

Tazewell County Public Library
February 21, 2019
3:30 p.m.
Tazewell Main Public Library

Present: Trustee Regina Roberts, Chair
Trustee Karel Ryan, Vice Chair
Trustee Connie Bailey
Trustee Diana Queen
TCPL Interim Director Erica Hall
TCPL Administrative Assistant Betty Pruett
Rick Barton with Outdoor Adventure Centers (OAC)

Absent: Trustee Beth Quesinberry

Approval of Minutes

Several corrections are needed for the January 17, 2019, minutes. These include citing Article V Section 1 of the bylaws to say “Regular monthly meetings” instead of “Regular bimonthly meetings and citing Article X Section 1 of the bylaws to say “mailed or otherwise delivered” instead of just “mailed”. Neither the Article nor Section was cited in the original minutes. The minutes also need to reflect asking Town of Richlands for donations. The motion to table the approval of the minutes until the changes are corrected was made by Trustee Karel Ryan with the second by Trustee Connie Bailey. By a vote of 4 to 0, with 4 Trustees members present and voting in favor with no one against, the motion carried to table approval until changes made.

Public Comment

Rick Barton with Outdoor Adventure Centers (OAC) approached the Library Trustee Board about a nature-based learning program. Mr. Barton partners with Jim Baldwin of Cumberland Plateau Planning Commission to use funds to promote a nature based learning program called the Learning Tree curriculum. He would like the Library to consider being the home base for this program. The goal is to reach K-5 children to participate in the program. OAC would have a staff member here to direct the program. It would go on the Library calendar but they would run the program. No Library personnel would be require, only a place to have the program.

Mr. Barton also discussed the Trail Quest Program. We need to investigate what we can offer for this program.

Trustee Karel Ryan made a motion, with a second by Trustee Connie Bailey, for Erica Hall to send a letter asking for a proposal showing what would be offered for the Learning Tree curriculum and to thank Mr. Barton for coming to the meeting with the information. By a vote of 4 to 0, with 4 Trustees members present and voting in favor with no one against, the motion carried for Erica Hall to proceed.

Director’s Report

Erica Hall presented a handout with the Director’s Report information inside. She has attended many meetings and talked to many people about the Library and its mission. Erica has researched trends in public libraries and how we compare to other libraries. We have noticed a

shift in patron habits and use over the past eight years in particular. Total circulation has remained relatively steady. Digital media has increased significantly with the addition of eBooks, eAudiobooks, and eMagazines as well as the checkout of DVDs. A few areas we need to emphasize are expanding outreach, offering a variety of media, and updating our current space. We will focus on increasing the number of patrons to 20,000.

Erica Hall submitted the 10 year plan to Eric Young, who was very pleased with this plan. Mr. Young said to furnish his office with the name, address and telephone number of everyone with fines over \$100 and he would send letters requesting payment.

Erica submitted our proposed budget requests for FY 2019-2020 on February 15, 2019. Some of the things requested included a new server, new public computers, study room furniture, new paint/plywood for the front of the library, new lighting and ceiling tiles, new carpeting/flooring, glass partitions for a new conference room and a new library sign as well as lettering for the top of the outside front of the library.

Financial Report – as of Dec 31, 2018

Hall presented the financial report, showing spending is right on target, with 57.11% of the budget being spent by January 31, 2019.

Committee Reports

None

Unfinished Business

Approval of Budget Request for 2019-2020: The Capital Outlay plan included paint/plywood, new lighting and ceiling tiles, new carpeting/flooring, glass partitions for an adult conference room on the west half of the building, a new library sign, and lettering across the outside front of the building. Erica Hall needs to discuss our IT services with Strategic Solutions to get a lower rate. She has talked to Ashton Addison from Studio Addison asking for a quote for IT services. Trustee Diana Queen made a motion to approve the budget request with a 2nd by Trustee Connie Bailey and passed by a vote of 4-0 with no one voting against the request.

Regina Roberts, Chair, appointed Trustee Connie Bailey to the Foundation Board.

The annual review of 5 year plan: Trustee Connie Bailey suggested that the plan be reworked showing Erica Hall's vision for the future. A committee of Trustee Connie Bailey and Trustee Diana Queen will review the 5 year plan and bring a report to the next meeting.

Betty Pruett spoke with Arlene Matney at the County Administration concerning the electric bills. According to Arlene, all of the libraries are receiving all applicable discounts given to government agencies.

New Business

Library's 10 year plan: Erica Hall handed out a pamphlet entitled "A Vision For The Future" which gave information on our locations, mission statement, our current services and current trends. Also included was information on circulation trends, programming, access to technology, teaching and training, business services, changing spaces, genealogy, where will we be?, community outcomes and how we will do this. It is a very informative pamphlet. On the proposed and intended improvements, a motion was made by Trustee Karel Ryan, seconded by

Trustee Diana Queen with a vote of 4 to 0, with 4 Trustees members present and voting in favor with no one against, to approve the pamphlet as written.

Increasing copying, lamination, and ILL fees: Erica Hall proposed increasing the cost of black and white copies from \$.15 to \$.20, color copies from \$.30 to \$.50, lamination from \$.50 a foot to \$1.00 foot, and adding an ILL fee of \$3.00 per book. Teachers having lamination done would receive a 15% discount. We currently do not have an ILL fee. A motion was made by Trustee Karel Ryan with a second by Trustee Connie Bailey to allow the director to raise fees as needed. With 4 votes approving and 0 against, the motion carried allowing the director to raise fees as needed.

The minutes of the January 8, 2019, meeting will be voted on at the next meeting.

The next meeting will be March 21, 2019, beginning at 3:30 p.m.

Public Comment

This was moved to the beginning of the meeting.

Adjournment

There being no further business, the meeting adjourned at 6:00 p.m.

Respectfully submitted,

Betty Pruett