

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Bluefield Branch of the Tazewell County Public Library, 108 Huffard Dr. Bluefield, VA 24605 February 15, 2024 at 3:30 p.m.

Present: Regina Roberts, Chair (4:23)
Karel Ryan, Vice Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee (3:54)
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor
Arlene Matney, Director of Finance, Tazewell County
Jane Sorensen, Member of the Public

Virtual: Regina Roberts, Chair (3:45)
Chris Wilkes, TCPL Assistant Director

1. CALL TO ORDER: Meeting called to order by Vice Chair Ryan at 3.54 p.m.
2. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS:
No additions or deletions were proposed. Trustee Murphy made a motion to approve the agenda. Trustee Kitts seconded. With all in favor and none opposed, the motion carried.
3. APPROVAL OF MINUTES:

Trustee Kitts pointed out a few missing words and those are reflected in the final minutes. Trustee Murphy made a motion to accept the minutes with the discussed changes. Vice Chair Ryan seconded. With all in favor and none opposed, the motion carried.

4. FINANCIAL DISCUSSION WITH ARLENE MATNEY

Arlene Matney, Director of Finance for Tazewell County was on hand to explain how the County's budget is decided and how the library fits into the budget. Mrs. Matney brought her budget binder, and the Board was able to look at all the documents inside Mrs. Matney outlined the County's budgeting process and gave the main revenue sources for the Library: County

revenue allocation, a State grant, fines and fees, and “overhead” recovered cost allocation. She also discussed with the Board the Capital Improvement allocation (needed for the Tazewell branch building repairs) explaining there is a prioritization criteria for this allocation. Our Capital funding allocation came from ARPA funds, and has a deadline for being spent. The full discussion is available in the recording.

5. DIRECTOR’S REPORT:

Director Galloway said Supervisor Presley was planning to attend the January meeting before it was cancelled but he and Supervisor Cruvey would be invited again. Discussion included the importance of developing a relationship with the new Supervisors and having them tour our facilities

Friends of the Library: Have been conducting meetings via email. The next meeting is in person on 2/19/24 at 5:30 p.m. at the Tazewell YMCA. Noted that Vice Chair Ryan needed to step away from 5:09 to 5:11 p.m.

Foundation Update: Window fundraisers are set for March 23, April 27, and May 11. These will feature the old windows replaced in Richlands and each event will be hosted by a different artist with a different design. Tickets will be available at the Richlands library.

General Update:

Storywalk: March’s theme is the Velveteen Rabbit.

Tazewell: No new updates. Ken Dunford is still working on finding a contractor and if there is no success the project may be rescoped. Trustee Roberts said she would reach out to Cornerstone contractors. Tazewell family patrons have expressed a need for the building. Chair Roberts asked a member of the public, Jane Sorenson, to tell the Board concerns she’s heard because the Tazewell building has not yet been repaired. She mentioned numerous needs, including missing business services, inaccessibility to the Virginia Room, and burden on the other branch libraries. There will be an information session at the Tazewell Train Station on 2/29/24 to update the public and receive public feedback on the Tazewell project.

Richlands: Contract signed with Cornerstone. The elevator is on order and work will begin in the 4 to 6 weeks before it is delivered.

Director Galloway has submitted budget requests to the County. Bluefield hosted a Heart Art event that was well attended. The first Books & Brews took place at the Back of the Dragon and was well attended. The next event will be hosted by The Happy Goat. Wednesday programming at the Tazewell Train Station is seeing a slight uptick in attendance. VITA is once again providing free tax services at Bluefield, Richlands, and potentially Pocahontas.

6. FINANCIAL REPORT:

a. As of January 31, 2024, the library had spent \$896,436.73, 57.82% of the annual budget.

b. As of January 31, 2024, the library had received \$4,527.33 in fines and business service fees.

7. UNFINISHED BUSINESS:

a. Communications Plan

Trustee Kitts gave a brief overview of the document. Further discussion was tabled until the next meeting.

Trustee Kitts made a motion that Director Galloway host an inservice with staff to discuss and promote positive communication with patrons. Vice Chair Ryan seconded. With all in favor and none opposed, the motion carried.

8. NEW BUSINESS:

a. Policy Review

Tabled until next meeting. Assistant Director Chris Wilkes will be present to discuss the policy document, as he has been the one compiling it.

9. PUBLIC COMMENT:

For the missing appointment on the board, Jane Sorenson suggested searching for someone younger than age 45. Discussion was held over the lack of appointment of two expired terms of Trustee Murphy and Kitts and the interpretation of the Code on appointments.

10. NEXT MEETING: The next meeting was scheduled for Thursday, March 14, 2024 at 3:30 at the Pocahontas Branch of TCPL, 179 Centre St. Pocahontas, VA 24635

11. ADJOURNMENT: The meeting was adjourned at 5:58 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

Regular Meeting

February 15, 2024

Bluefield Branch, Tazewell County Public Library

108 Huffard Dr. Bluefield, VA 24605

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda
2. Director's Report
3. FINAL Minutes of December 28, 2023

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, February 15, 2024, 3:30 PM
Bluefield Library, 108 Huffard Dr., Bluefield, VA
Agenda**

[Access meeting via MS Teams Here](#)

- I. Roll Call**
- II. Consideration of approving the agenda**
- III. Approval of December meeting minutes**
- IV. Financial Discussion with Arlene Matney, Tazewell County
Director of Finance**
- V. Director's Report**
 - a. Friends of the Library updates
 - b. Foundation updates
 - c. Storywalk updates
- VI. Financial Report**
 - a. As of January 31, 2023, the library had spent \$896,436.73, 57.82% of the annual budget.
 - b. As of January 31, 2023, the library had received \$4,527.33 in fines and business service fees.
- VII. Unfinished Business**
 - a. Communications plan
- VIII. New Business**
 - a. Policy review
- IX. Public Comment**
- X. Next meeting time and location**
- XI. Adjourn**

Future Items

- Early 2024: 3D printer policy (propose draft)
- March 2024: Louise Leslie portrait
- April 2024: LOC request (via Morgan Griffith)
- When Richlands Children's library is redone/reopened: Welcoming Library
- June 2024: Election of new officers



DIRECTOR'S REPORT

jan-feb 24

FRIENDS OF THE LIBRARY

- Met over email 1/8-1/12
- Next meeting is 2/19 at 5:30 at the Tazewell YMCA

FOUNDATION

- Next meeting is February 27 at the Richlands library at 10:30
- Window fundraiser dates:
 - March 23
 - April 27
 - May 11

LIBRARY UPDATES

- Storywalk- March theme is Velveteen Rabbit
- Tazewell library- new plan, information session
- Richlands library- contract signed with Cornerstone, elevator on order
- Budget request submitted
- Bluefield Heart Art went great!
- Richlands LOVE event went great too!
- First Books & Brews event @ BOTD was a big hit
- Wednesdays at the Train Station in Tazewell
- VITA providing tax services again

LIBRARY UPDATES & CALENDAR:

- February 16- Classics Book Club @ County admin
- February 19- FOL meeting
- February 23- Books & Brews @ The Happy Goat
- February 27- Foundation meeting
- February 27- Storywalk meeting
- February 29- Info session on Tazewell library @ Tazewell Train Station

Meeting minutes of the Tazewell County Public Library Board of Trustees

held at the Tazewell Train Station & Visitors Center, 135 Railroad Ave. North Tazewell, VA
24630 December 28, 2023, 3:30 p.m.

Present: Karel Ryan, Vice Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee
Ginger Branton, Trustee
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor

Absent: Regina Roberts, Chair

Virtual: Chris Wilkes, TCPL Assistant Director

1. CALL TO ORDER: Meeting called to order by Vice Chair Ryan at 3.32 p.m.
2. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS: No additions or deletions were proposed. Trustee Branton made a motion to approve the agenda. Trustee Kitts seconded. With all in favor and none opposed, the motion carried.
3. APPROVAL OF MINUTES:

Trustee Kitts pointed out that Mr. Collins was the person who read the article to the BOT and pointed out the misspelling of physical in reference to Comic Con. Trustee Branton made a motion to accept the minutes with the discussed changes. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Friends of the Library: No updates. Working on wrapping up their fiscal year. The next meeting is in January and it will be conducted via email.

Foundation Update: Met December 19 at the Richlands Library at 10:30 a.m. Window fundraiser is in the works for spring 2024 (potentially April) at the Richlands Library. Contract for Richlands phase 2A has been signed. Amanda Killen resigned her paid position with the Foundation and was appointed to the empty Foundation seat. Next meeting is January 23 at the Richlands Library at 10:30 a.m.

General Update: Director Galloway is working on sourcing a bee book for the Story Walk in Richlands and having them printed professionally. The Women's Club will be installing the pages and ribbons along the train

All Santa programs were well attended. Pocahontas had its first live Santa and had around 50 attendees! Bluefield's craft night was well attended. Trustee Murphy attended and shared her experience. Director Galloway reported that Bluefield Branch Manager Mylinda Gillespie is hoping to start a quarterly craft night.

Trustee Branton met with Jason May, Richlands town manager, and said that Mr. May expressed interest in having the library send his office events, so they can promote them. Trustee Branton also mentioned Nathan Keene who oversees the town's website.

There was a general discussion about inviting the new Board of Supervisors members and new town managers to a meet and greet with the BOT. It was decided to extend invitations and have a meet and greet before the January 18 BOT meeting. The meet and greet will be held at 3:00 at the Bluefield Library with all parties invited to stay and attend the BOT meeting if they so wish. Vice Chair Ryan made a motion to have a meet and greet before the January BOT meeting. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

Tazewell County is still looking for a contractor for the Tazewell Library. Richlands Phase 2A has a contractor and the contract has been signed. The elevator is ordered (lead time is around 18 to 20 weeks) and construction will not start until approximately a month before the elevator is due to be delivered. Trustee Branton asked about any closure of the Richlands Library during this time. Director Galloway said there will be some closure, but that Mr. Huber has stated that construction should be minimally disruptive. Vice Chair Ryan asked for some clarification about the lack of contractor in Tazewell and Director Galloway briefly went over what was discussed at the last BOT meeting.

5. FINANCIAL REPORT:

- a. As of November 30, 2023, the library had spent \$712,311.10, 46.02% of the annual budget.
- b. As of November 31, 2023, the library had received \$3,611.13 in fines and business service fees.

Director Galloway is hoping to use the extra money from compensation (Tazewell has staff positions open but not filled) for furnishings for Tazewell. Additional State Aid will cover the security cameras.

6. UNFINISHED BUSINESS:

- a. Trustee nominations:
- a. ALA Trustee Citation
- b. VLA nomination

Trustee Kitts made a motion to submit a nominee for each award with the nominees being Chair Roberts and Vice Chair Ryan. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

Update on I Love My Librarian: Director Galloway was nominated by the BOT for this award. The award winner will be announced in January.

Virginia Public Library Directors Association Awards was brought up and will be added to next month's agenda.

7. NEW BUSINESS:

- a. Communications plan draft

Director Galloway and Trustee Kitts have been working on a draft and the draft of the policy was handed out during the meeting. Further discussion will be had at the next meeting to give the Trustees time to read over the draft. The communications plan needs to be moved to unfinished business for the next agenda.

Vice Chair Ryan made a motion to have public meetings about the Tazewell Library closure. Vice Chair Ryan mentioned that was done previously when the landscaping of the Tazewell Branch was changed and that the meetings were well attended and had positive feedback. It was suggested that Robin Lee, the structural engineer, or Kenneth Dunford, the Head of Engineering for Tazewell County, should be asked to come and speak with the public. These meetings would be informational sessions to answer what the issues were at Tazewell Library and how they are being addressed. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

8. PUBLIC COMMENT:

9. NEXT MEETING: The next meeting was scheduled for Thursday, January 18 at 3:30 at the Bluefield Branch of TCPL. 108 Huffard Drive, Bluefield, VA 24605

10. ADJOURNMENT: The meeting was adjourned at 4:33 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

Regular Meeting

December 28, 2023

Tazewell Train Station & Visitors Center

135 Railroad Ave. North Tazewell, VA 24630

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda
2. Director's Report
3. Communications Plan draft
4. FINAL Minutes of November 30, 2023

Tazewell County Public Library

Board of Trustees

Regular Meeting

Thursday, December 28, 2023, 3:30 PM

Tazewell Train Station & Visitors Center, 135 Railroad Ave., North Tazewell, VA

Agenda

Access meeting via MS Teams Here

- I. Roll Call
- II. Consideration of approving the agenda
- III. Approval of November meeting minutes
- IV. Director's Report
 - a. Friends of the Library updates
 - b. Foundation updates
 - c. Storywalk updates
- V. Financial Report
 - a. As of November 30, 2023, the library had spent \$712,311.10, 46.02% of the annual budget.
 - b. As of November 30, 2023, the library had received \$3,611.13 in fines and business service fees.
- VI. Unfinished Business
 - a. Trustee nominations
 - i. ALA Trustee Citation
 - ii. VLA nomination
- VII. New Business
 - a. Communications plan draft
- VIII. Public Comment
- IX. 2024 meeting time and location
- X. Adjourn

Future Items

- January 2024: Louise Leslie recognition
 - o Portrait
 - o Sculpture
- January 2024: review all policies
- January 2024: 3D printer policy (propose draft)
- April 2024: LOC request (via Morgan Griffith)
- When Richlands Children's library is redone/reopened: Welcoming Library
- June 2024: Election of new officers

Meeting minutes of the Tazewell County Public Library Board of Trustees

held at the Richlands Branch of Tazewell County Public Library, 102 Suffolk Ave. Richlands, VA November 30, 2023, at 3:30 p.m.

Present: Regina Roberts, Chair

Connie Kitts, Trustee

Patsy Murphy, Trustee

Ginger Branton, Trustee

Erica Galloway, TCPL Director

Jade Crabtree, TCPL Circulation Supervisor

Kenneth Dunford, Director of Engineering Tazewell County

Chase Collins, Attorney for Tazewell County

Absent: Karel Ryan, Vice Chair

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3.33 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS: Chair Roberts requested the following changes: Under New Business add Richlands bid Phase 2A

as A, add Public Compliant as B and move Communications plan draft to C. It was also suggested to have Mr. Dunford speak during the Director's Report. Trustee Branton made a motion for the additions and Trustee Kitts seconded. With all in favor and none opposed, the motion carried.

3. APPROVAL OF MINUTES:

Trustee Branton corrected the spelling of name Lynna Mitchell. Trustee Branton made a motion to approve the minutes with changes. Trustee Kitts seconded the motion. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Friends of the Library: Met in person November 13, 2023. Next several meetings are conducted via email. Currently working on next year's budget.

Foundation Update: Next meeting is December 19 at the Richlands Library at 10:30 a.m. Window fundraiser is in the works for spring 2024 at the Richlands Library.

General Update: Fully staffed (except for Tazewell PT). Received revised award letter for state aid for an additional \$33,000. The extra funds might be used for security cameras. Received 1 bid for Richlands Phase 2A, which is discussed later in the meeting.

Ken Dunford gave updates on Tazewell. Tazewell's floor is done. It took 30 truckloads of concrete, totaling almost 5,000 cubic yards, to stabilize a portion of the floor. The work was done from May 22- June 21, 2023. The floor then needed to sit for several weeks before being surveyed. This phase of repairs cost around \$245,000 dollars. The next phase (the wall and roof beam) went out to bid and 1 company attended the mandatory pre-bid meeting. There were no bids submitted. Mr. Dunford has approached contractors and solicited quotes instead of going through the bid process again. Mr. Dunford has been in contact with 7 contractors and 4 have said they (the contractor) would look at the information. No one has submitted anything. Mr. Dunford has received a few timeframes ranging from 2025 to the first of 2024. Mr. Dunford said any interested party can contact him at 276-385-1254. The information for the project can be found online at: tazewellcountyva.org under the procurement tab.

Comic Con update: TCPL saw roughly 550-600 people physically attend and around 900 stream the costume contest online. It was the biggest Comic-Con to date.

Phone System update: In the process of switching from 8X8 to Granite. TCPL is seeing a small hiccup due to number porting, but there are lines available to directly contact the circulation desks.

TCPL is once again work with VDH to offer free COVID tests.

5. FINANCIAL REPORT:

- c. As of October 31, 2023, the library had spent 624,605.53, 40.43% of the annual budget.
- d. As of October 31, 2023, the library had received \$3,037.22 in fines and business service fees.

Richlands' water bill is oddly high. County Maintenance replaced the water heater hoping to solve the problem. There still seems to be an issue. Jami (Richlands Branch Manager) will contact both Tazewell County Maintenance and the Town of Richlands to check and find the problem.

Chair Roberts mentioned that she has been asked several times about a library bank account or library bank statements. TCPL does not have a bank account nor does it write checks. Tazewell County Public Library is a part of Tazewell County Administration. Director Galloway explained it as such: All bills and monies come through the County. Any money received as a donation goes back into the county's bank account and a memo is written to the county to mark it as belonging to TCPL. The Board of Supervisors then approve any adjustments during their meetings.

6. UNFINISHED BUSINESS:

- b. Trustee nominations: tabled until December meeting
- a. ALA Trustee Citation
- b. VLA nomination
- c. Security Cameras: Director Galloway received quotes from TeleOptics, one for Tazewell and one for Bluefield for roughly \$10,000-\$12,000 each. This amount means that TCPL will need to follow procurement guides for the \$10,000 dollar limit. Three quotes will need to be obtained and the quotes must be direct comparisons. Director Galloway will work on finding additional companies and will solicit quotes.

7. NEW BUSINESS:

- b. Richlands bid Phase 2A: There has been 1 bid submitted. The company is CornerStone and they are out of Christiansburg. Chair Roberts asked Mr. Collins if it needed to be discussed at the BOT meeting and Mr. Collins said the Foundation should keep the BOT informed, but the final decision would be with the Foundation. All communication about the bid should be addressed to the Foundation. Mr. Collins recommended that the quote, which is currently addressed to the BOT, be resubmitted to the Foundation and a memo or letter be written by the Foundation to Mr. Huber that all further communication should be addressed to the Foundation. Mr. Collins suggested that a letter of recommendation be sent by the BOT to the Foundation could be sent stating the same thing, so that both boards would have a record. Trustee Branton made a motion for a letter of recommendation from the BOT to the Foundation to contact Mr. Huber to readdress the bid to the Foundation and future correspondence by address to the Foundation in regard to the Richlands Library renovation.

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

Mr. Collins explained that the Foundation is a private entity and as such does not have to adhere to the same procurement policies and restrictions as Tazewell County and the Library in general.

Chair Roberts was asked how long before the work in Richlands would begin. Chair Roberts asked Mr. Collins how much communication from the Foundation Board needs to be presented to the Library Board of Trustees. Mr. Collins said it would be at the discretion of the Foundation Board how much information should be shared, but he did advocate for open communication between the boards. This could be achieved by short updates of pertinent information.

c. Public Complaint: Trustee Branton's resignation was reported in the Voice and a portion of her letter was reprinted. Chase Collins read the article to the BOT. Mr. Collins was asked if he felt a subcommittee should be formed to investigate the library's financials. Mr. Collins did not feel that was necessary, as the County is audited on a yearly basis and library funds are handled by the County. He did suggest that Emily Viers (who works for the company that audits Tazewell County) should be contacted to speak to the BOT. Mr. Collins was also asked if the BOT should make a public statement regarding any public feeling of mistrust or mishandling. It was decided that an information campaign would be undertaken to educate the general public about all three boards connected to Tazewell County Public Library and how each one works and how they work together for the benefit of the library. Trustee Kitts made a motion to begin that campaign with Trustee Murphy seconding. With all in favor and none opposed, the motion carried.

d. Communications plan draft: tabled until December.

8. PUBLIC COMMENT:

9. NEXT MEETING: The next meeting was scheduled for Thursday, December 28 at 3:30 in Tazewell Train Station, 135 Railroad Ave. North Tazewell, VA 24630

10. ADJOURNMENT: The meeting was adjourned at 5:44 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

Regular Meeting

November 30, 2023

Richlands Branch-Tazewell County Public Library

Richlands, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

5. Agenda
6. Corrected Agenda
7. DRAFT Minutes of October 18, 2023
8. Director's Report

Tazewell County Public Library

Board of Trustees

Regular Meeting

Thursday, November 30, 2023, 3:30 PM

TCPL Richlands Branch, 102 Suffolk Ave., Richlands, VA

Agenda

Access meeting via MS Teams Here

- XI. Roll Call
- XII. Consideration of approving the agenda
- XIII. Approval of October meeting minutes
- XIV. Director's Report
 - a. Friends of the Library updates
 - b. Foundation updates
- XV. Financial Report
 - a. As of October 31, 2023, the library had spent \$624,605.53, 40.43% of the annual budget.
 - b. As of October 31, 2023, the library had received \$3,037.22 in fines and business service fees.
- XVI. Unfinished Business
 - a. Trustee nominations
 - i. ALA Trustee Citation
 - ii. VLA nomination
 - b. Security cameras
- XVII. New Business
 - a. Communications plan draft
- XVIII. Public Comment
- XIX. December meeting time and location
- XX. Adjourn

Future Items

- November 2023: draft of communications policy
- December 2023: Louise Leslie recognition
 - o Portrait
 - o Sculpture
- January 2024: review all policies
- January 2024: 3D printer policy (propose draft)
- April 2024: LOC request (via Morgan Griffith)
- When Richlands Children's library is redone/reopened: Welcoming Library
- June 2024: Election of new officers

Tazewell County Public Library

Board of Trustees

Regular Meeting

Thursday, November 30, 2023, 3:30 PM

TCPL Richlands Branch, 102 Suffolk Ave., Richlands, VA

Agenda

Access meeting via MS Teams Here

- XXI. Roll Call
- XXII. Consideration of approving the agenda
- XXIII. Approval of October meeting minutes
- XXIV. Director's Report
 - a. Friends of the Library updates

b. Foundation updates

XXV. Financial Report

a. As of October 31, 2023, the library had spent \$624,605.53, 40.43% of the annual budget.

b. As of October 31, 2023, the library had received \$3,037.22 in fines and business service fees.

XXVI. Unfinished Business

a. Trustee nominations

i. ALA Trustee Citation

ii. VLA nomination

b. Security cameras

XXVII. New Business

a. Richlands bid Phase 2A

b. Public Complaint (Voice article)

c. Communications plan draft

XXVIII. Public Comment

XXIX. December meeting time and location

XXX. Adjourn

Future Items

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