

**Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library Tazewell Main Library 129 Main St., Tazewell, Va., December 2, 2024, at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Connie Bailey Kitts, trustee  
Patsy Murphy, trustee  
Courtney Jennelle, trustee  
Erica Galloway, TCPL Director  
Jane Sorensen, member of the public

**Absent:** None

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 12:08 pm.

#### **2. CONSIDERATION OF APPROVING THE AGENDA FORMAT**

**ADDITIONS/DELETIONS:** Chair Roberts asked that the meeting wrap up by 1 pm in order to allow her to meet with Mr. Huber at the Richlands Library. Trustee Murphy moved to table the collection development policy review. Connie Kitts seconded the motion. With all in favor and none opposed the motion carried.

**3. APPROVAL OF MINUTES:** A copy of the minutes with Trustee Kitts' corrections was circulated. Trustee Kitts suggested running the draft of the minutes through a text editor prior to submitting them. Vice Chair Ryan moved to approve the minutes as edited by Trustee Kitts. Trustee Jennelle seconded the motion. Trustees Murphy, Ryan, Jennell, and Kitts were in favor; Chair Roberts abstained due to her absence at the previous meeting.

#### **4. DIRECTOR'S REPORT:**

A copy of the Director's Report was passed out to each Trustee.

Bibliostat, a report made to the Library of Virginia (LVA) of expenditures, is due in December. This is used as a basis for future funding decisions by LVA. Information required for the County audit is also due in December. The State aid budget has been approved.

A discussion was held on three items needing funding: flooring for the staff room in the Tazewell branch, furniture for the Tazewell branch, and the Dolly Parton Imagination Library in areas outside the Richlands zip code.

Regarding the flooring in the staff workroom at the Tazewell branch, there are holes in the concrete and other defects that Chair Roberts said are very important to correct. Several possible funding avenues were discussed. There will be some funds left over from the \$11,000 allocated by the County for capital improvements, but Director Galloway will not be sure of this amount until several outstanding invoices come in and are paid. Director Galloway received an estimate from Lowe's to install LVP; the labor alone was roughly \$5,000; including the costs for a suitable material, the cost could be closer to \$10,000. Another option is that County maintenance indicated they would be willing to help install flooring if we purchased the materials. Director Galloway also received a quote from Luna Layers to put in epoxy flooring. This quote was roughly \$7,100.

Chair Roberts suggested that the Foundation may be willing to supply the difference between what is left of the capital improvement funds and what the flooring will cost. She said she will talk with County Administrator Young to determine how much money we have to put toward correcting the flooring problem, and then work on finding any remaining funding needed, with the goal of having the flooring problem corrected by March 2025.

Director Galloway asked the Trustees which flooring option they wanted her to gather more detailed information on. Director Jennelle asked which flooring would be more durable. Director Galloway said that she believed the epoxy flooring would last longer than LVP. Other points were made in favor of epoxy flooring. Trustee Kitts made a motion to move forward with the epoxy flooring for the staff area. Trustee Murphy seconded the motion. With no further discussion, all in favor and none opposed, the motion carried.

A discussion was then held regarding \$5,000 for furniture that is approved by the Board of Supervisors, if it can be matched by the Friends of the Library. Chair Roberts indicated

that she would like to see other entities such as the Foundation or private donors come together to help the Friends of the Library get \$5,000. Jane Sorensen, the member of the public present and a member of the Friends of the Library, said that \$5,000 was a lot of money for their organization to raise, and that we should ask who can participate in the match. She also guessed the Supervisors may have had some confusion over roles of the Friends, Foundation and the Board, when they singled out the Friends. Chair Roberts asked for a list of specific items of furniture that could be purchased with the money. Chair Roberts indicated she would attend the Board of Supervisors meeting to clarify where the match could come from, and whether the remaining capital funds could go towards flooring.

A discussion was held regarding the Dolly Parton Imagination Library. The Town of Richlands is willing to sponsor children who live in the Richlands zip code. The Foundation is interested in expanding the Imagination Library to as many places as possible throughout Tazewell County. Director Galloway said she is planning to attend the Tazewell Town Council meeting on 12/10 to see if they would be willing to sponsor children in the Tazewell zip code.

Trustees agreed on spending priorities: first, the flooring, second the furniture, third the imagination library.

Director Galloway added that there are three new hires:

Kaitlyn O'Neal as the children's specialist in Tazewell; Rhonda Wimmer as the circulation specialist in Tazewell; and Dee Dee O'Connell as the circulation specialist in Bluefield.

## **6. FINANCIAL REPORT:**

- a. As of October 31, 2024, the library had spent \$510,537.79, 39.05 % of the annual budget.

- b. As of October 31, 2024, the library had received \$2,608.70 in business services fines and fees.

**8. UNFINISHED BUSINESS:** None

**9. NEW BUSINESS:**

- a. Trustee Ryan made a motion to include 3 items on the next meeting agenda: consideration for obtaining quotes to digitize the Virginia Room, discussion on disseminating the national Trustee Citation, and a discussion regarding the Louise Leslie portrait. Trustee Murphy seconded the motion. With all in favor and none opposed the motion carried.

**11. PUBLIC COMMENT:** None

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Murphy with a second by Trustee Ryan. There being no further business, the meeting was adjourned at 1:24 pm.

The next regular meeting is scheduled for Thursday, January 16, 2025, at 3:30 pm at the Tazewell Library.

**Respectfully submitted,**

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**Erica Galloway, TCPL Director**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**May 19, 2021**

**Tazewell Main Library**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. DRAFT Minutes of October 26, 2024**
- 3. Director's Report**