans to have all the windows replaced by July 21. Mr. Viers is resubmitting adjustments to his costs due to some things being more expensive and being able to repair things instead of replacing them. Examples of those items: the fencing repair was more expensive than previously allotted; the guttering was able to be saved in certain sections instead of being completely replaced. Chair Roberts said the adjustments should balance but because it is a change order it must be submitted in writing. Chair Roberts stated that Mr. Viers is working on getting the Library Board a final invoice so it can be submitted to the Town of Richlands for payment. Chair Roberts said with Wendy Barringer leaving Chair Roberts and Director Galloway would need to provide the Town of Richlands with an itemized list of Phase 1 of the Richlands Library Renovation Project to be presented with the final invoice.

General Update: All the petting zoos have taken place and the libraries saw good attendance during these programs. Director Galloway and Lisa Tyson are working on thank you notes to the Board of Supervisors members for sponsoring these events. The grouting is finished at the Tazewell branch and has had to sit for a month before the surveyor can come in and do their assessment. The surveyor is scheduled to visit during the week of July 24-28 and then will submit their report. Director Galloway met with Robin Lee of R L Structural Engineering to check on the crack gauges, which are installed in several areas of the Tazewell Library, and the gauges show some positive movement. Director Galloway said once the surveyor submits their report, a bid package for the walls

can be put together. Chair Roberts asked for some clarification on who would be surveying, and Director Galloway said it would be someone who subcontracted from Robin Lee and most likely the ones who came and looked at it in the first place. Director Galloway said that the bid packet should be ready and going out around the same time as Phase 2 of the Richlands project. Director Galloway is working on a press release and plans on submitting that to the newspapers in tandem with the bid packets being made public.

Director Galloway updated the Library Board on personnel changes. Carrington Hawthorne has left the full-time children's position in Tazewell and Amanda Miller has left the full-time children's position in Richlands. Bluefield has hired a new janitor, Laykn Hawks, who began her position on July 17, 2023.

Library Calendar:

- August 2- Kids Day at Tazewell County Fair
- August 3- Senior Day at Tazewell County Fair
- August 12- Hang on to Your Hat
- August 26- Down on the Farm Party
- Sept 9- Autumn Jamboree in Bluefield, Amonate Festival
- Sept 16- Cedar Bluff Heritage Festival
- Sept 12- Burkes Garden Festival

Trustee Ryan wanted to note that all Library events are made public before the event on the library website and on social media.

6. FINANCIAL REPORT:

- a. As of June 30, 2023, the library had spent \$1,251,926.26, 79.96% of the annual budget.
- b. As of June 30, 2023, the library had received \$11,874.80 in fines and business service fees.

Director Galloway said it looks like Tazewell County Public Library finished way under budget for last fiscal year, but that amount includes all the monies allotted for repairs to the Tazewell branch and those will have to be carried over into this fiscal year.

7. UNFINISHED BUSINESS:

a. Storywalk in Richlands

Trustee Branton handed out a copy of what she presented to the Town of Richlands (who approved it). Trustee Branton said the committee needs to meet to get the project started. Trustee Branton spoke with George West at Richlands Maintenance and the storywalk poster could be attached to the lampposts with zip ties and this would decrease the cost. Trustee Branton mentioned the menus at The Front Porch, which are made of recycled waterproof paper and were made by Vance Graphics. Trustee Branton would like to explore that paper as an option for the signs and Director Galloway said she would contact Vance Graphics for pricing. Trustee Branton has been asked if the library would expand the storywalks to other locations and while there are no current plans, it is very likely the library would expand if the Richlands storywalk goes well. The Storywalk in Richlands involves two loops around as shown in the diagram of less than a mile. Businesses on the route have expressed a hope that having the storywalk will increase foot traffic and visibility for their shops. Chair Roberts mentioned it would be good if the library could get volunteers from the Teen Venture Center in Richlands to change the story pages. Trustee Branton said the C.A.R.T. would order the signage and Director Galloway said that the library should be able to print the color pages for the storywalk. Trustee Branton, Chair Roberts, Director Galloway along with other storywalk committee members will meet at Richlands Town Hall at 9:00 on July 25, 2023.

b. Review of Strategic Plan

Chair Roberts asked for clarification from Director Galloway on what this would entail. Director Galloway said what the Library Board needs is to be able to say they have read through the Strategic Plan.

It was decided that review of the Strategic Plan would be the focus of the August meeting and so further discussion has been tabled with a motion made by Trustee Ryan with a second by Trustee Branton. Motion carried by unanimous vote.

Director Galloway will make a spreadsheet of goals listed in the Strategic Plan to better guide discussion for the next meeting.

c. LVA Recognition

Director Galloway has researched and found two awards: The ALA Trustee Citation, and VLA Trustee Library Award. ALA requires applications to be submitted by February 15th. Each of these awards is for a single Library Board member, not the entire Library Board. There was discussion on which member to single out and Trustee Murphy pointed out that there are two awards, why not submit a different Library Board member for each award. Trustee Ryan feels Chair Roberts should be nominated for her work in leading the Library Board and Chair Roberts feels that Trustee Ryan should be nominated for helping the Tazewell County Public Library Foundation set up a trust after receiving a large gift. Chair Roberts took the time to mention how many things the Library Board has accomplished as a whole, and no matter whichever individual person is nominated it reflects favorably on the Library Board if the individual was to win. Chair Roberts requested that Director Galloway bring a printed copy of the nomination form to the September Library Board meeting. Chair Roberts requested that LVA recognition be added to the September Library Board agenda.

d. Leslie Recognition

Director Galloway is working with Susan Reeves of the Tazewell Historical Society to find a picture of Louise Leslie. Director Galloway suggested doing a

portrait with a plaque underneath and has already reached out to Vance Graphics see if they would be able to do the project. Trustee Ryan mentioned a portrait that would be similar to the portrait of Pearl Leslie that hangs in the Tazewell branch of the library and those portraits could be hung in balance. Chair Roberts mentioned her recent trip to see a documentary and while there she toured a park where several sculptures have been installed. Chair Roberts was able to meet with the sculptor and asked if they would be willing to meet with the Library Board to explore the option of making a sculpture of Louise Leslie. The Library Board was open to the option and Chair Roberts and Trustee Branton will work on having the sculptor talk with the Library Board, either in person or virtually.

e. Library of Congress books

Trustee Murphy said that Congressman Griffith will be at the Tazewell branch on August 3 at 2:00 pm. Chair Roberts suggested providing finger food and refreshments on the front porch during his visit. Director Galloway said the books donated from Congress already have books plates and would be arranged on a table during this time. Trustee Murphy said the Congressman's scheduler would be notifying the media of his presence in the area but recommended that the library advertise as well. Trustee Branton will put together a media/social media statement for the library.

f. Emma Yates event (Hang on Your Hat)

Trustee Branton provided a flyer and press release. Trustee Branton listed several local artists who would be present including the library's own Director Galloway and Mary Jones (Technical Services Assistant).

8. NEW BUSINESS:

9. ADJOURNMENT: Motion by Trustee Branton, with a second by Trustee Ryan, to adjourn the meeting. The meeting was adjourned at 5.57 pm.

The next regular meeting is scheduled for Thursday, August 17, 2023, at 3:30 pm at the Bluefield Branch of Tazewell County Public Library. 108 Huffard Drive, Bluefield, VA 24605.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

DRAFT

Tazewell County Public Library Board of Trustees

Regular Meeting

July 20, 2023

Tazewell County Public Library, Pocahontas Branch

179 Centre Street, Pocahontas, VA 24635

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Corrected Agenda**
- 3. Director's Report**
- 4. Email from Trustee Kitts with additions to June 22, 2023, minutes**
- 5. Notice for Invitation for Bids**
- 6. Community Storybook Self-Guided Walking Trail**
- 7. Hang on to your Hat**

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, July 20, 2023, 3:30 PM
TCPL Pocahontas Branch, 179 Centre St., Pocahontas, VA
[Access meeting via MS Teams Here](#)**

I. Roll Call

II. Consideration of approving the agenda

III. Approval of June meeting minutes

IV. Director's Report

- a. Friends of the Library updates
- b. Foundation updates

V. Financial Report

- a. As of June 30, 2023, the library had spent \$1,251,926.26, 79.96% of the annual budget.
- b. As of June 30, 2023, the library had received \$11,874.80 in fines and business service fees.

VI. Unfinished Business

- a. Storywalk in Richlands
- b. Review Strategic Plan
- c. Trustee board awards

VII. New Business

- a. Review collection development policy

VIII. Public Comment

- a. Jane Sorenson

IX. August meeting time and location

X. Adjourn

FUTURE ITEMS:

- August 2023: Chromebook circulation policy (proposed draft)
- August 2023: Review Remote Participation Policy, revise, address section D of policy for remote participation
- August 2023: 3D Printer Policy (proposed draft)
- September 2023: Review policies?
- When Richlands Children's library is redone/reopened:
Welcoming Library
- June 2024: Election of new officers

DRAFT

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- a. Jane Sorensen- re: public participation policy

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- b. Foundation updates

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VII. Unfinished Business

- a. Storywalk in Richlands
- b. Review Strategic Plan
- c. Library association recognition
- d. Leslie recognition
- e. Library of Congress update
- f. Event with Crab Orchard Museum, Hang Onto Your Hats, 8/12

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- August 2023: Review Remote Participation Policy, revise, address section D of policy for remote participation
- August 2023: 3D Printer Policy (proposed draft)
- August 2023: Review Strategic Plan
- September 2023: ALA Trustee Citation nomination, VLA Trustee
- September 2023: Review all policies?
- October 2023: Louise Leslie recognition
 - Portrait
 - Sculpture
 -
- When Richlands Children's library is redone/reopened: Welcoming Library
- June 2024: Election of new officers



DIRECTOR'S REPORT

june-july 2023

FRIENDS OF THE LIBRARY

- Met in person 7/10
- Assisting with Tazewell Co. Fair 8/2 & 8/3
- Preparing for comic-con October 21
- Preparing t-shirts and swag for sale at comic con

FOUNDATION

- Next meeting is July 25 at the Richlands library at 10:30
- Wendy Barringer has resigned; will need a replacement
- Bid packet for Richlands

LIBRARY UPDATES

- Petting zoo attendance high
- Two children's department openings
- Tazewell surveyor due @ end of July
- Windows almost done @ Richlands
- Working on press release for early August (when libraries go out to bid)
- Personnel changes:
 - Carrington Hawthorne and Amanda Miller leaving
 - Lakyn Hawks begin 7/17

LIBRARY UPDATES & CALENDAR:

- Aug 2-5
 - Aug 2- Kid's day, giving out food
 - Aug 3- Senior day
- Aug 12- Hang Onto Your Hat
- Aug 26- Down on the Farm party
- Sept 9- Autumn Jamboree
- Sept 9- Amonate Festival
- Sept 16- Cedar Bluff Heritage Festival
- Sept 23- Burkes Garden Festival

Minutes

connie bailey <caprines@comcast.net>

Thu 7/20/2023 3:18 PM

To: Erica Galloway <EHall@tcplweb.org>

- Trustee Branton asked for clarification of the roles of the Trustees, the Foundation and the Friends, and Chair Roberts explained the structure for the group.
- Chair Roberts said she thought we needed to review our policies and Director Galloway mentioned a process other libraries have gone about this type of review, forming a Rules committee composed of the Director and Trustees. Roberts asked Director Galloway to look into who all could be on such a committee. *since Tazewell is required.*
- County Attorney Collins was asked *why* he explained why the Tazewell and Bluefield branch libraries were put up as collateral for a loan needed by the IDA to finance the construction process at the Landfill. *we explained* this was a fairly normal procedure in obtaining a loan. And there were protections for the Library buildings if there would be a default on the loan.

*Trustee
Branton
asked*

NOTICE OF INVITATION FOR BIDS

Scaled bids are invited for Phase 2 Renovations the Richlands Branch of the Tazewell County Public Library, Richlands VA, VA.

The Project is generally described as interior remodeling and the addition of a passenger elevator.

Bid Deadline: 2:00 p.m., August 29, 2023, at the Richlands Branch, 102 Suffolk Avenue, Richlands VA 24641. A non-mandatory pre-bid meeting is scheduled for August 16, 2023 at 10:00 a.m.; attendance by bidders is encouraged.

for 102 Suffolk

Bid Bond will not be required. Successful bidder will not be required to furnish Performance and Labor and Material Payment Bonds.

*Tazewell
County
Board of
Trustees*

~~Owner~~ reserves the right to reject all bids should low bid received exceed funds available for project construction.

Invitation for Bids, including plans and specifications, are available from Trasco, Roanoke VA, Telephone (540) 345-1533. Printing and delivery costs are to be borne by entities requesting documents.

Documents available for inspection at Architect's office, 851 N. Main Street, Marion VA; the Richlands Branch Library, Richlands VA; AGC, Blountville TN; Valley Construction News, Roanoke VA.

Tazewell County Public Library Board of Trustees
Regina Roberts, Chair

Name of Org

By _____
name, Chair

Community Storybook Self-Guided Walking Trail

Richlands Town Council July 11, 2023

The purpose and goal of the Community Storybook Self-Guided Walking Trail is an opportunity to create connections with a broad perspective of the community partnering with Appalachian Agency for Senior Citizens, Citizens for the Arts (CART), the Tazewell County Public Library (Richlands Branch) and the Town of Richlands.

Just within the white lights of downtown Richlands lies a treasure of delightful adventures. It's easy to fall in love with Richlands as the Main Streets capture your heart as you stroll along the wide, tree-shaded sidewalks lining both sides of our one-way streets. Storefront after Storefront invites you to discover what unique opportunities we have to offer no matter your age. The concept of the Community Storybook Walking Trail is to engage our community with different levels of initiatives and strategies.

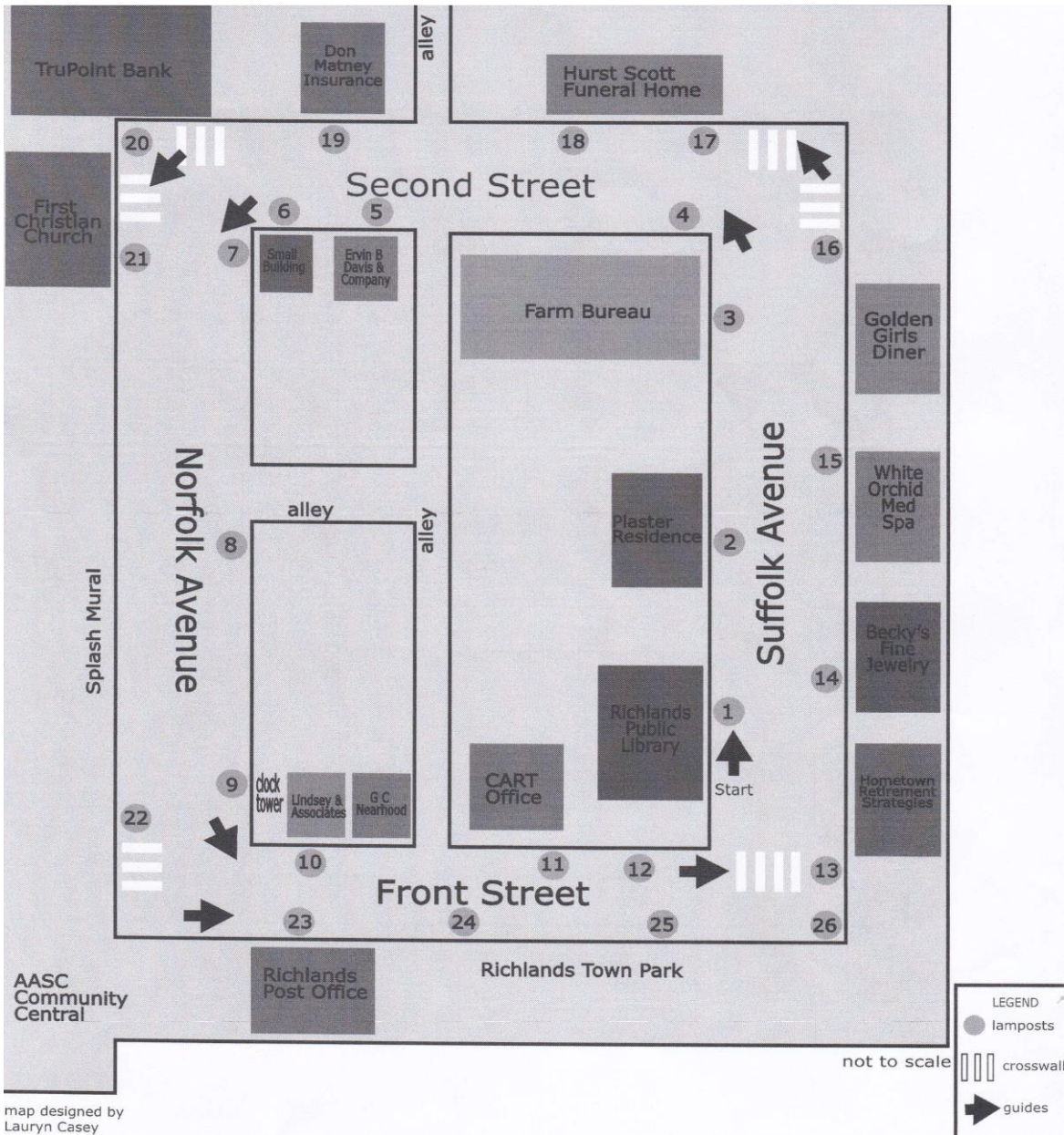
- First:** As a way to get people walking for their physical and mental health.
- Second:** To provide an avenue for intergenerational learning.
- Third:** To assist with improving reading skills.
- Fourth:** The promotion of events and activities taking place throughout our towns.
- Fifth:** Taking a fresh approach to combating loneliness and isolation.

This is just a start to the vision on how this community project could grow. What better way than to encourage adults and children in developing their own stories to share. Why not reach out to everyone as they put stories together of memories growing up in the "Center of the Friendly Circle". There are unlimited possibilities collaborating with historical societies, community organizations, schools at every level and family reunions, etc. The possibility excites the mind and restores your souls as you see just how wonderful this project could be.

Task for a vote of confidence in making this a reality for our community and future generations.

Respectfully submitted

Ginger H. Branton
Executive Director





Hang on to Your Hat It's Party Time!

Saturday, August 12 2023 11:00 am - 2:00 pm reception
Historic Crab Orchard Museum: 3663 Crab Orchard Rd, Tazewell, VA 24651
Showcasing Emma Yates Hat Collection

Ladies invited, just wear a HAT and come with two.
Cause Summer's not over till we see you!

Door Prizes and local artist will be on hand

Hosted in partnership with
Citizens for the Arts (CART)
Historic Crab Orchard Museum
Pocahontas Historic, Inc.
Tazewell Country Public Library

Lobby

11:00 am Susan Reeves & Miss Emma Yates
11:30 am Nancy Brooks, Kiln Formed Glass
12:00 noon Sandra Culler, Pianist
12:30 pm Erica Galloway, Musician
1:00 pm Ellen Elmes, Muralist
1:30 pm Emily Hinkle, Dancer

Gallery

Linda Hoagland, Author
Elaine Holmes, Embroidery
Deb Linkous, Storyteller, Author
Ginger Gates, Historian
Regina Robert, Micro Greens
Gaynell Thompson, Historian

July ?????????

NEWS RELEASE

RE: HANG ON TO YOUR HAT---IT'S PARTY TIME
Saturday, August 12, 2023
11:00 am – 2:00 pm
Historic Crab Orchard Museum
3663 Crab Orchard Road
Tazewell, Virginia

SPONSORED BY: Citizens for the Arts (CART)
Historic Crab Orchard Museum
Pocahontas Historic, Inc.
Tazewell County Public Library

CONTACT: Ginger H Branton, Executive Director
(276) 963-3385 or (276) 245-7559
joinCARToday@gmail.com

The stage is set for an afternoon of fun and talent as ladies showcase all different forms of art at Historic Crab Orchard Museum, 3663 Crab Orchard Road, Tazewell, Virginia, Saturday, August 12, 2023 from 11:00am to 2:00pm during the HANG ON TO YOUR HAT –IT'S PARTY TIME event. Sponsored by Citizens for the Arts (CART), Historic Crab Orchard Museum, Historic Pocahontas, Inc. and Tazewell County Public Library.

Artists, historians, authors, musicians, dancers and even a farmer will take you on a journey into their life as they share their experience for the love of the arts. Step back and enjoy the reception as you stroll through the museum as Miss Emma Yates tells her story as a hat maker growing up in Pocahontas, Virginia.

Featured guests include Susan Reeves (Miss Emma Yates), Linda Hoagland (author), Nancy Brooks (kiln formed glass), Elaine Holmes (embroidery), Sandra Culler (piano) Deb Linkous (storyteller, author), Erica Galloway (musician), Ginger Gates (historian), Ellen Elmes (muralist) Regina Roberts (micro greens), Emily Hinkle (dancer) and Gaynell Thompson (historian).

Join us on this adventure and who knows you might even find a treasure. Wear your HAT and come with two, cause the summer's not over till we see you!

For more information call (276) 963-3385 or email joinCARToday@gmail.com