

August 15, 2024 Tazewell County Public Library Board of Trustees Meeting Minutes

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

Present: Karel Ryan, Vice Chair
Connie Kitts, Trustee
Patsy Murphy, Trustee
Erica Galloway, TCPL Director
Chris Wilkes, TCPL Assistant Director
Jade Crabtree, TCPL Circulation Supervisor
Jane Sorenson, Member of the Public

Virtual: Courtney Wyatt, Trustee

Absent: Regina Roberts, Chair

1. CALL TO ORDER:

Meeting called to order by Vice Chair Ryan called the meeting to order at 3:32 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:

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

4. DIRECTOR'S REPORT:

a. Budget: The state aid budget is due August 23rd.

b. Community & Partnerships:

The **Friends of the Library (FOL)** met on August 12th.at The Well at 5:30. The FOL are planning a book sale in October at the Bluefield Branch.

The **Foundation** met on July 23rd and their next meeting is August 27th at Richlands Town Hall. Vice Chair Ryan asked for a financial update in terms of funding the Richlands renovation. The current phase is completely funded, and the Foundation has a surplus of \$100,000 which can go towards the next phase. There is a possibility of getting another grant and the Foundation should hear back regarding that soon. Vice Chair Ryan asked if a member of the Foundation could come to the Board of Trustee (BOT) meeting and give an update to the trustees. The renovations in Richlands started a year ago with Phase 1 and is currently in Phase 2A.

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The library provided the book *First Day Jitters* for the August storybook walk in Richlands

c. Facilities:

Tazewell- From Cornerstone: "I wanted to send an email on the status of the Tazewell Library project. We have divided the project up into three scopes: 1.) Masonry, 2.) Welding, and 3.) AC Releveling. We have completed the masonry scope ahead of schedule. The welding scope will begin the week of August the 12th. The reason for the delay in this scope is that our suppliers did not have access to a custom jack post that was called for in the plans. We were finally able to find the jack post but the lead time for delivery pushed us out to the week of the 12th. That said, we anticipate the welding scope to take approximately a week to finish. Finally, once the welding scope is complete and inspected, we can safely traverse the roof and make the necessary leveling repairs to the AC units there which shouldn't take more than a few days. The contract calls for the entire job to be done in 90 days, at this point given the current state of the project, we estimate this job to be completed in less than 60 days."

Cleaners are scheduled for the last week in August.

Trustee Kitts asked about the concerns regarding asbestos. Director Galloway said that during the second information session, Kenneth Dunford, Head of Tazewell County Engineering, said the air testing involves agitating the air and then taking samples. Those samples showed no asbestos present. The company who conducted the test said basic cleaning would suffice. Director Galloway discussed the results with the cleaners. Trustee Kitts asked about the employees who had expressed concerns regarding asbestos and Vice Chair Ryan said they didn't come to the second information session. Vice Chair Ryan suggested making the air quality results available to staff and to have the results brought to the BOT meeting and included in the minutes for record. Director Galloway stated that Kenneth Dunford and Eric Young, County Administrator, offered to retest after cleaning to help ease concerns. Trustees Ryan and Murphy said we should take the County up on this offer to retest.

Stanley Steemer is scheduled for HVAC cleanout on September 4.

Wythe Carpet has the library on their schedule for mid to late September.

Jakes LLC is scheduled to paint the east part of the building.

The Board of Supervisors (BOS) did approve around \$11,000 for cleaning, painting, replacing ceiling tile, and \$1,000 of that is for a grand reopening. Vice Chair Ryan suggested we invite Congressman Griffin, Delegate Morefield, a representative from Cornerstone, and Tazewell County Administration to the reopening. Trustee Kitts mentioned the possibility of Nan Carmack (Library of Virginia) combining training for trustees and attending the reopening. Vice Chair Ryan suggested the library do the presentation of the Library of Congress books at the reopening.

Richlands- Richlands was closed 7/22-7/29 for HVAC and 8/5-8/12 for electrical work. The water line has been replaced.

Bluefield- The internet was out 7/23-7/29 related to a power pole outage. The power and internet have since been fixed.

Pocahontas- The Pocahontas branch is operating normally.

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d. Programs/Services/Collections: The snake program at the Tazewell County Fair had 217 attendees. Assistant Director Wilkes has started an outreach program at Dogwood Crossing (senior living facility) and had 4 attendees. The Dogwood Crossing program includes taking materials and a small music program.

Bluefield is hosting a travelling exhibit: Lantz Mills Deaf Village Traveling Exhibit provided by the Library of Virginia. Vice Chair Ryan asked if the exhibit could be taken to the Pocahontas Branch for some of its time with the library. Assistant Director Wilkes said the library has an agreement with the Library of Virginia and the exhibit cannot be moved. In the future if another branch wants to host an exhibit, they will have to get on the schedule with the Library of Virginia.

The BOT noted that during the September 3 BOS meeting that Chair Roberts would be recognized for receiving the American Library Association (ALA) Trustee Citation Award.

f. Personnel:

Anniversaries: Chris Wilkes 12 years, Cassie Ogle 11 years, and Terry Neal 7 years.

Interviews for the Bluefield Children's position are being conducted.

Trustee Kitts asked what the coaching for VA public library directors is. Director Galloway said it is a monthly online session for directors where they can call in and talk through challenging situations.

5. FINANCIAL REPORT:

a. As of July 31, 2024, the library had spent \$134,515.06, which is 10.43% of the annual budget.

Director Galloway noted that this number may seem high, but the library pays for several large items up front, An example of that would be the Holston Associated Libraries, Inc. (HAL) membership dues.

b. As of July 31, 2024, the library has received \$650.88 in fines and business service fees.

6. UNFINISHED BUSINESS:

a. Communications plan: The December revision was passed out to those physically present, and a copy was emailed to Trustee Wyatt. Trustee Wyatt pointed out style issues and a few grammatical errors. Trustee Wyatt also mentioned there should be measures of success under all objectives for consistency. Vice Chair Ryan made a motion to approve the communications plan through Objective 6 with the addition of measurement of success under Objectives 3, 4, and 5. Trustee Murphy seconded. With all favor and none opposed, the motion carried.

b. Collection Development Policy review: Trustee Kitts distributed a section of Botetourt County's policy and a graphic she made (the graphic is attached). The BOT had a discussion on Botetourt County's policy and how it was upheld in recent challenges. A discussion was held on the reconsideration policy but was ultimately tabled until that section of the policy is being discussed.

Vice Chair Ryan made a motion to remove the following from the selection responsibility section: "The responsibility for selecting materials for the collection legally rests with the

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Library Board of Trustees. The Board delegates selection to the Library Director and designated members of the staff.”

Trustee Murphy seconded. With all in favor and none opposed, the motion carried. Trustee Murphy made a motion that the selection responsibility section should say: “The Library Board of Trustees delegates the selection of materials for the collection to the Library Director, and designated staff members. The Library Director, who is trained and educated in selection criteria, has ultimate responsibility for collection development and maintenance in collaboration with qualified Library staff.” Trustee Kitts seconded. With all in favor and none opposed, the motion carried.

c. Library of Congress (LOC) Surplus books: Trustee Murphy has been working with Congressman Griffin’s District of Columbia (DC) office to facilitate getting surplus LOC books for the library. Members of the DC office have made 2 trips to pick out material and those have been sent to and received at the Bluefield branch. Director Galloway suggested that these books could be used as giveaways (after having a bookplate inserted) during the grand reopening of the Tazewell branch. Trustee Murphy made a motion that during the reopening of the Tazewell branch that the LOC surplus books should be giveaways to any child in attendance. Trustee Kitts seconded. With all in favor and none opposed, the motion carried.

Update on Beanstack: Assistant Director Wilkes gave the BOT an update on his progress in Beanstack. Beanstack is current free to Virginia Libraries through the Library of Virginia. Beanstack allows individuals to track and earn badges for their progress. The library could also have a community wide score, which is like the current Millions of Minutes program. Assistant Director Wilkes is currently learning how to operate Beanstack and will train staff on its usage. The Library is hoping to start using Beanstack in January and will be doing several reading challenges and events.

7. NEW BUSINESS:

8. PUBLIC COMMENT: No comment at this time from the member of the public present; however Jane Sorenson has commented earlier, during discussion on Beanstack, that the Library consider having a training sessions for the public on how to participate in Beanstack.

9. NEXT MEETING: The next meeting is scheduled for 3:30 p.m., September 19, 2024, at the Pocahontas Branch, 179 Centre Street, Pocahontas, VA.

10. ADJOURNMENT: The meeting was adjourned at 5:23 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

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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
3. Chart by Trustee Kitts
4. Asbestos testing reports

**August 15, 2024 Tazewell County Public Library Board of Trustees
Meeting Minutes**

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, August 15, 2024, 3:30 PM
Bluefield Branch 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 July 18 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 July 31, 2024, the library had spent \$134,515.06, 10.43% of the annual budget.
 - b. As of July 31, 2024, the library had received \$650.88 in fines and business service fees.
- VI. Unfinished Business**
 - a. Communications plan
 - b. Collection development policy review
 - c. LOC surplus books program
- VII. New Business**
- VIII. Public Comment**
- IX. Next meeting time and location**
- X. Adjourn**

Director's Report August 15, 2024

Budget

- The state aid budget is due August 23rd

August 15, 2024 Tazewell County Public Library Board of Trustees Meeting Minutes

Community & Partnerships

- The Friends of the Library met Monday, August 12 at 5:30 at The Well.
- The TCPL Foundation met on 7/23. Their next meeting is 8/27 at Richlands Town Hall.
- The library provided the book *First Day Jitters* for the August storybook walking trail in Richlands.

Facilities

- **Tazewell Library:**
 - From Cornerstone: “I wanted to send an email on the status of the Tazewell Library project. We have divided the project up into three scopes: 1.) Masonry, 2.) Welding, and 3.) AC Releveling. We have completed the masonry scope ahead of schedule. The welding scope will begin the week of August the 12th. The reason for the delay in this scope is that our suppliers did not have access to a custom jack post that was called for in the plans. We were finally able to find the jack post but the lead time for delivery pushed us out to the week of the 12th. That said, we anticipate the welding scope to take approximately a week to finish. Finally, once the welding scope is complete and inspected, we can safely traverse the roof and make the necessary leveling repairs to the AC units there which shouldn't take more than a few days. The contract calls for the entire job to be done in 90 days, at this point given the current state of the project, we estimate this job to be completed in less than 60 days.”
 - Cleaners are scheduled for the last week of August.
 - Stanley Steemer is scheduled for an HVAC cleanout Sept 4.
 - Wythe Carpet has us on the schedule for September.
 - Jakes LLC has us on the schedule to paint the east part of the building.
- **Richlands Library:** Richlands was closed 7/22-7/29 for HVAC and 8/5-8/12 for electrical work. The water line has been replaced.
- **Bluefield Library:** The internet was out 7/23-7/29 related to a power pole outage. The power and internet have been fixed.
- **Pocahontas Library:** Operating normally!

Programs/Services/Collections

- The snake program at Tazewell County Fair was well attended.
- We have started senior outreach programming at Dogwood Crossing.

Personnel

- Congratulations to Chris Wilkes on 12 years of employment with TCPL.
- Congratulations to Cassie Ogle on 11 years of employment with TCPL.
- Congratulations to Terry Neal on 7 years of employment with TCPL.

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Calendar

| | |
|--------------|------------------------------------------|
| 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 15 | State aid budget due |
| August 15 | BOT meeting |
| August 21 | Coaching for VA public library directors |
| August 27 | Storywalk meeting |
| August 27 | Foundation meeting |
| August 28 | Budget meeting |
| September 3 | Board of Supervisors meeting |
| September 4 | Stanley Steemer HVAC cleanout |
| September 10 | Richlands Town Council meeting |
| September 12 | United Way TICN event in Abingdon |
| September 13 | HAL Board of Directors meeting |
| September 19 | TCPL Board of Trustees meeting |

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STARTS WITH

1 Request for Reconsideration submitted in writing to Library Director

2 Library Director convenes the Reconsideration Committee (2 professional librarians and 1 or more others)

Committee reviews material for assignment with policy makes a policy-based recommendation to Director

Decision FINRL

Library Director make final decision

Library Director recommends higher recommendation in light of Board feedback

Botswana County Library Reconsideration process that reflects the "Selection Authority" which they delegate to the Library Director (see p 1 of their collection dev't Policy)

3 Library Director responds to patron's action + needs

Board is in-line w. Director's recommendation

Board differs with Library Director's recommendation

Patron Accepts
Patron Appeals decision in writing to Board of Trustees

4 Board of Trustees
• Reviews material in light of Collected Policy
• Addresses the appeal at a scheduled BOARD meeting, writing requestor to inform

Library Director

EnviroCheck of Virginia, Inc.

*375 Mountain Lane
Tazewell, Virginia 24651
276-322-1323*

August 7, 2023

Mr. Kenneth Dunford, *County Engineer*
Tazewell County
197 Main Street
Tazewell, Virginia 24651

Re: *Air Sampling Results*
Tazewell County Library
Tazewell, Virginia

Dear Mr. Dunford:

A Virginia Licensed Project Monitor from EnviroCheck of Virginia, Inc. conducted indoor ambient air sampling for asbestos fibers that may have inadvertently released during a sub-slab grouting project at the Tazewell County Library. Reportedly floor tiles in one area contain asbestos fibers and various 2-3" diameter holes were bored to pressure grout beneath the concrete slab. While polyethylene sheeting was installed to mitigate the release of concrete dust during the drilling, the area of concern was that asbestos fibers may have potentially been released. Therefore, a Virginia Licensed Asbestos Project Monitor collected four ambient air samples over a four hour period from areas within the library as follows:

Two samples from room with floor tile present

One sample from adjacent children's library room

One sample from main lobby area adjacent to room with floor tiles

All air samples were collected for Phase Contrast Microscopy (PCM) analyses which are compared to the OSHA re-occupancy standard of 0.01 f/cc. The analysis were conducted by Amerisci of Midlothian, Virginia. AmeriSci of Midlothian, Virginia is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP No. 101904). **Accordingly, none of the four collected air samples exceed the re-occupancy standard of 0.01 f/cc.** Phase Contrast Microscopy Lab Sheets are provided as an attachment to this letter.

August 7, 2023

EC does recommend that the areas used within the library for the grouting be cleaned with a High Efficiency Particulate Air vacuum cleaner and that personnel wear the appropriate personal protective equipment for silica dust which appeared visible throughout the areas grouted.

EnviroCheck appreciates the opportunity to provide our asbestos air sampling services. If you have any questions or need any additional information, please feel free to contact me at 276-323-1323.

Sincerely,

EnviroCheck of Virginia, Inc.



Jacob L. Rhudy, III, LRS
Operations Manager

Attachments

PCM Analyses
Project Monitors License

e²C EnviroCheck of Virginia, Inc.
"Energy, Environmental Consulting"

Laboratory Results



AmeriSci Richmond
13635 GENITO ROAD
MIDLOTHIAN, VIRGINIA 23112
TEL: 8047631200 FAX: 8047631800

August 7, 2023

Envirocheck, LLC
Attn: J.L. Rhudy III
375 Mountain Road
Tazewell, VA 24651

RE: Envirocheck, LLC
Job Number 123081259
P.O. #Tazewell Library
Tazewell Library; Tazewell Library; Virginia

Dear J.L. Rhudy III:

Enclosed are the results for PCM asbestos analysis of the following Envirocheck, LLC samples received at AmeriSci on Monday, August 7, 2023, for a 6 hour turnaround:

01, 02, 03, 04

The 4 samples contained in Air Cassettes were shipped to AmeriSci via Fed Ex 8175 6335 0101 B 905 for PCM analysis by NIOSH 7400. Requirements for collection, required blanks, preparation and analysis are detailed in the method available at www.cdc.gov/niosh/docs/2003-154/pdfs/7400.pdf. The counting rules used are described in previous versions of this method as "A" rules unless otherwise noted within the report. The attached table presents a summary of the fiber count results.

This report relates ONLY to the sample analysis expressed as fibers/sq mm of filter area. AmeriSci assumes no responsibility for customer supplied data such as "sample location" or "air volume sampled". This report must not be used to claim product endorsement by AmeriSci or any AmeriSci certifying agency. Complete analytical documentation is archived and available upon written request. The National Institute of Standards and Technology accreditation requirements, mandate that this report must not be reproduced, except in full without the approval of the laboratory.

AmeriSci appreciates this opportunity to serve your organization. Please contact us for any further assistance or with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn F. Massey". The signature is stylized and cursive.

Glenn F. Massey
QA Manager | Authorized Signatory

Phase Contrast Microscopy (PCM) Fiber Results

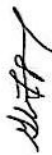
Tazewell Library; Tazewell Library, Virginia

| AmeriSci Sample # | Client Sample # | Date Collected | Flow Rate (liters/min.) | Duration (min.) | Air Filtered (liters) | Fields | Fibers | Fiber Density (Fibers/mm ²) | Fibers Conc. (Fibers/cc) | TWA |
|-----------------------------|-----------------|----------------|-------------------------|-----------------|-----------------------|--------|--------|-----------------------------------------|--------------------------|-----|
| 01 | 01 | 08/04/23 | 0 | 0 | 840 | 100 | 2.5 | 3.18 | < 0.003 | |
| Location: Tile Room | | | | | | | | | | |
| 02 | 02 | 08/04/23 | 0 | 0 | 960 | 100 | 2 | 2.55 | < 0.003 | |
| Location: Carpet Room | | | | | | | | | | |
| 03 | 03 | 08/04/23 | 0 | 0 | 750 | 100 | 2 | 2.55 | < 0.004 | |
| Location: Childrens Library | | | | | | | | | | |
| 04 | 04 | 08/04/23 | 0 | 0 | 600 | 100 | 1.5 | 1.91 | < 0.004 | |
| Location: Tile Room | | | | | | | | | | |

Field Blank Average: f/mm2

Reporting Notes:

Analyzed by: Glenn F. Massey



Reviewed by: Glenn F. Massey



Date: 8/7/2023

Samples analyzed by NIOSH 7400(A) Method, Issue #2, 8/15/94, Using an Olympus, Model CHT (CH-2) PCM microscope, Serial #OL0084; Limit of Detection = 5.5 fibers per 100 fields or 7 fibers/mm²; This report relates ONLY to the sample analysis expressed as fibers/sq min of filter area; ND = no fibers observed; NA = Not Analyzed; Walton - Beckett graducle field area 0.00785 mm²; Duration in minutes; TWA = 8Hr TWA calculation assumes zero exposure for remainder of 8 hour period not sampled; Upper 95% Confidence Limit (Employer's Compliance Test) - Calculated as a one sided UCL to determine 95% certainty of compliance with the 0.01 fiber/cc standard; RSD: Intralab Srs; low=0.45, med=0.37, high=0.31; Interlab Sr = 0.473; NYSDOH ELAP Lab#10984, NJ DEP Lab Cert # VA012



CHAIN OF CUSTODY RECORD

AMERISCI RICHMOND
 13635 GENITO ROAD
 MIDLOTHIAN, VA 23112
 PHONE: (804) 763-1200
 FAX: (804) 763-1800
 TOLL FREE: (800) 476-5227
 www.AmeriSci.com

AMERISCI RICHMOND
 Job No.: 123081259

| Company Envirocheck of Va, inc | | Address 375 mountain lane tazewell, va | | | P.O.#: SPECIAL INSTRUCTIONS: | | | | | | |
|---------------------------------------------------------------------------------|-----------|--------------------------------------------------|-----------------------------|-----------|----------------------------------------------------|--------------|--------------|----------------------------------|--------------------------------|---------|--|
| PROJECT INFORMATION | | ANALYSIS TYPE | TURNAROUND TIME (X) | | | | | | AIR FILTER INFORMATION: | | |
| | | | RUSH | 6-10 HR | 24 HR | 48 HR | 72 HR | 5 DAY | OTHER | | |
| JOB NAME: Tazewell Library | | TEM / AHERA | | | | | | | | MCE | |
| | | TEM / BULK | | | | | | | | PC | |
| JOB No.: | | PLM | | | | | | | | 25 mm | |
| | | PCM | | X | | | | | | 37 mm | |
| JOB MANAGER: jl rhudy | | NY ELAP | CALL | | | | | | | 0.45 um | |
| | | LEAD | CALL | CALL | | | | | | 0.80 um | |
| JOB DESCRIPTION: Tazewell Library | | RCRA METAS | CALL | CALL | | | | | | OTHER: | |
| | | TCLP | CALL | CALL | | | | | | | |
| | | OTHER: | | | | | | | | | |
| RESULTS TO: | | | | | State Samples Collected: virginia | | | | | | |
| EMAIL RESULTS? <input checked="" type="checkbox"/> Email: jl@e2cofva.com | | | | | PHONE: | | | | | | |
| WRITTEN REPORT TO: | | | | | FAX Results? <input type="checkbox"/> Fax#: | | | | | | |
| COMMENTS: | | | | | CELL: | | | | | | |
| LAB ID | SAMPLE ID | SAMPLE LOCATION | START TIME | STOP TIME | TOTAL TIME X | LITERS /MIN. | TOTAL VOLUME | DATE COLLECTED | | | |
| | 01 | Tile Room | | | | | 840 | 8/4/23 | | | |
| | 02 | CARPET Room | | | | | 900 | | | | |
| | 03 | Childrens Library | | | | | 750 | | | | |
| | 04 | Tile Room | | | | | 600 | | ↓ | | |
| | | | | | | Received | | | | | |
| SAMPLED BY: JLRhudy TS | | | DATE/TIME: 8/4/23 | | RECEIVED BY: FEB-EX | | | DATE/TIME: AUG 07 2023 | | | |
| RELINQUISHED BY: | | | DATE/TIME: | | RECEIVED IN LAB BY: | | | DATE/TIME: | | | |

Project Monitor License

DPOR License Lookup License Number 3309001682

License Details

| | |
|-----------------------------------|----------------------------------|
| Name | RHUDY, JACOB LEACH III |
| License Number | 3309001682 |
| License Description | Asbestos Project Monitor License |
| Rank | Asbestos Project Monitor |
| Address | TAZEWELL, VA 24651-0000 |
| Initial Certification Date | 2013-07-08 |
| Expiration Date | 2023-07-31 |

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