

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Bluefield Branch, 108 Huffard Drive, Bluefield, Va., August 17, 2023 at
3:30 p.m.

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

Absentee: Regina Roberts, Chair

1. CALL TO ORDER: Meeting called to order by Vice-Chair Ryan at 3:33 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS:

Trustee Branton suggested the following changes to the agenda:

Under Unfinished Business

Adding Hang on to your Hat as item c

Deleting Leslie recognition

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

Under New Business

Trustee Kitts made a motion to add when and how to review policies and the motion was seconded by Trustee Murphy. Roll Call vote: Trustee Murphy-aye, Trustee Branton-nay, and Vice Chair Ryan-aye. Motion carried.

Trustee Branton made a motion to add a discussion about meeting time limits and was seconded by Trustee Murphy. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

3. APPROVAL OF MINUTES:

Trustee Branton made a motion to approve the July 20, 2023, minutes with the discussed changes and was seconded by Trustee Murphy. Motion carried by unanimous vote.

4. DIRECTOR'S REPORT:

Directory Galloway gave an update on the library's activities. Full report available on recording posted on library website. Supporting document is including in the agenda packet.

5. FINANCIAL REPORT:

- a. As of July 31, 2023, the library had spent \$345,112.82, 22.36% of the annual budget.
- b. As of July 31, 2023, the library had received \$647.39 in fines and business service fees.

6. UNFINISHED BUSINESS:

- a. Storywalk in Richlands

Trustee Branton gave an update on the Storywalk in downtown Richlands.

- b. Review of Strategic Plan

Director Galloway went over the objectives that have been completed. The following motions were made during the discussion:

Trustee Branton made a motion for Director Galloway to prepare a report on the cost of outfitting all locations with cameras both inside and out. Trustee Kitts seconded the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

Trustee Murphy made a motion for the library to host public Narcan training. Trustee Kitts seconded the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

Public comment by Jill Howell Ballard Health, who heard the discussion and left her business card with the Trustees present.

Trustee Kitts made a motion to draft a communication plan within the next 12 weeks. Trustee Branton seconded the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

Trustee Kitts made a motion to add more local African American literature to the library's collection. Trustee Branton seconded the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

Public comment by Assistant Director Chris Wilkes is available on the recording posted on library website.

- c. Hang on to your Hat update: Trustee Branton gave an update on the Hang Onto Your Hat part. The event was held in partnership with CART and the Historic Crab Orchard Museum, and there was a large crowd of at least 50 people.
- d. Remote participation policy review:
Trustee Kitts made a motion to correct the citation of the code to reflect the omission of subsection c and the adoption of subsection d. Director Galloway will update the document and send it to all Board members. Trustee Branton seconded

the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

7. NEW BUSINESS:

a. Policy review

Vice Chair Ryan made a motion for Director Galloway to forward the current policy on policy review along with the policy review schedule to the Board of Trustees. Trustee Branton seconded the motion. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

b. Meeting time limit

Trustee Branton asked about the possibility of limiting Board of Trustees meetings to 2 hours. Vice Chair Ryan suggested seeking legal advice on whether a time limit can be set.

There was a discussion about the length of the minutes and how best to make the minutes clear and concise. Trustee Branton made a motion for the minutes to be as simple as possible while still clarifying the discussions that take place and the meeting to be recorded and be made available to the public. Trustee Murphy seconded. Roll Call vote: Trustee Murphy-aye, Trustee Branton-aye, and Vice Chair Ryan-aye. Motion carried.

8. PUBLIC COMMENT: Jane Sorensen commented during the public comment period that she thought it was important to go through the details of the minutes to make sure they are correct, because it is important for the public to find out what's going on.

9. ADJOURNMENT: Motion by Vice Chair Ryan, with a second by Trustee Kitts, to adjourn the meeting. The meeting was adjourned at 5.27 pm.

The next regular meeting is scheduled for Thursday, September 21, 2023, at 3:30 pm at the Richlands Branch of Tazewell County Public Library. 102 Suffolk Ave, Richlands, VA 24641.

For full discussion, refer to the recording of the meeting, accessible at www.tcplweb.org.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

Tazewell County Public Library Board of Trustees

Regular Meeting

August 17, 2023

Tazewell County Public Library, Bluefield Branch

108 Huffard Drive, Bluefield, VA 24605

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Corrected Agenda**
- 3. Director's Report**

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Board of Trustees
Regular Meeting
Thursday, August 17, 2023, 3:30 PM
TCPL Bluefield Branch, 108 Huffard Dr., Bluefield, VA
[Access meeting via MS Teams Here](#)**

- I. Roll Call**
- II. Consideration of approving the agenda**
- III. Approval of July meeting minutes**
- IV. Director's Report**
 - a. Friends of the Library updates
 - b. Foundation updates
- V. Financial Report**
 - a. As of July 31, 2023, the library had spent \$345,112.82, 22.36% of the annual budget.
 - b. As of July 31, 2023, the library had received \$647.39 in fines and business service fees.
- VI. Unfinished Business**
 - a. Storywalk in Richlands
 - b. Review Strategic Plan
 - c. Leslie recognition
 - d. Remote participation policy review
- VII. New Business**
- VIII. Public Comment**
- IX. September 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)
- 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
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- When Richlands Children’s library is redone/reopened: Welcoming Library
- June 2024: Election of new officers

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DIRECTOR'S REPORT

july-aug 2023

FRIENDS OF THE LIBRARY

- Met in person 8/14
- Preparing for comic-con October 21
- Preparing t-shirts and swag for sale at comic con

FOUNDATION

- Next meeting is August 22 at the Richlands library at 10:30
- Pre-bid meeting was 8/16
- Bid opening pushed back to 9/7
- Anne of Green Gables picnic scheduled for 10/8

LIBRARY UPDATES

- Tazewell library
 - Asbestos found in tiles
 - Air test came back negative (this is good)
 - Wall repairs going out to bid soon
- Richlands library
 - Windows almost finished
 - Pre-bid meeting went well!
- Renee and Darla are filling the children's specialist positions in Richlands and Tazewell, respectively
- Part-time positions in Richlands and Pocahontas
- September 18 Fall kids' programs begin
- Millions of Minutes ending at the end of August- please enter!

LIBRARY UPDATES & CALENDAR:

- 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
- Sept 26- Community health disc.
- Oct 8- Anne of GG Picnic