

**September 18, 2025, Tazewell County Public Library Board of Trustees  
Meeting Minutes**

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**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell County Public Library, Pocahontas Branch, 179 Centre St.,  
Pocahontas, Va., September 18, 2025, at 3:30 p.m.**

**Present:** Regina Roberts, chair (arrived at 3:50 pm)  
Karel Ryan, vice chair  
Patsy Murphy, trustee  
Karla Kurtz, trustee  
Erica Galloway, TCPL Director  
Jade Crabtree, TCPL Circulation Supervisor  
Jane Sorensen, member of the public (Virtual)  
**Absent:** Courtney Jennelle, trustee

**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 FOIA be added to the agenda. It was decided to move employee recognition from new business to old business.

**3. APPROVAL OF MINUTES:** Trustee Kurtz moved to approve the minutes with discussed grammatical edits. 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.

The Board of Supervisors voted to contribute \$1600 towards the Dolly Parton Imagination Library to sponsor kids not covered by the towns. This will be added to the library's yearly budget request and then distributed to the Foundation. Supervisor Kyle Crucey donated \$500 from his district funds to cover children in the town of Pocahontas.

The Friends of the Library met on September 9, 2025, at the Tazewell Library. 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

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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.

Facilities:

Tazewell Library: County Maintenance has measured for replacement flooring for Tech Services area. Maintenance has confirmed that project is on the docket.

Richlands Library: New sign from GoPromo is in the works. The elevator has passed all inspections. Cornerstone has stated that they have finished. Employees will have to undergo training before the elevator can be opened to the public. Staff are working to clean and move things back to their proper place. County Maintenance is scheduled to help reinstall shelving and Community workers will be on hand to help. Susan Whitt with the Town of Richlands has been contacted about the dead tree behind the library

Commented [JC1]: What are they called?

Bluefield Library: County Maintenance is doing follow-up work with the skylight removal. Trustee Jannelle spoke with the brick artist about the sign and was advised that it can be lightly pressure washed and then sealed.

Director Galloway hit the highlights of programs and services.

- Tazewell chess club well attended
- Outreach: AASC Claypool Hill & Falls Mills, Dogwood Crossing, Head Start, preschools
- Homeschool book club in Tazewell
- Dolly Parton Imagination Library nearly 19% of eligible kids signed up (see handout)

**6. FINANCIAL REPORT:**

- a. As of August 31, 2025, the library had spent \$220,162.31, 16.79 % of the annual budget.
- b. As of August 31, 2025, the library had received \$2,842.88 in business services fines and fees.

**8. UNFINISHED BUSINESS:**

- a. Collection development policy review- Vice Chair Ryan made a motion that forms on their own separate pages with a second by Trustee Kurtz. With all in favor and none opposed, the motion passed.

Materials request form can be filled out and handed to any staff member or can be filled out online. Motion to accept made by Vice Chair Ryan with a second from Trustee Kurtz. With all in favor and none opposed, the motion passed.

Request for reconsideration for library materials form- discussion was had about the process for reconsideration and who has the final say.

Director Galloway will rework the last two forms discussed and bring them back to the next board meeting for approval.

Motion to bring back modified forms back to the next board meeting made Vice Chair Ryan with Trustee Murphy seconding. With all in favor and none opposed, the motion passed.

- b. Law library- Director Galloway spoke with other regional directors to see if/how they handle their law library. Washington County Public Library does have a law library, and their director was able to give some insight into how it could work and be managed. Vice Chair Ryan suggested that Director Galloway speak to Mr.

McGraw (a local lawyer) regarding the law library. Law library will be added to unfinished business for October's meeting.

c. FOIA- Circulation Supervisor Crabtree will investigate ordering more FOIA booklets. Trustee Kurtz asked about FOIA training and Chair Roberts mentioned an online training that would be available.

d. Employee recognition- Vice Chair Ryan suggested certificates, Chair Roberts suggested for milestone anniversaries a book-shaped pin with years of service

**9. NEW BUSINESS:**

**11. PUBLIC COMMENT:** None

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Murphy with a second by Vice Chair Ryan. There being no further business, the meeting was adjourned at 5:00 p.m.

The next regular meeting is scheduled for Thursday, October 16, 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  
August 21, 2025  
TCPL-Pocahontas  
Pocahontas, Va.  
3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Final Minutes of August 2025**
- 3. Director's Report**
- 4. Dolly Parton Imagination Library numbers**