

**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., June 26, 2025, at 3:30 p.m.**

Present: Regina Roberts, chair (arrived at 3:52 pm)
Karel Ryan, vice chair
Patsy Murphy, trustee
Courtney Jennelle, trustee
Karla Kurtz, trustee
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor
Jane Sorensen, member of the public
Ashleen Harris, president of TCPL Friends of the Library

1. CALL TO ORDER: Meeting called to order by Vice Chair Ryan at 3:38 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Vice Chair Ryan asked for discussion on the sign at Bluefield Library.

3. APPROVAL OF MINUTES: Trustee Jennelle moved to approve the minutes as submitted. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion passed.

4. DIRECTOR'S REPORT:

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

State Aid budget was submitted August 15, 2025.

The Friends of the Library met on August 18, 2025, at the Tazewell Library. FOL had a large book sale in July to coincide with Main Street Moments which went well. FOL is working on items to sell at Comic Con (October 18, 2025) ranging from t-shirts to buttons. Friends of the Library week is in October and our FOL are planning their largest yearly meeting and are working on a local author event. They are also planning another large book sale during Tazewell's Winter Market.

The Foundation Board met on July 22, 2025 and have an upcoming meeting next week. The nonprofit mailing rate for the Dolly Parton Imagination Library was approved, and the next steps can begin. The Foundation is also planning a fishing fundraiser for September 27, 2025.

The Story Walk committee met in Richlands to set the themes for the next several months.

The Tazewell library has a few condensation leaks due to weather. Dehumidifiers are now in place to help with excess moisture, and the thermostat temperature has been raised to help with HVAC workload. Vice Chair Ryan mentioned potential HVAC replacement, with Director Galloway stating that it is on the Library's long-term list. Maintenance came and replaced a light over the circulation desk due to water damage. Maintenance came to measure the Tech Services area for a replacement floor.

Richlands elevator phone has been installed, and the pit ladder has also been installed. The elevator inspector is scheduled to be on site today, August 21, 2025. Once construction is complete, cleaning and arranging the spaces will need to take place. Vice Chair Ryan asked where the Richlands project was in terms of phases. Construction is currently at phase 2A since phase 2 needed to split into two parts due to the cost of the elevator. The library sign is being replaced. Director Galloway has spoken with the Town of Richlands about lawn maintenance.

The Bluefield library's skylight has been leaking and has been replaced with wood. The lights over the circulation desk have been replaced. Vice Chair Ryan introduced the sign in front of the Bluefield Library. It needs to be cleaned. Trustee Jennelle works with the artist who created the sign and offered to get in touch with him to see what the best way is to clean and maintain the sign.

Director Galloway hit the highlights of programs and services.

- Automatic renewals were implemented via Sierra
- Tazewell programs: writer's group, chess club, and monthly game club
- Petting Zoos were held at Crab Orchard Museum and Pocahontas

- Outreach: Tazewell County Fair, AASC Claypool Hill, Dogwood Crossing, etc.

Trustee Kurtz asked what if anything is done to recognize staff work anniversaries and suggested a card from the Board and perhaps something more of milestone anniversaries.

6. FINANCIAL REPORT:

- a. As of July 31, 2025, the library had spent \$131,593.59, 10.05 % of the annual budget.

This may seem high but the Library chooses prepay our HAL membership which is a large sum.

- b. As of July 31, 2025, the library had received \$1,373.76 in business services fines and fees.

8. UNFINISHED BUSINESS:

- a. Friends of the Library resolution- Chair Roberts read the resolution again and presented a framed copy to Ashleen Harris president of the FOL.
- b. Collection development policy review- Motion to table until the next meeting held in Tazewell by Vice Chair Ryan with a second by Trustee Murphy. With all in favor and none opposed, the motion passed.

9. NEW BUSINESS:

- a. Law Library-The state has mandated that the Bar Association maintain a law library for the benefit of the public including the incarcerated population. Vice Chair Ryan explained the origin and history of the Law Library in Tazewell County. For many years there has been a \$4 library fee collected by the local legal system. Recently the Tazewell County Bar Association has voted to discontinue collection of fees due to lack of library space. Vice Chair Ryan would like the Board to discuss the option of researching and putting together a proposal for approaching the Tazewell County Bar Association.

Director Galloway gave an overview of how the law library worked pre-Covid. Each location at the time (Tazewell, Bluefield, and Richlands) had a standalone computer for law library use. Those computers were rarely if ever used and became outdated. Trustee Kurtz asked if members of the Tazewell County Bar Association would be interested in providing a junior associate to come in and give a talk as a way of advertising the dedicated law space or computer. Vice Chair Ryan said it could be asked. Vice Chair Ryan had forwarded the Bar Association resolution to Director Galloway who will pass those along to the other Board members. Director Galloway read through what Vice Chair Ryan had sent and had some thoughts about what was being reported about the law library. It was stated access was available at three terminals in the county but failed to mention the one at the Tazewell library location. Director Galloway was aware that TCPL had online access but was unaware that it had moved to an IP based login. The Board will read all the information provided and the law library will be added to September's agenda under old business.

Trustee Kurtz asked about the Board, liabilities, insurance and funding. Chair Roberts, Vice Chair Ryan, and Director Galloway all spoke about those topics. Full discussion can be found in the recording of this meeting.

- c. Election of new officers- Vice Chair Ryan nominated Regina Roberts for Chair with Trustee Murphy seconding. With all in favor and none opposed (Chair Roberts abstained from voting), the nomination passed.

Trustee Murphy nominated Karel Ryan for Vice Chair with Trustee Jennelle seconding. With all in favor and none opposed (Vice Chair Ryan abstained from voting), the nomination passed.

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 5:04 p.m.

The next regular meeting is scheduled for Thursday, September 18, 2025, at 3:30 p.m. at the Pocahontas Library.

Respectfully submitted,

Jade Crabtree, TCPL Circulation Supervisor

Tazewell County Public Library Board of Trustees

Regular Meeting

August 21, 2025

TCPL-Bluefield

Bluefield, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Final Minutes of June 26,2025**
- 3. Director's Report**
- 4. FOL resolution**