

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Bluefield Library Branch, 108 Huffard Dr. Bluefield, VA 24605 April 18, 2024, at 3:30 p.m.

Present: Regina Roberts, Chair
Karel Ryan, Vice Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee
Erica Galloway, TCPL Director
Chris Wilkes, TCPL Assistant Director (Virtual)
Jane Sorensen, member of the public (Virtual)

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:46 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA: Chair Roberts asked to add, under unfinished business, Tazewell Repairs and Richlands Renovation update. Trustee Kitts asked to add a new item for an update on the Pocahontas library visit from Virginia Tech. Trustee Ryan made a motion to approve the agenda as amended; Trustee Kitts seconded the motion. With all in favor and none opposed, the motion carried.

3. APPROVAL OF FEBRUARY 15, FEBRUARY 29, AND MARCH 20 MINUTES:

February 15 minutes- Trustee Kitts suggested the following changes to the 2/15 minutes:

- Correct typo on the word "FINANCIAL"
- Replace : "Board members were able to ask questions and Mrs Matney answered"
- (We need a summary of the discussion as required by FOIA.)
- Suggested replacement/addition:
- "Ms 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."
- Continue minutes as written with "A full discussion is available on the recording"
- There's nothing in the minutes about our interaction with Supervisors. Suggest adding as the first item in Director's report: "Director Galloway said Supervisor Presley was planning to attend the January meeting before it was cancelled but he and Supervisor Cruy would be invited again. Discussion included the importance of

developing a relationship with the new Supervisors and having them tour our facilities.”

- Tazewell - after the word “rescoped”, ADD: 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.
- Public Comment- Jane Sorenson’s comments should be included. Suggestion: 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.
- Unfinished Business- change from Trustee Kitts MAD to MADE

Trustee Ryan moved to approve the minutes as edited; Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

February 29 Minutes- The following changes were suggested:

- Make sure to include the date
- Clarify that it was a specially called informational meeting, as voted on at the December board meeting
- Include the number of attendees. Approximately 30-40 members of the public, and the room appeared full.
- Mention that the event was streamed on Facebook, and the stream has been viewed 633 times.

Trustee Ryan motioned to approve the minutes as edited. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

March 20 Minutes- Chair Roberts asked to add that “due to lack of a quorum at the regular March meeting, this special meeting was called...” Trustee Murphy moved to approve as amended; Trustee Kitts seconded the motion. With all in favor and none opposed, the motion carried.

4. DIRECTOR’S REPORT: Director Galloway gave the director’s report.

Closed meeting

Upon motion of Trustee Ryan, seconded by Trustee Murphy and adopted by a vote of 3 to 1 (Aye: Ryan, Bailey-Kitts, Murphy; Nay: Roberts) the Board entered into an Executive/Closed meeting, pursuant to Virginia Code Section 2.2-3711 A(1) Personnel.

Return/certification/report of action

The Board of Trustees returned to public session. Chair Roberts asked for the board to certify that only public business matters lawfully exempted from open meeting requirements by Virginia law

2.2-3711 A (1) was discussed in the closed meeting. The Chairman called for a roll call vote with the following vote hereby recorded.

Ryan-yes

Roberts-yes

Bailey-Kitts-yes

Murphy-yes

Action following executive session

Chair Roberts asked if there was any action following Executive Session. Motion was made by Trustee Murphy and seconded by Trustee Ryan, that the Director change the wording on her report from “was let go” to “is no longer employed” before adding her report to the minutes. The motion carried unanimously.

5. FINANCIAL REPORT: Director Galloway gave the financial report.

6. UNFINISHED BUSINESS:

- a. Communications plan: Trustee Bailey-Kitts motioned to table the communications plan. Trustee Ryan seconded the motion. With all in favor and none opposed, the motion carried.
- b. Policy review: There was discussion of the first two pages of the proposed collection development policy. Chair Roberts and Trustee Kitts discussed the selection responsibility section, and Trustee Kitts suggested coming back to that part last after looking at what other libraries have. Due to time constraints, Chair Roberts suggested everyone bring their suggested adjustments to the next meeting for discussion.
- c. Louise Leslie portrait: Director Galloway received a picture of Louise Leslie from Terry Mullins that would be appropriate for commissioning a painting. She will research artists and return with more information.
- d. Tazewell and Richlands updates: Chair Roberts distributed copies of email communications that took place. There was concern that the contract has not been completed and signed yet.

Chair Roberts reported that the contractor said that the Richlands library timeline should be finalized soon, and work could likely begin in late May or early June.

Chair Roberts inquired about the possibility of having a Memorandum of Understanding between the County and the Foundation, similar to the MOU the Foundation had with the Town of Richlands. Trustee Ryan moved that the director bring to Tuesday’s Foundation board meeting

an MOU, with the recommendation that they execute it. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion carried.

7. NEW BUSINESS:

- a. FOIA and email- tabled until May meeting
- b. LOC request- tabled until May meeting
- c. Pocahontas library & VA Tech update- tabled until May meeting

8. PUBLIC COMMENT: There was no public comment at this meeting.

9. ADJOURNMENT: The meeting was adjourned at 5:45 pm.

Respectfully submitted,

Erica Galloway, TCPL Director

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

Regular Meeting

April 18, 2024

Bluefield Branch Library

108 Huffard Drive Bluefield, VA 24605

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda

2. Director's Report
- 3.

DRAFT

**Tazewell County Public Library
Board of Trustees
Special Called Meeting
Wednesday, March 20, 2024, 2:30 PM
Tazewell County Administration, 197 Main St., Tazewell, VA
Agenda**

[Access meeting via MS Teams Here](#)

- I. Roll Call**
- VII. New Business**
 - a. Children's department and Crab Orchard
- VIII. Public Comment**
- IX. Next meeting time and location**
- X. Adjourn**

DRAFT