

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., December 18, 2025, at 3:30 p.m.

Present: Regina Roberts, chair
Karel Ryan, vice chair
Patsy Murphy, trustee
Karla Kurtz, trustee
Courtney Jennelle, trustee
Erica Galloway, TCPL Director
Jade Crabtree, TCPL Circulation Supervisor

Virtual: Jane Sorensen, member of the public
Connie Bailey Kitts, member of the public

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

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: Trustee Kurtz moved to approve the agenda as presented. Trustee Murphy 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 Janelle 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 completed and early state aid estimate is \$249,770 which is on par with last year.

The Friends of the Library had both an email meeting and a smaller in-person meeting in November. Book sale during the Winter Market in Tazewell went well.

The Foundation Board next meets on January 27, 2026.

Storywalk committee meets on January 6, 2026.

Facilities:

Tazewell Library: Heat pumps were checked and serviced. Furniture (bought with Foundation and Board of Supervisors funds) was delivered, and assembly is in progress.

Richlands Library: Elevator ribbon cutting was held on December 3, 2025.

Bluefield Library: Maintenance is adding lighting to the front because of the sky light being removed.

Pocahontas Library: Nothing to report

Director Galloway hit the highlights of programs and services.

Santa programs were held and well attended considering the weather.

6. FINANCIAL REPORT:

- a. As of November 30, 2025, the library had spent \$491,318.42, 37.33% of the annual budget.
- b. As of November 30, 2025, the library had received \$5,653.80 in business services fines and fees.

8. UNFINISHED BUSINESS:

- a. Collection development policy review- Vice Chair Ryan made a motion to ratify the adoption of the collection development policy as presented. Trustee Murphy seconded the motion. With all in favor and none opposed, the motion passed.

9. NEW BUSINESS:

Trustee Kurtz asked about the Strategic Plan with the current one's end date of 2026. Strategic Plans typically are made on a five year basis. The Strategic Plan is

written by committee which includes Board of Trustees members, members of the public, and library staff. It was suggested to have more updates on the Strategic Plan during the year, to better assess if goals are being met. Director Galloway suggested that it could be added as an item during the Director's Report and all Trustees agreed.

Vice Chair Ryan asked that the Law Library be put under Unfinished Business for the next meeting. The Bar Association will be having a meeting on January 13, 2026 and both Chair Roberts and Director Galloway plan to attend to discuss the Library absorbing the law library.

Fund Raising for Phase 2b of the Richlands Renovation project is currently underway. Phase 2b will include bathrooms on the second floor and work on the third floor. The current estimate for that is \$150 to \$175 thousand dollars.

11. PUBLIC COMMENT:

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 4:24 p.m.

The next regular meeting is scheduled for Thursday, January 15, 2025, at 3:30 p.m. at the Richlands Library.

Respectfully submitted,

Jade Crabtree, TCPL Circulation Supervisor

Tazewell County Public Library Board of Trustees

**Regular Meeting
December 18, 2025
TCPL-Tazewell
Tazewell, Va.
3:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

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