Meeting minutes of the Tazewell County Public Library Board of Trustees held at the Tazewell County Public Library, Bluefield Branch, 108 Huffard Drive., Bluefield, Va., August 20, 2026, at 3:30 p.m.

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

Absent: **Courtney Jennelle, trustee**

1. CALL TO ORDER: Meeting called to order by Vice Chair Ryan at 3:34 p.m.

2. CONSIDERATION OF APPROVING THE AGENDA FORMAT ADDITIONS/DELETIONS: Trustee Kurtz made a motion to move Public Comment to before the closed executive session. Trustee Murphy 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.

The State Aid budget is due August 31, 2026.

Strategic Plan committee is planning to meet on August 26, 2026. This committee is made up of library stuff, library board members, and members of the public.

The Friends of the Library had an in-person meeting on August 10, 2026. The FOL plans to attend several festivals this fall with TCPL.

The Foundation Board meets on August 25, 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 meets on August 24, 2026. The current storywalk is art/stories from summer reading. The next installation will be art from the local schools' art clubs and reading recommendations from Appalachian Agency for Senior Citizens (AASC).

Facilities:

Tazewell Library: A quote has been selected to replace the HVAC unit that is broken. SWVA Mechanical will be replacing the unit before winter. County Maintenance has replaced a light due to water damage with Dunford Roofing coming to patch the roof to stop further leaking. Director Galloway has asked for Dunford Roofing on the remaining lifespan of the current roof, so that replacement planning can begin. Technical Services has carpet and are working on moving back into their space. The digital lab items have been ordered and with Tech Services back in the building, should be up and running in the next few months.

Richlands Library: The Town has ordered the materials needed to replace the ramp. The cost of the material was around $6,500 and are planning on starting in the coming weeks. Richlands has 4 new public PC's along with new computer carrels and chairs.

Bluefield Library: County Maintenance is replacing the old lights with new LED lights as the old burn out. The BOT asked about cleaning the brickwork sign out front and Director Galloway will follow up on how and who. Bluefield will be getting new public PCs, those have been ordered and are waiting for setup and installation.

Pocahontas Library: Nothing to report.

Director Galloway hit the highlights of programs and services.

Feeding SWVA distributions went well, with 10,000 meals given away this summer.

Director Galloway gave a run down of some of the summer reading numbers. Bluefield had 500, Pocahontas had 621 (the petting zoo was very well attended), Richlands had 477, and Tazewell had 1929 participants.

Bluefield has started and book club and has done one art event and plan to do more.

Emilee Hackney, a New York Times bestseller author from Tazewell, will be doing a book reading and signing at the Tazewell Library at 3:30 on August 29, 2026.

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

Personnel: Bethani Holman moved from Bluefield circulation to Pocahontas Branch Manager. The part-time position in Bluefield is currently open.

Chair Roberts arrives at 4:01 and meeting leadership passes to her

Director Galloway passed out some statistics about door counts and circulation.

5. FINANCIAL REPORT:

a. As of July 31, 2026, the library had spent $133,577.66, 10.11% of the annual budget.

b. As of July 31, 2026, the library has received $873.43 in business services fines and fees.

6. UNFINISHED BUSINESS:

a. Law library follow-up: the next Bar meeting is September 8, 2026, and the law library should be discussed during their session.

b. Policies: Volunteer and vulnerable adults policies were both tabled until review by the County Attorney.

c. Board self-evaluation: Board members filled out self-evaluation forms and had discussion.

d. Election of new officers: Vice Chair Ryan nominated Regina Roberts as chair. Trustee Murphy seconded. With all in favor and none opposed, Chair Roberts will remain Chair. Both Vice Chair Ryan and Trustee Kurtz were nominated for Vice Chair. Paper ballads were cast with Circulation Supervisor Jade Crabtree tallying the votes. Vice Chair Ryan was reelected as Vice Chair.

7. NEW BUSINESS:

a. Trustee participation in Trunk or Treat

The BOT decided not to do a separate station but to participate with the library. Members can decide how they would like to help out.

8. PUBLIC COMMENT: No public comment

9. EXECUTIVE/CLOSED MEETING (Pursuant to Virginia Code Section 2.2-3711) 5:00 pm

a. A(1) Personnel- Library director's performance evaluation

10. RETURN FROM EXECUTIVE/CLOSED MEETING/ACTION-6:00 pm

The BOT is pleased with Director Galloway's performance and wants to approach the County in regard to a raise comparable to national and state average salary for library directors.

11. NEXT MEETING TIME AND LOCATION: September 17, 2026, at the Richlands Branch of the library.

12. 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 6:25 p.m.

Respectfully submitted,

Jade Crabtree, TCPL Circulation Supervisor

Tazewell County Public Library Board of Trustees

Regular Meeting
August 20, 2026
TCPL-Bluefield
Bluefield, Va.
3:30 p.m.

MEETING MATERIALS AND SUPPORTING DOCUMENTS

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