

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
April 10, 2024

A regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, April 10, 2024 at 4:00 PM via Zoom and in-person in the board room at New Main.

Historical note: The Board President and Library Director elected to move the regularly scheduled April 2024 board meeting from Monday the 8th to Wednesday the 10th. The 2024 Total Solar Eclipse occurred on Monday when the meeting would have traditionally been held.

The following Board members were present for the meeting:

Ms. S. Haden	Ms. S. Shumate
Mr. J. Holliday	Ms. A. Silbernagel
Mr. T. Hurney	Dr. K. Sullivan
Ms. B. King	Ms. D. Sonis
Ms. B. Malkin	Ms. C. Tawney
Mr. L. Moore	Mr. B. Thomas

Library Foundation of Kanawha County Board member present was Mr. Bryan Cokeley.

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Ms. Terri McDougal, Ms. Marian Veld, Mr. Tim Venitsanos, and Mr. Michael Polak.

Other in attendance was Mr. Christopher Winton, library counsel.

Mr. Thomas presided over the meeting and called it to order at 4:00 p.m. The director served as Secretary.

Mr. Thomas began the meeting by inviting Ms. Stephanie Haden to introduce Ms. Blaire Malkin to the Board of Directors. Ms. Malkin is the Board's newest member, replacing the term of Mr. Kevin Johnson, who departed at the end of the 2023 calendar year.

After welcoming Ms. Malkin, the regular agenda followed.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the March 11, 2024 board meeting were approved as distributed.

Director's Report

Ms. Connelly began her report by discussing the effects of the prior week's tornado/storms/floods on the Kanawha County Public Library system. Every location is currently fully operational. Dunbar and Sissonville needed to be closed for two full days to repair small issues. The independent South Charleston Public Library was not as fortunate. Their building suffered major damage and is presently closed to the public. Ms. Connelly reached out to their Director and pledged help if needed.

Ms. Connelly then turned the floor to Assistant Director Ms. Sarah Mitchell, who gave the Board a report on the Public Library Association's annual conference in Columbus, Ohio. The previous week seven KCPL employees attended the three-day event. PLA welcomed over 7,500 library workers, supporters and vendors, and offered more than 100 different sessions.

Ms. Mitchell discussed specific sessions the group attended on developing friendly programming for adults with dementia, dealing with book bans, inner staff mentoring, maker spaces and food initiatives.

Action Items

1. Retirement Resolution for Ms. Lisa Thumm

On behalf of the Personnel Committee Ms. King read the following retirement resolution into the minutes. The Board APPROVED it unanimously.

WHEREAS, Ms. Thumm was employed by the Kanawha County Public Library on April 1, 2015 and has submitted her intent to retire effective April 10, 2024; and

WHEREAS, Ms. Thumm served as a part-time Library Assistant I at the Main Library in the Circulation Department from April 1, 2015 to July 13, 2015; and

WHEREAS, Ms. Thumm served as a part-time Library Assistant II at the Dunbar Library from July 14, 2015 to March 11, 2020; and

WHEREAS, Ms. Thumm served as a full-time Children's Branch Specialist at the Dunbar Library from March 12, 2020 to September 27, 2021; and

WHEREAS, Ms. Thumm served as a Human Resources Coordinator at the Main Library from September 28, 2021 to April 10, 2024; and

WHEREAS, Ms. Thumm fulfilled the responsibilities of each of her positions in an exemplary fashion; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Thumm's nine years of service to the Library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Thumm the best in her retirement.

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Thumm.

2. Resolution for Branch Hour Adjustment

On behalf of the Public Services committee, the chair, Ms. Silbernagel presented two resolutions to change hours in the Dunbar and Riverside branches respectively. Neither change represents an overall reduction in hours, they simply shift times to better reflect patron needs.

Dunbar will adopt the following shift

CURRENT HOURS	PROPOSED HOURS
MON – 10-9	MON – 9:30-8:00
TUE – 10-9	TUE – 9:30-8:00
WED – 10-5	WED – 9:30-5:00
THU – 10-9	THU – 9:30-8:00
FRI – 10-5	FRI – 9:30-5:00
SAT – 10-5	SAT – 10-5

Riverside will shift from being closed to the public on Mondays to closed to the public on Thursdays. Staff will still report on the closed day. The change was to help alleviate staffing issues since multiple eastern libraries were open on Thursday, stretching staff availability.

Each resolution was ADOPTED unanimously. The Dunbar adjustment goes into effect on Monday June 3, 2024. Riverside’s goes into effect immediately.

3. Financial Committee Resolutions

Mr. Hurney read the following resolutions into the record. Each was ADOPTED unanimously.

The first dealt with the annual levying authority asks to the City of Charleston and the Kanawha County Commission and read as follows –

Levying Authority - City of Charleston

RESOLVED, that the Library respectfully requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$1,087,232 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2024;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$3,459,904 required for the support, maintenance and

operation of the Library and its branch libraries for the fiscal year beginning July 1, 2024;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

The second resolution pertained to the requested contributions from each branch location for the 24-25 fiscal year. It read as follows:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for the fiscal year 2024-2025;

*Clendenin: \$4,791
Cross Lanes: \$7,786
Dunbar: \$84,865
Elk Valley: \$8,825
Glasgow: \$2,907
Marmet: \$3,695
Riverside: \$4,148
Sissonville: \$7,190
St. Albans: \$135,445*

The final resolution handled line-item changes to the 23-24 FY Budget:

RESOLVED, that the Kanawha County Public Library ADOPT the following line item changes for the FY 23-24 budget:

	Current	Proposed	Change
Contingency	\$ 167,000.00	\$ 45,000.00	-73%
Building Contractual Services	\$ 150,000.00	\$ 155,000.00	3%
Furniture & Equipment	\$ 100,000.00	\$ 110,000.00	10%
Copier Expense	\$ 32,000.00	\$ 49,300.00	54%
Electricity	\$ 125,000.00	\$ 130,000.00	4%
Natural Gas	\$ 26,000.00	\$ 45,000.00	73%
Telephone	\$ 43,000.00	\$ 47,000.00	9%
Trash Removal	\$ 10,000.00	\$ 11,000.00	10%
Supplies	\$ 35,000.00	\$ 55,000.00	57%
Administrative Databases	\$ 35,000.00	\$ 70,000.00	100%
Postage/Freight	\$ 18,000.00	\$ 20,000.00	11%
Memberships	\$ 4,000.00	\$ 6,500.00	63%

Sales Tax	\$ 1,700.00	\$ 2,900.00	71%
	\$ 746,700.00	\$ 746,700.00	

4. Library Foundation New Member Approval

Mr. Cokeley, President of the Library Foundation Board, introduced three new candidates. Dr. Guus Lobach, Ms. Eydie Nash-Gaiser, and Dr. D. Anne Cavalier will each serve six-year terms on the Board.

The following resolution was read into the record and APPROVED unanimously:

RESOLVED, that Dr. Guus Lobach be approved as a member of the Library Foundation of Kanawha Board of Kanawha County for a six-year term expiring Jan 1, 2030.

RESOLVED, that Ms. Eydie Nash-Gaiser be approved as a member of the Library Foundation of Kanawha Board of Kanawha County for a six-year term expiring Jan 1, 2030.

RESOLVED, that Dr. D. Anne Cavalier be approved as a member of the Library Foundation of Kanawha Board of Kanawha County for a six-year term expiring Jan 1, 2030.

Reports of Committees

1. Personnel

Ms. King overviewed the 2024 Staff Development Day that she attended at New Main on March 20th. On behalf of the Personnel committee, Ms. King awarded the 2024 Outstanding Service Award to Head of Reference Services, Ms. Elizabeth Fraser.

Ms. King also told the Board to look for a link for Ms. Connelly's annual evaluation this month. She will distribute the brief survey.

Mr. Hurney, who also attended Staff Development Day, commented on the great spirit of the employees in the system.

2. Eastern Kanawha County

Mr. Thomas gave a brief overview of the special Eastern Kanawha County committee's goals. They will focus on potential sites for the new regional branch and are committed to having a general plan in place by the end of the calendar year.

There being no further business, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:54 P.M.