

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library, Tazewell Branch, 129 Main Street.,
Tazewell, Va., July 23, 2026, at 3:30 p.m.**

Present: Regina Roberts, chair
Patsy Murphy, trustee
Karla Kurtz, trustee
Erica Galloway, TCPL Director
Jade Crabtree, Circulation Supervisor
Jane Sorensen, member of the public

Absent: Karel Ryan, vice chair
Courtney Jennelle, trustee

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: Chair Roberts suggested tabling the Board of Trustees self-evaluation and the director's evaluation and Trustee Kurtz suggested tabling the election of new officers. Trustee Murphy moved to approve the agenda with the changes discussed. Trustee Kurtz seconded the motion. With all in favor and none opposed, the motion passed.

3. APPROVAL OF MINUTES: Trustee Kurtz moved to approve the minutes. 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.

Fiscal Year 2026 ended under budget. The Tazewell County Board of Supervisors passed the county budget at the end of June and all library budget requests were approved with staff members receiving a COLA (Cost of Living Adjustment) raise.

The state of Virginia passed its budget which included an additional \$1 million for libraries which led to a \$10,000 increase in state aid for the library.

Strategic Plan survey ended mid-July and Assistant Director Wilkes is compiling the responses with plans for the committee to meet mid-August.

The Friends of the Library had an in-person meeting on July 13, 2026. The FOL is planning on doing a Blind Date with a Book sale during Main Street Moments. They have been providing refreshments for adult programs and are looking forward to fall programs.

The Foundation Board meets on July 27, 2026. They are currently working on getting a bathroom put on the second floor of Richlands next to the YA area and have voted to move forward with David Vance.

Storywalk met on June 30, 2026. Upcoming storywalks include art/stories from summer reading programs, art from the school art clubs, and reading recommendations from AASC program participants.

Facilities:

Tazewell Library: The oldest heat pump has a broken compressor. This is the same unit that Director Galloway is actively trying to replace. Maintenance has added more insulation around the ducts, cleaned out the drains, and replaced some ceiling tiles. Replacing the heat pump will also require some additional wiring that wasn't included in the initial funds request and the County will need to be approached to cover that cost as well as what they have already allotted for replacement. Chair Roberts mentioned additional moisture can lead to other problems and needs to be monitored.

Richlands Library: The ramp has been disassembled. This was done because the ramp needed to be replaced and it was best to take it down for safety. Director Galloway has met with the Town Manager, and they are actively working on finding cost-effective labor. There is a work order in the public works to fix a mortar issue on the right side of the front steps and will work on putting plywood on the backside of the building.

Bluefield Library: The Furnace Man is slated to fix a heat pump issue.

Pocahontas Library: Nothing to report.

Director Galloway hit the highlights of programs and services.

Disaster preparedness events have had good attendance. The next one is Saturday, August 8 at 11 am at the Tazewell Library

Feeding SWVA distributions have seen major use. Tazewell's highest door count of the year was on a food distribution day. Typically 100-150 children have been recipients of food boxes. Special shout out to the teen volunteers who have been coming to help move and load boxes.

A large list of programs can be found on the director's report.

Personnel: Staci Ross has resigned from Pocahontas. Her last day will be August 7. The position is currently being advertised.

Director Galloway passed out some statistics and graphics she has compiled, showing the library's programs and circulation.

5. FINANCIAL REPORT:

- a. As of June 30, 2026, the library had spent \$1,309,739.00, 94.88% of the annual budget.
- b. As of June 30, 2026, the library has received \$12,548.79 in business services fines and fees.

6. UNFINISHED BUSINESS:

- a. Law library follow-up: Director Galloway has met with Fred Harman several times and an agreement seems to have been reached. Next bar meeting is September 8 and Lauren Brown is the new president.

b. Policies: See video for full discussion. Director Galloway sent the current policies to Aaron Gillespie (County Attorney) and asked for feedback. She distributed the packet that he compiled of the policies.

i. Circulation policy: Director Galloway read a paragraph heard on the recording. Trustee Murphy made a motion to accept the paragraph as read. Trustee Kurtz seconded. With all in favor and none opposed, the motion passed.

Chair Roberts read the section on confidentiality of patron records. Trustee Kurtz made a motion to accept this section as written/read. Trustee Murphy seconded. With all in favor and none opposed, the motion passed.

This completes approval of the circulation policy.

ii. Volunteer policy: Chair Roberts read the policy aloud. The first paragraph was agreed upon. The section involving background checks had a lengthy discussion. Chair Roberts suggested having the County Attorney look over this section and give their recommendations. Trustee Kurtz made a motion that Director Galloway send this section to the County Attorney for review and advice. Trustee Murphy seconded. With all in favor and none opposed, the motion passed.

iii. Vulnerable adults policy: Director Galloway gave a little background into what has prompted this policy and a need for a safety policy. After discussion it was decided to work on the section and send it to the County Attorney for assistance. Director Galloway asked for suggestions on what to do if a care taker leaves a vulnerable adult unattended before a policy is in place. The BOT agreed that authorities should be notified to ensure the person's safety.

7. NEW BUSINESS:

a. Shelving in Richlands: Richlands has excess shelving that is being stored in the attic. A patron is starting a 501-C3 and has asked about shelving. Chair Roberts suggested having the 501-C3 make a small donation for the shelving. Trustee

Murphy made a motion that excess shelving available to Change Bag Charity for a small donation to the library. Trustee Kurtz seconded. With all in favor and none opposed, the motion passed.

b. Board self-evaluation: tabled

c. Election of new officers: tabled

d. Director evaluation: tabled

8. PUBLIC COMMENT:

9. NEXT MEETING TIME AND LOCATION: August 20, 2026, at the Bluefield Branch of the library.

10. ADJOURNMENT: Motion to adjourn the meeting by Trustee Kurtz with a second by Trustee Murphy. There being no further business; the meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Jade Crabtree, TCPL Circulation Supervisor

Tazewell County Public Library Board of Trustees

Regular Meeting

July 23, 2026

TCPL-Tazewell

Tazewell, Va.

3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. Final Minutes of June 2026**
- 3. Director's Report**