

**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: **Karel Ryan, vice chair**
Courtney Janelle, trustee (arrived 3:34 p.m.)
Patsy Murphy, trustee
Karla Kurtz, trustee
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor
Jane Sorensen, member of the public (Virtual)
Absent: **Regina Roberts, chair (arrived at 3:50 pm)**

1. CALL TO ORDER: Meeting called to order by Vice Chair Ryan at 3:30 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Approved as presented.

3. APPROVAL OF MINUTES: Trustee Murphy moved to approve the minutes with discussed grammatical edits. Trustee Kurtz 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 15. This is the report to the Library of Virginia on how we spent our budget in FY25.

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 meets 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. Fishing fundraiser was good publicity and could be improved on next year.

Dolly Parton Imagination Library is at 21%, 399 children registered.

The Story Walk committee will meet on November 18, 2025.

During open enrollment Medicare and health insurance information tables have been set up during certain times. Vice Chair Ryan suggested having someone come and talk/offer Virginia Medicaid.

Facilities:

Tazewell Library: County Maintenance is working on replacing the Tech Services floor

Richlands Library: New sign from GoPromo design is finished. Staff are working to clean and move things back to their proper place. County Maintenance reinstalled shelving.

Community works program with Eddie Newberry have been a valuable resource.

Bluefield Library: Saunders Lawn Care came and gave the front landscaping a facelift.

Pictures are on Facebook.

Director Galloway hit the highlights of programs and services.

- Tazewell chess club well attended
- Outreach: AASC Falls Mills, Dogwood Crossing, Head Start, preschools
- Homeschool book club in Tazewell
- Bluefield is launching a new book club aimed at teens.
- Director Galloway spoke about Imagination Library to Tazewell Rotary and Clinch Valley Head Start.
- Kandi at the Pocahontas Library is visiting Abbs Valley Elementary.

Personal Changes:

- Lisa Tyson will be the new Outreach Services Librarian

- Youth Services Librarian position is currently being advertised

Comic Con is on Saturday October 18, 2025. TCPL typically sees 400-500 people during this event. Tazewell is having a costume exchange where people can bring in old costumes in good condition and swap for another that has been donated. Bluefield will be having their annual Boo Bash. Director Galloway will attend Trunk or Treat on Main Street in Tazewell. Vice Chair Ryan made a motion for the Board to investigate attending Trunk or Treat events next year. Trustee Janelle seconded, and with all ayes and none opposed the motion carried.

6. FINANCIAL REPORT:

- a. As of September 30, 2025, the library had spent \$310,250.19, 23.57 % of the annual budget.
- b. As of September 30, 2025, the library had received \$3,208.52 in business services fines and fees.

Director Galloway went over the BOS report which is compiled by staff. Programs are reported based on how they are reported to Biblostat, so for example, Richlands shows no program participation because Biblostat classifies programs outside of the library as outreach.

8. UNFINISHED BUSINESS:

- a. Collection development policy review- Director Galloway read the procedures section aloud. Vice Chair Ryan suggested adding a time frame to the reconsideration and review forms would be helpful for expectations for both patrons and library staff. Time lengths were discussed, with a 30-day period being the most favored. Trustee Murphy made a motion that a time frame of 30-days replace the phrase “a timely manner.” Trustee Janelle seconded, with all ayes the motion carried. Grammatical changes, mainly comma placement, were discussed and will be changed. Other changes were discussed and Director Galloway will

send out reworded procedures and forms to be looked over and approved at the next meeting.

Trustee Kurtz made a motion that the director research and coordinate offering active shooter training to the library staff and volunteers as needed. Trustee Murphy seconded. Vice Chair Ryan would like the motion amended to consider adding active shooter training for the public. Trustee Murphy seconded the amended motion, with all ayes the motion carried.

- b. Law library- Director Galloway and Chair Roberts attended the October Board of Supervisors meeting as the Law library fee was on the agenda. Chair Roberts spoke and indicated that discontinuing the fee is hasty and needs to be explored further. The BOS did not vote on this issue during this meeting.

Director Galloway has spoken with Eric Young, County Administrator, about the law library. Currently the law library is being provided at the courthouse and at the public libraries in the form of access to legal databases. These databases are currently costing Tazewell County around \$15,000 a year to provide, while the fee being discussed brings in \$8400 a year. The County is currently using General funds to make up the difference.

Director Galloway called Alan McGraw at Vice Chair Ryan's suggestion and was redirected to David Altizer, who she has not spoken to yet. Director Galloway asked for BOT input as far as direction. Discuss was had and can be heard on the recording of this meeting. Vice Chair Ryan made a motion to continue to pursue reviving the law library such as that it would come under the leadership of Tazewell County Public Library and encourage fee collection to be maintained. Trustee Murphy seconded, with all ayes the motion carried.

9. NEW BUSINESS:

11. PUBLIC COMMENT: None

12. ADJOURNMENT: Motion to adjourn the meeting by Trustee Murphy with a second by Trustee Janelle. There being no further business, the meeting was adjourned at 5:27 p.m.

The next regular meeting is scheduled for Thursday, November 20, 2025, at 3:30 p.m. at the Tazewell Library.

Respectfully submitted,

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**