

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., May 22, 2025, at 3:30 p.m.

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair  
Patsy Murphy, trustee  
Courtney Jennelle, trustee  
Erica Galloway, TCPL Director  
Jade Crabtree, TCPL Circulation Supervisor  
Ashleen Harris, Friends of the Library President (joined at 3:49)  
Jane Sorensen, member of the public

**1. CALL TO ORDER:** Meeting called to order by Chair Roberts at 3:31 p.m.

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

**ADDITIONS/DELETIONS:** No changes were made to the agenda.

**3. APPROVAL OF MINUTES:** Vice Chair Ryan moved to approve the minutes as submitted. Trustee Jennelle 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.

The budget is much tighter than in previous years. The library's electricity and utilities have exceeded what was budgeted. Director Galloway did address this discrepancy in the budget request for next fiscal year, so this should not be an issue going forward. The application for State Aid for fiscal year 2026 was submitted and was confirmed received by the Library of Virginia.

The Friends of the Library and the Library Foundation have both had several meetings since the last BOT meeting. FOL is planning a large book sale in July to coincide with Main Street Moments.

The Foundation committed to funding the furniture match (\$5,000 from the Foundation and \$5,000 from the Board of Supervisors). Director Galloway is in contact with County Administration to coordinate those funds.

The Tazewell library did experience one roof leak early in April. County maintenance came quickly to address it. Clinch Valley Printing replaced the outside sign for free.

The Richlands elevator install began on April 14, 2025. The original elevator that was delivered was built partially backwards, so the manufacturer took responsibility for the mistake and expedited the fix. The elevator project is expected to wrap up the week of May 26, 2025. Chair Roberts suggested funds left from Phase 2A be used to paint, clean, or wallpaper the front entrance. The front steps of the Richlands library were discussed. The front step brick work has been fixed but the side railings are still to be addressed. Director Galloway is soliciting quotes from roofers to address the guttering issue. She has encountered issues getting someone to come out and look. There is an appointment on May 23 at noon for a roofer.

#### **6. FINANCIAL REPORT:**

- a. As of April 30, 2025, the library had spent \$1,101,770.22, 84.09 % of the annual budget.
- b. As of April 30, 2025, the library had received \$7,459.96 in business services fines and fees.

#### **8. UNFINISHED BUSINESS:**

- a. Strategic plan annual review: Objectives have been marked through as they have been met. Director Galloway went through and highlighted more that have been met since the last review. Vice Chair Ryan suggested a review of the mission statement.
- b. Collection development policy review: The Gifts and Donations section was read and agreed upon with the word purchased substituted for the word bought.

The motion to approve this section was made by Trustee Janelle and seconded by Vice Chair Ryan. With all in favor and none opposed, the motion passed.

c. Louise Leslie portrait: Chair Roberts asked that this topic be tabled until the next meeting.

**9. NEW BUSINESS:**

a. Friends of the Library Resolution: Chair Roberts presented a resolution to Ash of the FOL. A frame will be purchased so it can be displayed.

**11. PUBLIC COMMENT:** None

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Murphy with a second by Trustee Jennelle. There being no further business, the meeting was adjourned at 5:18 p.m.

The next regular meeting is scheduled for Thursday, June 26, 2025, at 3:30 p.m. at the Tazewell Library.

**Respectfully submitted,**

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**Jade Crabtree, TCPL Circulation Supervisor**

**Tazewell County Public Library Board of Trustees**

**Regular Meeting**

**May 22, 2025**

**Tazewell Main Library**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Final Minutes of March 20, 2025**
- 3. Director's Report**
- 4. FOL resolution**