

**Meeting minutes of the Tazewell County Public Library Board of Trustees  
held at the Tazewell County Public Library, Tazewell Branch, 129 Main St., Tazewell,  
Va., October 16, 2025, at 3:30 p.m.**

**Present:** Regina Roberts, chair  
Karel Ryan, vice chair (left at 4:11)  
Patsy Murphy, trustee  
Karla Kurtz, trustee (virtual)  
Erica Galloway, TCPL Director  
Jade Crabtree, TCPL Circulation Supervisor  
Jane Sorensen, member of the public  
**Absent:** Courtney Jennelle, trustee

**1. CALL TO ORDER:** Meeting called to order by Chair Ryan at 3:32 p.m.

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

**ADDITIONS/DELETIONS:** Trustee Murphy moved to approve the agenda as presented.  
Vice Chair Ryan seconded the motion. With all in favor and none opposed, the motion  
passed.

**3. APPROVAL OF MINUTES:** Vice Chair Ryan moved to approve the minutes with  
discussed 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.

Bibliostat is due December 1. This is the report to the Library of Virginia on how we spent  
our budget in FY25. This deadline has been pushed up due to the shutdown of Baker &  
Taylor.

The Friends of the Library meets on October 20, 2025, at the Bluefield Library, this is the  
large annual meeting. They are also planning another large book sale during Tazewell's  
Winter Market.

The Foundation Board met on October 28, 2025 with Eric Whitesell and Sam Johnson. Eric Whitesell is an attorney and the original drafter of the Foundation bylaws. Sam Johnson is a CPA and handles taxes for the Foundation Board. This meeting is for consultation purposes and not a precursor to any type of litigation.

Facilities:

Tazewell Library: County Maintenance has completed the Tech Services subfloor, built a new railing, replaced ceiling tiles, cleaned the grid, and put in new LED lights. The next steps will be painting the walls and putting in flooring. Southern Air is scheduled to come assess one of the HVACs.

Richlands Library: New sign from GoPromo is up. The second floor has been straightened and put back in order with County Maintenance coming out to assist in installing some shelving along the walls and moving some heavy items. Aaron McGlothlin has been giving the bathrooms a much-needed remodel consisting of new flooring, new toilets and new sinks. One sink did arrive broken, but the replacement has already been ordered. The elevator still has issues being called to different floor than the one it is on; the elevator company directed staff to use a certain button inside the elevator to report the issue. Dunford roofing came out and sealed a leak on the front gutter which has been causing issues with the front steps. Director Galloway has been working on getting quotes for gutter replacement. Gillespie Contracting did come and give an estimate, but three are needed for the Town of Richlands. Items still on the roster to be fixed: ramp, right-hand side railing on front steps, lighting, and removing the dead tree in back.

Bluefield Library: Nothing to report

Pocahontas Library: Nothing to report

Director Galloway hit the highlights of programs and services.

- Comic Con was well attended
- Tazewell Trunk or Treat was extremely well attended

- Santa Programs will be held at each library
- Dolly Parton Imagination Library currently at 442 children, which is 23% of the eligible population
- Homeschool book club in Tazewell is seeing good attendance
- Director Galloway meet with Hoopla as TCPL is seeing a continual increase in usage
- DAR (Daughters of the American Revolution) met in Tazewell with Director Galloway hosting a special trivia session and they made a donation to the library

**Personnel Changes:**

- Belinda Levy will be the new Youth Services Librarian
- Kandi Vance will be Bluefield's Children's Specialist
- Pocahontas Branch Manager will be advertised soon.

**6. FINANCIAL REPORT:**

- a. As of October 31, 2025, the library had spent \$401,249.51, 30.48% of the annual budget.
- b. As of October 31, 2025, the library had received \$4,264.06 in business services fines and fees.

**8. UNFINISHED BUSINESS:**

- a. Collection development policy review- Chair Roberts read the reconsideration policy aloud. Discussion was had and it was decided to add /Programs to the titles of both the policy and the forms. Trustee Murphy made a motion to accept the section and forms with the addition to the title. Trustee Kurtz seconded the motion. With all in favor and none opposed, the motion passed. Chair Roberts asked that the policy be read and reviewed in its entirety for the next meeting.

- b.** Law library- The Tazewell Bar association has tabled the issue of fees and will discuss it at their January 13, 2026, meeting. Director Galloway and Chair Roberts met with Fred Harman (a local Tazewell attorney). Director Galloway has been meeting and attending webinars for law database resources.

**9. NEW BUSINESS:**

**11. PUBLIC COMMENT:** Jane Sorensen mentioned that the FOL would be meeting today after the BOT meeting to discuss the upcoming Winter Market book sale.

**12. ADJOURNMENT:** Motion to adjourn the meeting by Trustee Murphy with a second by Trustee Kurtz. There being no further business, the meeting was adjourned at 4:39 p.m.

The next regular meeting is scheduled for Thursday, December 18, 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**

**October 16, 2025**

**TCPL-Tazewell**

**Tazewell, Va.**

**3:30 p.m.**

**MEETING MATERIALS AND SUPPORTING DOCUMENTS**

- 1. Agenda**
- 2. Final Minutes of September 2025**
- 3. Director's Report**