

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Administration Building, 197 Main St., Tazewell, VA May 23, 2024, at 3:30 p.m.

Present: Regina Roberts, Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor
Jane Sorensen, Member of the public
Courtney Wyatt, Member of the public and potential BOT member

Absent: Karel Ryan, Vice Chair

Virtual: Jorge Rey, Beartown Films Bureau

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:32p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS:

Trustee Kitts made a motion to approve the agenda. Trustee Murphy seconded the motion. Trustee Kitts and Chair Roberts voted nay, and Trustee Murphy voted aye. The motion fails. Trustee Kitts suggested adding a discussion of approval of meeting minutes under New Business as item b. Trustee Murphy made a motion to approve the agenda with this addition. Trustee Kitts seconded. With all in favor and none opposed, the motion carried.

3. APPROVAL OF MINUTES:

Trustee Murphy noted that the last meeting was called to order at 3:46 p.m. instead of 2:46 p.m. Trustee Murphy made a motion to accept the minutes with this correction and Trustee Kitts seconded. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

a. General Updates: Libraries are gearing up for summer reading. An additional 2.5 million in state aid was approved, which will mean more state aid for FY25. Director Galloway has received a draft budget for FY25 and everything looks to be in good shape. Chair Roberts asked Director Galloway to confirm that money for the Tazewell building repairs will be carried over to the incoming fiscal year. Director Galloway will contact Arlene Matney, Director of Budget and Finance for Tazewell County, to verify. Darla Blackwell and Kandi Vance attended an Abbs Valley Elementary School event on 5/7/24.

b. Friends of the Library updates: The FOL meeting was held on 5/13/24 at the Happy Goat. The next meeting is scheduled for 6/10/24 at the Happy Goat. The FOL had a book sale in Richlands on 5/18/24 which raised over \$1000! The books not sold on Saturday will be part of a bag sale (a bag of books for \$1) for the next few weeks.

c. Foundation updates: Met on 4/23/24. Next meeting is in Richlands on 5/28/24. The last two window fundraisers took place and were well attended. Chair Roberts asked about the dollar amount from the fundraisers and Director Galloway will collect that information and report back. A few remaining windows with Ellen Elmes design outline pre-painted are left and are being sold at The Well by Amanda Killen. Chair Roberts asked if one of the other trustees could attend and Trustee Murphy said she would check her calendar and get back with Chair Roberts.

d. Facilities: Town of Richlands PSA performed leak detection on 5/20/24. The leak has been located and is in the line between the meter and the building. The Town of Richlands and County Maintenance will coordinate getting all repairs done. The Children's Library at Crab Orchard opened in April and has been well attended. It is open Tuesdays and Thursdays from 10-5.

e. Storywalk updates: Storywalk meeting will be held 5/28/24 at 10 a.m. in Richlands. All the patriotic quotes and flags are complete and should be going up this week. Chair Roberts asked that the Foundation meeting be bumped to 11 so that members of the Foundation could attend both meetings. August's book will feature a back to school theme and Director Galloway has acquired permission to reprint the book that will be used.

Trustee Kitts asked about the Wildflower Walk and how mental health was promoted. Director Galloway directed her to contact Renee Wienecke, who hosted the walk. The Japanese Drums presented by Taiko Drums will be having 3 shows across the county.

5. FINANCIAL REPORT:

- a. As of April 30, 2024, the library had spent \$1,181,790.39, 76.17% of the annual budget.
- b. As of April 30, 2024, the library has received \$6,755.49 in fines and business service fees.

6. UNFINISHED BUSINESS:

a. Communications plan: Trustee Kitts suggested a tentative approval of the communications plan to the end of the appendix with a more polished version to be brought to the next meeting. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

b. Policy review: Chris Wilkes, Assistant Director of TCPL, has been working on a comprehensive collection development policy. Trustee Kitts and Mr. Wilkes feel there should be a sentence highlighting the parents' responsibility to monitor their own children, but it should be placed under the Philosophy Section Mission and vision needs to be updated with the new mission statement. Under the Selection Philosophy Trustee Kitts

suggested adding the ARSL statement (Association of Rural and Small Libraries), and to attach all the statements at the end of the policy section, and to tell the reader they are there, so the reader can easily find them. Chair Roberts suggested the statement about parental responsibility should be a new subsection after Selection Philosophy, titled "Section Usage". Trustee Kitts made a motion to make the suggested changes and to review those at the next meeting. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

c. Louise Leslie portrait: Director Galloway has contacted a teacher with TCPS to create a portrait of Louise Leslie in a style matching the portrait of Mrs. Pearl Leslie. Director Galloway will provide the artist with a picture of the portrait.

d. FOIA and email: Trustee Kitts has been in contact with Alan Gerhardt, the Executive Director and Senior Attorney with the Virginia Freedom of Information Advisory Council. Trustee Kitts asked for advice on how to email in a way that does not constitute a meeting. It was suggested that a trustee could send an email to a staff member (director) asking that person to forward the information and BCC the other board members. This discourages discussion and allows for easier retrieval if a FOIA request is submitted. Chair Roberts shared that she had been informed at some point that it was the Chair's job to keep all BOT records. Trustee Kitts offered to find some clarification and report back. Trustee Kitts reminding all to not use the reply all option when responding to emails. Trustee Kitts made a motion to order 10 copies of *Local Government Officials' Guide to the Virginia Freedom of Information Act by Roger C. Wiley* from the UVA bookstore. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

e. LOC request: There is an online form to stay on the LOC surplus list and Trustee Murphy said she would gladly fill out the form. Trustee Kitts made a motion for Trustee Murphy to fill out the form. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

f. Tazewell and Richlands library updates: Tazewell County signed contract between Cornerstone and Tazewell County. Cornerstone has issued a notice to proceed with a date of June 18th and a targeted completion date of August 26th. Director Galloway can now start lining up the carpet installation, cleaning, and other projects that need to be complete before Tazewell reopens to the public. Richlands construction is slated to start on 5/28/24 in the attic. The elevator is projected to arrive near the middle of June. The current plan is to start the demo in the attic and to have that complete before the elevator arrives. The construction is slated to take 90 days. The site supervisor estimated that the library will need to be closed for a few weeks once the elevator arrives. Chair Roberts spoke with Caleb on the phone and the library may not need to be closed for that amount of time. It may be possible to only be closed a few days or parts of days. The Thompson Foundation gave the Library Foundation enough money to completely fund phase 2 of Richlands construction.

Trustee Kitts suggested having another in-person information session to update the public on Tazewell and Richlands. Director Galloway will contact the Train Station and see what days are available. Jane Sorensen suggested the information session take place after June

18, after something tangible has occurred. Jane mentioned that some people left the first information session excited and optimistic and were disappointed when nothing seemed to be happening in the months that followed. Trustee Kitts asked Jane how she heard about people being discouraged after seeing no progress. Jane said that she is frequently stopped and asked about the library's progress when she is out. Jane said the feedback was from seeing no visible progress or work being made and the library remaining closed and inaccessible. Trustee Kitts asked if Jane felt the BOT and the library should have been more communicative about why things were stalled again, and Jane agreed.

Jorge Rey was asked about his thoughts on communication. Mr. Rey agrees with Trustee Kitts about being proactive and mentioned that people often do not know what they need to know until they hear it. Mr. Rey mentioned that his business is videography, and he would be willing and open to discussion with the Board and library to address any future collaborations.

Courtney Wyatt was asked if she wished to comment. Courtney said most people wait until a statement is made, assuming when new information is available the officials will make an announcement.

7. NEW BUSINESS:

a. Strategic plan review: Director Galloway went over a few of the goals that the library has met and some that still need to be worked on. Facilities goals are seeing progress between the construction in both Tazewell and Richlands. The new circulation desk for Tazewell has been delivered. The Communications goals are in progress, which includes a branding kit and logo update. The TCPL website has been revamped. The Outreach goals have seen some setbacks due to the library closure. Services are in progress. Each library now has a bookclub, Bluefield hosted 2 travelling exhibits, and youth and adult programs are always being worked on. The Collections Objectives have seen improvement. TCPL is nearly back to pre-Covid numbers in terms of circulation. Professional staff training day will be in October.

a1. Director Galloway asked for comments on the Plan.

Trustee Murphy recalled we had discussed public NARCAN training. Trustees discussed how we might partner with others such as Cumberland Mountain Community Services, Clinch Valley Community Action, the American Heart Association, EMTs or law enforcement, who offer Heart Savers or Basic Life Savers or ACLS training. Courtney Wyatt suggested we contact Matthew Whited to get further contacts on instructors. Trustee Kitts suggested the Library frame the training and increase our knowledge, understanding and empathy with many related health problems in the community, such as mental health and addiction. Chair Roberts suggested an event day perhaps partnering with Tazewell Carillion to make a community event. Trustee Murphy felt we should inform the public about as many life-saving measures as we can.

Director Galloway said a program could be called "Save-A-Life" Week. Chair Roberts said would consider extending it for a month. Trustee Kitts said it might be a way to create a community discussion of addiction problems. Director Galloway said we could plan

multiple activities across the County at our various locations, for August or Sept. Courtney Wyatt mentioned resources at SVCC.

b. Process for approving meeting minutes: Trustee Kitts made a motion that minutes be emailed to the trustees and the trustees email suggested changes to Director Galloway who would gather them and send them to the person typing the minutes. The corrected minutes could then be emailed to the BOT members so they could review them before the meeting. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

8. PUBLIC COMMENT: Comments are in the section in which they were discussed.

9. NEXT MEETING: The next meeting is scheduled for 3:30 p.m., June 20, 2024, at the Pocahontas Branch of TCPL. 179 Centre Street, Pocahontas, VA 24635

10. ADJOURNMENT: The meeting was adjourned at 5:22 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

May 23, 2024

Tazewell County Administration Building

197 Main St. Tazewell, VA 24651

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

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

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, May 16, 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 April 18 meeting minutes**
- IV. Director's Report**
 - a. Friends of the Library updates
 - b. Foundation updates
 - c. Storywalk updates
- V. Financial Report**
 - a. As of April 30, 2024, the library had spent \$1,181,790.39, 76.17% of the annual budget.
 - b. As of April 30, 2024, the library had received \$6,755.49 in fines and business service fees.
- VI. Unfinished Business**
 - a. Communications plan
 - b. Policy review
 - c. Louise Leslie portrait
 - d. FOIA and email
 - e. LOC request
- VII. New Business**
 - a. Strategic plan review
- VIII. Public Comment**
- IX. Next meeting time and location**
- X. Adjourn**

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Director's Report May 2024

Budget

- The FY25 draft budget was sent to the newspapers last week.
- \$2.5 million more in state aid funding was in the budget signed by the governor this week. Thanks to Delegate Morefield for championing public library funding!

Community & Partnerships

- The Friends of the Library meeting was held on 5/13. The next FOL meeting is Monday, June 10 at 5:30 at The Happy Goat.
- The Friends book sale is taking place Saturday, 5/18, at the Richlands library starting at 10.
- The TCPL Foundation met on 4/23. The next meeting is 5/28 at the Richlands library.
- The last two window fundraisers were held for the TCPL Foundation on 4/27 and 5/11.
- Kandi Vance and Darla Blackwell attended an Abbs Valley Elementary School event on 5/7.

Facilities

- Mike Owens is performed leak detection on 5/20. The Town of Richlands is going to replace the water line between the meter and the building, since that is where the leak is.
- The elevator installation should begin on May 28. They will begin by demoing in the attic, and the elevator will be delivered probably sometime in June.
- Teen Venture has offered to let the library operate a pop-up there over the summer while construction is ongoing.
- The children's library at Crab Orchard opened in April! They are open Tuesdays and Thursdays from 10-5.

Programs/Services/Collections

- Renee hosted a Wildflower Walk in Richlands. Clinch Valley partnered with the library to promote it for mental health awareness month.
- The Starlab is on loan from WVU.
- The Japanese Drum Show will take place in June.
- Richlands movie at the Greenway was rescheduled.
- The new website is up.

- Gardening programs at Bluefield are going well! Thanks to the Tazewell County Master Gardeners and Appalachian Sustainable Development for the collaboration.

Statistical Data

- The Whofi device in Richlands has been replaced

Calendar

April 19	Classics Book Club
April 23	Foundation regular meeting
April 24	Career Fair @ SWCC
April 25	Open mic night @ The Well
April 25	Poetry workshop @ Bluefield
April 26	Books & Brews Book Club
April 27	Window workshop @ Richlands (Renee Wienecke)
May 11	Window workshop @ Richlands (Ellen Elmes)
May 11	Down on the Farm party
May 13	Friends of the Library meeting @ The Happy Goat
May 14	Town Council meeting
May 16	TCPL Board of Trustees regular meeting
May 16	Open mic night @ The Well
May 17	Classics book club
May 18	Library book sale
May 22	Holston Associated Libraries Board of Directors meeting
May 28	Storywalk meeting
May 28	Foundation meeting @ Richlands
May 31	Books & Brews Book Club
June 11	Food box distribution @ Bluefield
June 13	Community Health Assessment meeting