

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., January 16, 2025, at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Patsy Murphy, trustee
Erica Galloway, TCPL Director

Absent: Connie Bailey Kitts, trustee

Virtual: Courtney Jennelle, trustee

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 3:49 PM.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

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

3. APPROVAL OF MINUTES: Chair Roberts requested the word “see” be included in page 2. She also asked that it be noted that she (Chair Roberts) would attend the Board of Supervisors (BOS) meeting to clarify funding match and would like that to be added to page 2. Vice Chair Ryan made a motion to accept the minutes with those changes. Trustee Murphy seconded. With all in favor and none opposed the motion carried.

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, was submitted January 17, 2025. This is used as a basis for future funding decisions by LVA. The State aid budget has been approved.

The CAFR (from the county) is done and submitted to the LVA. Budget request is due to the county on January 17, 2025.

The BOS approved using the leftover capital funds for the epoxy flooring in the staff workroom at Tazewell with the Foundation covering any additional costs.

Director Galloway added:

Tammy Powers has resigned. Her last day is January 17, 2025. She will be the new Coordinator of Library Services at SWCC.

6. FINANCIAL REPORT:

- a. As of December 31, 2024, the library had spent \$717,281.87, 54.77 % of the annual budget.
- b. As of December 31, 2024, the library had received \$4,149.22 in business services fines and fees.

8. UNFINISHED BUSINESS:

- a. Collection Development Policy:

Assistant Director Wilkes read aloud the VA Room and Emerging Tech sections. Vice Chair Ryan made a motion to accept the sections as read. Trustee Murphy seconded. With all in favor and none opposed the motion carried.

A discussion was held regarding patron requests. Assistant Director Wilkes was tasked with making a form. It was decided that all requests should be responded to in 30 days. Vice Chair Ryan made a motion for these changes. Trustee Murphy seconded. With all in favor and none opposed the motion carried.

During the discussion of Collection Maintenance several changes were made, and those changes are reflected in the updated policy. Those changes were ? made by a motion put forth by Trustee Murphy. Trustee Jenelle seconded. Roll call vote: Chair Roberts: aye, Vice Chair Ryan: nay, Trustee Murphy: aye, Trustee Jennelle: aye. Majority is aye, so the motion carries.

b. Louise Leslie portrait:

Miranda Elswick has been commissioned to paint the portrait with a quote incoming. Plans for an unveiling to be set after completion.

9. NEW BUSINESS:

a. Consideration for obtaining quotes to digitize Virginia Room

A discussion was held regarding the digitization of the Virginia Room (VA). Assistant Director Wilkes reported his findings to the Board. There are several issues with being able to do a project of this scale. Copyright laws, equipment, and specialty staff or staff training to name just a few. Wilkes also pointed out that most items in the VA room can be found in other places, examples being Crab Orchard Museum and the Tazewell Historical Society. No further action will be taken at this time.

b. Dissemination of Trustee Citation acknowledgement

A discussion was held regarding dissemination of the Trustee Citation received by Chair Roberts. A motion was made for the Library/Board to do a press release and ask VLA to publish it. Trustee Murphy seconded the motion. With all in favor and none opposed the motion carried.

c. Carnegie grant survey

Director Galloway has completed a Carnegie grant survey. She has submitted [it?](#) for the College Readiness portion and if accepted she would have to submit for the grant. The Board asked that this item be added to Unfinished Business for the next meeting for updates.

11. PUBLIC COMMENT: None

12. ADJOURNMENT: Motion to adjourn the meeting by Vice Chair Ryan with a second by Trustee Murphy. There being no further business, the meeting was adjourned at 5:14 pm.

The next regular meeting is scheduled for Thursday, February 20, 2025, at 3:30 pm at the Tazewell Library.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

Tazewell County Public Library Board of Trustees

Regular Meeting

January 16, 2025

Tazewell Main Library

Tazewell, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Director's Report**