

Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the North Tazewell Train Station, 135 Railroad Ave, North Tazewell, VA at 3:30 p.m.

Present: Regina Roberts, Chair
Karel Ryan, Vice Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee
Courtney Wyatt, Trustee
Erica Galloway, TCPL Director
Chris Wilkes, TCPL Assistant Director
Jade Crabtree, TCPL Circulation Supervisor

Virtual: None

1. CALL TO ORDER:

Meeting called to order by Chair Roberts at 3:32 p.m. Trustee Kitts arrived at 3:34 p.m.

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

Vice Chair Ryan made a motion to approve the agenda as presented. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

3. APPROVAL OF MINUTES:

Vice Chair Ryan made a motion that the minutes be approved with the suggested changes communicated via email. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

a. Budget: Tazewell County Public Library will receive \$250,930 in state aid for the fiscal year 2024-2025. Director Galloway included two forms in the Trustee packets. One form is a blank state aid form so Trustees can see what type of information is being requested. The other form is from the State of Virginia outlining the amount the library will receive. Director Galloway also included a copy of the guidelines for what can be used for state funds. Vice Chair Ryan asked if this amount was yearly. Director Galloway stated that it was and that it is dispersed quarterly.

b. Community & Partnerships: The Friends of the Library met on July 8th and their next meeting will be held August 12 at The Well at 5:30. The Foundation met on May 28th and will meet again on July 23 at Richlands Town Hall.

c. Facilities:

Tazewell-Cornerstone has finished the mortar work. The next step of the project involves lifting and welding the ceiling beam and leveling an HVAC unit. A change order has been submitted because the beam will need to be raised more than initially quoted. Construction is still on target to finish by the end of August.

Richlands- The Richlands branch was closed the week of July 1 through 7 and will have to be closed again the week of July 22 through 28th, both closures are due to ongoing construction. Richlands staff is doing offsite children's programming at Critterville. Chair Roberts asked for follow-up on using Teen Venture as a temporary location as discussed at previous meetings. Teen Venture is currently looking to reopen and it is not feasible to host a pop-up location there at this time. The Town of Richlands has replaced the outside water line and is working to coordinate with Tazewell County Maintenance to ensure all hookups are functioning.

Bluefield- The Bluefield branch saw a large spike in water usage for the month of May. The Town of Bluefield checked the meter and adjusted the water bill.

Pocahontas- The Pocahontas branch is operating normally.

Chair Roberts commented on the new director's report layout but asked that Director Galloway bold or underline the library branch under facilities to make it easier to read.

d. Programs/Services/Collections: The drum shows were well attended with 183 people attending over three locations. The petting zoos were also well attended with over 1,000 people attending over four locations. The petting zoo held in Pocahontas was attended by almost 200 people. TCPL currently has four bookclubs: a gardening book club at the Bluefield branch, a classics book club at the pop-up location in Tazewell (held in the Tazewell County Administration Building), the Books Are Better book club in Richlands, and Books & Brews which typically meets at different restaurants around the county. All but the classics book clubs are run in conjunction with the FOL.

Millions of Minutes is down this year compared to last year. The lag in participation could be due to the Tazewell branch being closed. Chair Roberts asked when Millions of Minutes ends (August) and mentioned that she had not seen anything online about it. Assistant Director Wilkes said he would start promoting it more heavily now that major summer programs are over. Trustee Wyatt has seen it on Facebook and commented how there appears to be more ads on Facebook and how things appear to get buried in Facebook feeds. Trustee Kitts asked how the numbers from Millions of Minutes benefit the library. Director Galloway said its main benefit is advertising. Millions of Minutes originally started because of a grant the library received. The original grant required collection of demographics, like ages, genders, and school level. It was asked how Millions of Minutes is tracked. TCPL currently uses a basic Google form, but Assistant Director Wilkes mentioned a program called Beanstack. Beanstack could be used to track individual progress. The Board tasked Assistant Director Wilkes with further investigation of Beanstack and how the library can start incorporating it into our reading programs.

Snakes and More will be featured after Kids' Day at the Tazewell County Fair. Mr. Daryl Handy provides education on different animals and hands-on demonstrations. TCPL's last

snake program was a massive hit, and the public has been asking for another. It will be held at Nuckolls Hall August 7 at noon.

Chair Roberts asked that Beanstack and book distribution be added to the agenda for further discussion.

Trustee Kitts made a motion for the Board of Trustees (BOT) to receive some training on the benefits of a physical book. Vice Chair Ryan seconded. With all in favor and none opposed, the motion carried.

e. Statistical Data: There was a small blip in measuring Magzter usage, but it has been fixed. Cardholders are up by almost 1,000 from the same time last year and the library now has 50% of the county population signed up for cards. There is a significant drop in physical circulation which is most likely caused by the temporary closure of the Tazewell branch. Digital circulation has doubled since last year. The library's digital circulation started to rise during COVID-19 and has remained at all-time high levels. Program attendance is roughly the same as last year despite the Tazewell branch being closed. The children's department has been doing off site programs at Lincolnshire, the Train Station, and Crab Orchard Museum. Outreach programming has slightly increased.

f. Personnel: Angie Bogle, children's specialist in Bluefield, resigned as of July 7th, 2024. Alena Ruggeri was hired as a custodian at Bluefield.

Trustee Kitts made a motion to approach the Board of Supervisors to write a resolution for Chair Roberts American Libraries Association Trustee Citation Award. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

Vice Chair Ryan asked if a link could be established between library activity in the community and graduation/literacy rates. Chair Roberts said that graduation rates are posted by the State or County but is unsure where that information is located online. Director Galloway suggested that this topic would be a good research project and Trustee Kitts said this could be tied in with and be part of the communication plan. Assistant Director Wilkes suggested that this could be added to the library's strategic plan.

5. FINANCIAL REPORT:

- a. As of June 30, 2024, the library had spent \$1,401,239.98, 90, which is 17% of the annual budget.
- b. As of June 30, 2024, the library has received \$8,319.96 in fines and business service fees.

Director Galloway did note that the monies for the Tazewell building renovation have been carried over from the last fiscal year.

6. UNFINISHED BUSINESS:

- a. Communications plan: Trustee Kitts passed out copies of the communications plan. The BOT had tentatively approved the plan at and previous meeting and needed to finalize that approval. It was decided that all Trustees would take home a copy and read through it with the intention of discussion and approval at the August meeting.

b. Policy review: The BOT approved the first page of the collection development policy barring the section that deals with selection responsibility. The Trustees are to take home page 1 and prepare for discussion at the August meeting. Trustee Kitts brought up Botetourt County's policy and a flow chart she had created from reading their documentation. Assistant Director Wilkes mentioned plans to add a section about emergent technology. This section would handle for example: does the library purchase books that have been generated or "written" by Artificial Intelligence(AI) ?

c. Library of Congress Surplus books: Trustee Murphy has been in contact with Congressman Griffith's office about the selection of the books and shipping them. The Congressman's DC office will physically select the items and they will be shipped to Bluefield. The books should arrive before the end of July. Chair Roberts asked if the library is required to keep these books or could they be used as giveaways at events.

d. Election of new officers: Vice Chair Ryan nominated Chair Roberts for the Chair position. Trustee Murphy seconded the nomination. With all in favor and none opposed, Chair Roberts was re-elected. Vice Chair Ryan suggested that Trustee Murphy could become Vice Chair. Trustee Murphy asked for another year to familiarize herself with the BOT and rules.

7. NEW BUSINESS:

The BOT would like to have another information session about the Tazewell Building. The information session would be considered a special called BOT meeting and is scheduled for August 1, 2024 at 3:30 p.m. at the Tazewell Train Station.

8. PUBLIC COMMENT:

9. NEXT MEETING: The next meeting is scheduled for 3:30 p.m., August 15, 2024, at the Bluefield Branch, 108 Huffard Drive, Bluefield, VA

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

July 18, 2024

North Tazewell Train Station

135 Railroad Ave, North Tazewell, VA

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda
2. Director's Report

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, July 18, 2024, 3:30 PM
North Tazewell Train Station, 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 June 20 meeting minutes**
- IV. Director's Report**
 - a. Friends of the Library updates
 - b. Foundation updates
 - c. Tazewell and Richlands updates
- V. Financial Report**
 - a. As of June 30, 2024, the library had spent \$1,401,239.98, 90.17% of the annual budget.
 - b. As of June 30, 2024, the library had received \$8,319.96 in fines and business service fees.
- VI. Unfinished Business**
 - a. Communications plan
 - b. Policy review
 - c. LOC surplus books program
 - d. Election of new officers
- VII. New Business**
- VIII. Public Comment**
- IX. Next meeting time and location**
- X. Adjourn**



Budget

- We will receive \$250,930 in state aid this year.
- The state aid budget is due August 23rd

Community & Partnerships

- The Friends of the Library meeting was held on 7/8. The next FOL meeting is Monday, August 12 at 5:30 at The Well.
- The TCPL Foundation met on 5/28. The next meeting is 7/23.

Facilities

- Tazewell Library: The work is finished on the wall. There will probably be a small change order regarding raising the beam. The welder was supposed to be on site this week, but may be delayed due to the change in specifications.
- Richlands Library: The library had to close for a few days around July 4. They will need to close again the week of 7/22. This is due to relocating the HVAC system. There has been a change order relating to relocating some electrical work and some additional HVAC work. The Town is in the middle of replacing the water line to fix the water leak.
- Bluefield Library: There was a large spike in water usage for the month of May. The Town came out and checked the meter, and they adjusted our water bill accordingly. The water usage is back down to normal, indicating that we do not have an active leak.
- Pocahontas Library: Operating as normal!

Programs/Services/Collections

- The drum shows went well! There were 183 attendees over 3 locations.
- The petting zoos were incredibly well attended.
- All four book clubs seem to be doing well. There has been a slight drop in the gardening book club attendance and the classics book club attendance, but there has been an increase in the Richlands book club and the Books and Brews book club attendance.
- Millions of Minutes could use more participation.

Statistical Data

- There was a small blip in measuring Magzter usage, but it is fixed now.



- Cardholders are up almost 1,000 from the same time last year.
- Physical circulation is down significantly, likely due to Tazewell's closure. (Though it is not as low as one might expect.)
- Digital circulation has doubled since last year.
- Programming has remained roughly the same from the previous year. (I consider this a win, given that two libraries are under construction currently.)
- Outreach programming has slightly increased.

Personnel

- Angie Bogle, children's specialist in Bluefield, resigned as of 7/17.
- Alena Ruggeri was hired as the Bluefield custodian. Her first day of employment was 7/1.

Calendar

June 28-July 2	ALA Conference
July 8	FOL meeting
July 16	HAL BoD lunch meeting
July 17	Coaching for directors
July 19	Classics book club
July 23	Foundation meeting
July 24	Budget meeting
July 26	Books and Brews book club
July 30	HAL systems committee meeting
August 5	Books Are Better book club
August 6	Board of Supervisors meeting
August 7	Children's day @ Tazewell Co. Fair
August 8	Senior day @ Tazewell Co. Fair
August 12	FOL meeting @ The Well
August 13	Tazewell Town Council meeting
August 15	State aid budget due
August 15	BOT meeting