

Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell Main Library, 129 Main St, Tazewell, VA. October 24, 2024, at 3:30 p.m.

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

Virtual: Jane Sorenson, Member of the Public

Absent: Regina Roberts, Chair
Connie Kitts, Trustee

1. CALL TO ORDER:

Meeting called to order by Vice Chair Ryan at 3:42 p.m.

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

3. APPROVAL OF MINUTES:

Trustee Wyatt made a motion that the September 19, 2024, minutes be approved. Trustee Murphy seconded. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

a. Budget: Bibliostat is now open.

b. Community & Partnerships:

The **Friends of the Library (FOL)** met October 21, 2024, at 5:30 at the Bluefield Library. The FOL elected new officers. They held a book sale on October 19, 2024, at the Bluefield Library. The FOL will be selling t-shirts and posters at Comic-Con which is October 26, 2024 at Nuckols Hall at the Tazewell Fairgrounds.

The **Foundation** met on October 22, 2024. They approved a small change order for the Richlands library involving accessing the elevator pit. The Town of Richlands would like to work with the Foundation on Dolly Parton Imagination Library. Laura Mollo has been spearheading this and would like the Foundation to be the 501c3 local partner with the Town of Richlands providing the funding. The Town of Richlands has agreed to provide \$5,000 in funding. The Foundation is currently working on an MOU between the Foundation and the Town of Richlands to spell out responsibilities. Vice Chair Ryan asked if the Town of Richlands would expect the Imagination Library to be limited to the

Richlands Branch and Director Galloway said yes, it would be only for people whose address falls with the town of Richlands. Vice Chair Ryan mentioned that the Imagination Library has been discussed before with Lisa Tyson, Children's Librarian, making a presentation to the Board of Trustees (BOT) and it was decided at that time to adopt an alternate program, Babies Need Books. Ryan expressed concerns about the service only being provided to one set of library users and not the rest of the county and suggested being prepared in advance for questions and concerns. Galloway relayed that the Foundation is interested in approaching the other towns for funding for the other libraries. Ryan talked about the money and if the \$5,000 would fund just one location or the whole county. Galloway said it costs around \$15,000 for the whole county. Ryan asked if the Foundation would be handling the MOU or would the BOT be responsible and Galloway said the Foundation would. Trustee Wyatt asked about the patrons who used the Richlands library but do not have a Richlands address. An example would be someone living in Cedar Bluff. Galloway said that was a good point and it would have to be discussed during the MOU process. Trustee Murphy suggested using zip codes instead of a town address, maybe allowing certain nearby zip codes to have the same access as in town residents. Vice Chair Ryan asked that this ongoing discussion be added to Unfinished Business for updates.

The library will provide a book for the storybook walk in Richlands during January.

c. Facilities:

Tazewell- Construction is finished. HVAC has been cleaned out and cleaners have cleaned the public areas of the library. Painting has also been finished. The carpet and laminate floor were finished on October 23, 2024. The pop-up in the County Administration building has been cancelled due to FEMA using the boardroom. Community Work program workers have been a massive help moving things.

Director Galloway mentioned the current goal of Tazewell's reopening is November 18, 2024 with the back up plan of having a "soft" opening that day. Vice Chair Ryan made the motion to have the grand opening on December 2, 2024 with Trustee Murphy seconding the motion. With all in favor and none opposed, the motion carried.

Director Galloway would like to put down laminate in the staff workroom area to cover up the tile. Galloway thinks that the money to cover this may be left over from the original construction budget but needs to verify that information.

Richlands- The work has been at a standstill since October 22, 2024. Richlands had to be closed October 22-24 due to the noise and dust level while the elevator pit was being worked on. Vice Chair Ryan asked how far the project is from being complete and Director Galloway responded that the elevator is slated to be finished by the end of November 2024 which would bring the Richlands renovation to 50% complete. Galloway did say the next step would be to upgrade the inside of the library.

Bluefield- There was a small leak during the hurricane that maintenance came out and fixed.

Pocahontas- The Pocahontas branch is operating normally.

d. Programs/Services/Collections: The festivals were well attended, mainly by staff member Tammy and member of the FOL Amity.

Boo Bash in Bluefield was well attended.

Storytime has moved from Lincolnshire Park to Crab Orchard until Tazewell reopens.

Director Galloway attended the Virginia Library Association (VLA) conference.

Vice Chair Ryan asked if VLA could do some recognition of Chair Roberts award, factoring in the region she represents. Trustee Murphy suggested that the BOT acknowledge Chair Roberts award during Tazewell's grand reopening.

f. Personnel:

Anniversaries: Lisa Tyson, 18 years.

5. FINANCIAL REPORT:

a. As of September 30, 2024, the library had spent \$395,985.28 which is 30.29% of the annual budget.

b. As of September 30, 2024, the library has received \$1,986.58 in fines and business service fees.

Vice Chair Ryan offered to write language for honorums that could be used for the library website for both the library and the Foundation.

6. UNFINISHED BUSINESS:

a. Collection Development Policy review: Assistant Director Wilkes read each paragraph, and discussion was had after each section. Sections under review start at Children's Collection to Emerging Technologies and Artificial Intelligence (A.I.)

Children's Collection: Vice Chair Ryan asked if what was presented was different than the current policy. Wilkes stated that he had streamlined this section as it repeated some of the already stated selection criteria.

Audiovisual Collection: Vice Chair Ryan asked that the word "professional" be included in front of reviews. Trustee Murphy asked what Playaways are. Playaways are small devices that only play one book, require headphones, batteries, and are an older technology.

Reference Collection: Vice Chair Ryan asked that this section begin with the same wording as the previous two sections.

Virginia Room: Trustee Wyatt pointed out a period after "Works of local authors and family histories". Wilkes suggested changing microforms to microfilms. Vice Chair Ryan mentioned digitizing the Virginia (VA) Room collection and Assistant Director Wilkes said most of the items in the VA Room have already been digitized with Tazewell County Public Library holding very few truly rare items. Wilkes also stated that it would be better to send off to The Internet Archive if that is something the BOT wants to pursue. The Internet Archive has been digitizing local yearbooks through the Library of Virginia. Most of the VA Room books can be found in other Southwest Virginia libraries, Tazewell

Historical Society, Crab Orchard Museum, and even within TCPL's circulating collection. Wilkes suggested replacing "scrapbooks" with "yearbooks" and eliminating "manuscripts". Trustee Wyatt suggested that something be included to indicate that the VA Room is only at the Tazewell location. Wilkes asked if there should be a section for weeding or deselecting the VA Room collection within this section and Vice Chair Ryan said yes, it was appropriate to have this information in two different sections. Wilkes will rewrite this section with notes from this discussion and present it at the next meeting.

Digital Collection: Vice Chair Ryan suggested "other services are suitable" in place of "other services are a better fit."

Newspapers & Periodicals: Eliminate the word "indefinitely."

Emerging Technologies and Artificial Intelligence (A.I.): After discussion, Wilkes will rewrite this section and present it at the next meeting.

Trustee Murphy made a motion to approve the Collection Development Policy sections from Children's Collection through Emerging Technologies and Artificial Intelligence (A.I.) with Assistant Director Wilkes bringing the rewritten sections for the Virginia Room and Emerging Technologies and Artificial Intelligence (A.I.) to the next meeting. Trustee Wyatt seconded the motion. With all in favor and none opposed, the motion carried.

7. NEW BUSINESS:

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

9. NEXT MEETING: The next meeting is scheduled for 3:30 p.m., November 21, 2024, in Tazewell, at the Tazewell Main Library.

10. ADJOURNMENT: The meeting was adjourned at 5:07 pm.

Respectfully submitted,

Jade Crabtree, Circulation Supervisor

For full discussion refer to the recording of the meeting

Tazewell County Public Library Board of Trustees

October 24, 2024

Tazewell Main Library

129 Main St, Tazewell, VA

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

1. Agenda
2. Director's Report
3. Collection Development Policy (only section currently being worked on)

**Tazewell County Public Library
Board of Trustees
Regular Meeting
Thursday, October 24, 2024, 3:30 PM
Tazewell Main Library, 129 Main St., Tazewell, VA
[Access meeting via MS Teams Here](#)**

- I. Roll Call**
- II. Consideration of approving the agenda**
- III. Approval of September 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 September 30, 2024, the library had spent \$395,985.28, 30.29% of the annual budget.
 - b. As of September 30, 2024, the library had received \$1,986.58 in fines and business service fees.
- VI. Unfinished Business**
 - a. Collection development policy review
- VII. New Business**
- VIII. Public Comment**
- IX. Next meeting time and location**
- X. Adjourn**



Budget

- Bibliostat is open now.

Community & Partnerships

- The Friends of the Library met Monday, October 21 at 5:30 at the Bluefield library. They will be selling t-shirts and posters at Comic Con. They held a book sale on 10/19.
- The TCPL Foundation met on 10/22. They approved a small change order for the Richlands library involving accessing the elevator pit.
- The library will provide a book for the storywalk in January.

Facilities

- **Tazewell Library:** Construction is finished. Stanley Steemer completed the HVAC cleanout. Cleaners have cleaned the public areas of the building. Painting has been completed. The carpeting and laminating was finished 10/23. The Admin pop-up had to be cancelled due to the hurricane, and FEMA needed the space to set up. We have had great help from the Community Work program, for which we are grateful!
- **Richlands Library:** The work has been at a standstill until 10/22. Richlands had to be closed 10/22-10/24 due to the noise and dust level.
- **Bluefield Library:** There was a small leak during the hurricane; maintenance came and fixed it.
- **Pocahontas Library:** Operating as normal.

Programs/Services/Collections

- The festivals were well attended, primarily by Tammy and Amity.
- The Boo Bash in Bluefield was a fun time!
- Storytime moved from Lincolnshire park to Crab Orchard.

Personnel

- Congratulations to Lisa Tyson on 18 years of employment with TCPL.

Collection Development Policy

Children's Collection

The library's children's collections are developed for children (primarily) and adult (secondarily) patrons. The juvenile audience is defined as children from infancy through grade six or age twelve. The adult audience includes teachers, parents and care givers of children. This collection emphasizes reading for enjoyment and the development of learning and reading skills.

Abridgements will be selected only when the story and concepts are considered suitable for children, but the style of writing of the original is too complex for the average child.

Audiovisual Collection

The library has a collection of DVDs and books on CD. DVDs are bought based on reviews and popular appeal. The library does not acquire Blue-ray discs. Unabridged books on CD are bought based on quality of reader and popular appeal. The library does not acquire Playaways, abridged book on CDs, or cassette audiobooks.

Reference Collection

All libraries will support a small, noncirculating reference collection, consisting primarily of a dictionary, thesaurus, atlas, and local history books. Physical encyclopedias are no longer bought due to the access of online resources. Other books that may have traditionally been found in reference, such as a field guide to birds, are now in the circulating nonfiction collection.

Virginia Room Collection

The purpose of the Virginia Room collection is to acquire information about the people and history of Tazewell County, Virginia from its beginnings, to support local history and genealogical research. Its audience are researchers and genealogists in Southwestern Virginia history.

This collection includes books, periodicals, maps, pamphlets, photographs, manuscripts, microforms, scrapbooks, etc. Museum objects are not collected. Due to its rare and unique nature, this collection does not circulate. Additional selection criteria include:

- Relevance to Tazewell County
- History of adjacent counties to Tazewell County (Virginia and West Virginia)
- Relevance to coal industry and communities of Virginia and West Virginia

- Relevance to African American community
- Works of local authors and family histories.

Library of Things Collection

The Library of Things is a collection of nontraditional circulating items that fulfill the educational, recreational, and business needs of the Tazewell County community. These items may be too expensive for patrons to own for themselves. Examples of these items include Chromebooks, hotspots, crafting equipment, microscopes, board games, etc. These items are intended for all audiences.

Digital Collection

The library supports a digital collection of eBooks, audiobooks, magazines, and streaming movies/tv for patrons to access on their electronic devices. This collection includes materials for various audiences. The digital collection uses the same selection criteria as the physical collection with emphasis on price and patron demand. eCollection services are reviewed annually to see if they still meet the library's needs or if other services are a better fit.

Newspapers & Periodicals

The library collects periodicals on a wide range of subjects of informational value and recreational interest. The library subscribes to selected local, state, and national newspapers based on local interest and informational value. Newspapers and periodicals are reviewed annually at the end of their subscription period.

Retention decisions for back issues are limited by available storage space. Newspapers are kept for 1 to 3 months. Magazines are kept for one year. The main Tazewell Library will keep the local weekly newspaper, *The Clinch Valley News*, indefinitely until these papers are microfilmed or digitized.

Emerging Technologies and Artificial Intelligence (A.I.)

The library is open to adding emerging technologies and formats to the collection. These new technologies and format should have a large enough audience and remain at a reasonable price.

Books written by artificial intelligence will be evaluated on a case by case basis. TCPL places emphasis on books written by humans, but is open to adding best sellers and award winners written or co-written by A.I.

