

**MINUTES OF A MEETING  
OF THE BOARD OF DIRECTORS**

Held on  
January 11, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 11, 2021 at 4:00 PM via Zoom.

Members of the KCPL Board of Directors' present were Dr. Mickey Blackwell, Ms. Stephanie Haden, Mr. Tom Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Brooke Lord, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Mr. Ken Sullivan, Mr. Ben Thomas, and Mr. Jim Withrow.

The following KCPL Board of Directors' not in attendance were Ms. Susan Poffenbarger, Ms. Angelia Russell, and Mr. Don Wilson.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Marsha Alford, HR Manager; Mr. Teddy Claypool, IT Manager; Mr. Anthony DeMinico, Eastern Regional Branch Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Cathy Mason, Children's Librarian; Ms. Terri McDougal, Children's Services Supervisor; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Susan Murphy, Circulation Services Supervisor; Mr. Seth Newell, Technical Services Manager; Ms. Kim Runion, Accounting Services Coordinator; Ms. Adele Thumm, Assistant Director of Finance; Mr. Tim Venitsanos, Facilities and Security Manager; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Bill Lynch, Charleston newspaper; Mr. Dave Pray, Owner's Representative; and Mr. Chris Winton, library counsel.

Ms. Jaensson presided and reported that a quorum was present. The meeting was then called to order at 4:00 PM.

**Approval of Minutes**

Upon a motion duly made, seconded, and ADOPTED, the minutes of the January 11, 2021 were accepted as distributed.

**Approval of Bills**

General Bills and Book Bills: In accordance with Bylaws and on motion duly made, seconded, and unanimously CARRIED, the payment of General Bills in the amount of \$44,926.45 and the Book Bills in the amount of \$31,854.87 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Special Funds: The Library Director submitted bills to be paid from Special Funds in the amount of \$451.95 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously CARRIED, the Board approved the payment of the bills set forth on the list.

Construction Fund: There were not construction bills presented due to the completion of the New Markets Tax Credits transaction. They will resume next month.

**Report of the Director:**

Ms. Connelly invited Technical Services Manager, Mr. Seth Newell, to share information with the Board about new services that are being offered by KCPL. Hoopla 2.0 will allow

patrons to help curate content that the library owns. Right now, this applies to e-books and e-audiobooks. Music and movies will be added at a later date.

Another new resource available to the public is CloudSource OA. This brings the highest quality open access research to our patrons just by searching our online library catalog. This is a free pilot program that we are testing right now. Once the free period is over, we will have a yearlong paid subscription. At the end of the paid subscription, the library will evaluate usage to determine whether or not to keep offering this service. Access to these journals and articles is completely free for patrons. There are plans to market this service to local schools and universities.

Hoopla Engage has replaced the service that was available to families staying at the Ronald McDonald House in Charleston. This option only requires placing our marketing materials at the location advertising the service. Hoopla Engage doesn't require any other equipment. Families can sign up with an email address. They will then have access to five free checkouts. Once they have exhausted the checkout limit, they are then prompted to visit the library to sign up for a library card.

Online library cards have been reinstated due to the continued rise in Covid-19 cases in our county.

Ms. Connelly reported the following to the Board:

- The Covid-19 virus has dominated much of the library's time due to holiday gatherings. She has worked closely with library management to monitor local and state infection rates, practices from other libraries around the state, and the growing rate of positive cases to determine a course of action. She expressed her appreciation to the Library Board for their support during this time.
- We have confirmed that the Bookmobile will have a fixed stop four days a week at the Patrick Street shopping plaza. This will function as a holds pick-up and items drop off location for the Main Library. Patrons can go to the entrance of the 2<sup>nd</sup> floor location at the Charleston Town Center for express pickup but are not permitted to use computers or browse for items at this time.
- Ms. Connelly is working on a proposal for a new bookmobile unit. Timelines for this sort of project can take more than a year to complete, so it gives the library time to budget, research new routes for the bookmobile, post-Covid, and research smaller more maneuverable vehicles for future use.
- Ms. Connelly reported the closing of the New Markets Tax Credits transaction, made possible with the guidance of Board President, Ms. Monika Jaensson, and library counsel, Mr. Chris Winton. Over \$2 million was added to project funds. Much of Ms. Connelly's time has been taken up with this process the past couple of months.
- Ms. Connelly explained that bids have been received for the furniture and equipment package, the AV package, and the Security package. Ms. Connelly will work closely with staff members over the next few months to determine information needed to move back into the newly renovated space upon the project's completion.
- Branch maintenance projects that will take priority in January 2021 include beginning the RFP process to upgrade the St. Albans Branch Library elevator, an electrical issue at the Sissonville Branch Library, and replacing fire panels at three branch locations. The Facilities team continues to update a list of issues needing attention throughout the library system.
- Ms. Connelly reported that the Marketing Department has created an updated logo and three new versions of it to modernize our branding. Staff have been giving their input through a poll that closes on January 25. The new logo will be presented to the Board for review. In addition to a new logo, the library plans to update digital services, the website, and possibly add a library app in the future.

**Reports of Committees:**

**1. Building Committee [Mr. B. Thomas]**

- Mr. Thomas informed the Board that the renovation project is progressing. Photos shared by the Library Director give a good depiction of the work being done. Right now, the committee and staff are working on finalizing the audiovisual/security and furniture packages with Mr. Pray. Board members were encouraged to take a drive around the library building to see the changes and progress.

**2. Finance Committee [Mr. J. Withrow]**

- Going into 2021, The Finance Committee and Ms. Connelly expected a reduction in projected revenue. In actuality, revenue is not as diminished as expected. Therefore the Ms. Connelly proposed some line-item budget adjustments to the committee. The committee approved the following line-item adjustments below.

Based upon a recommendation from the Finance Committee, a motion was made to accept the proposed changes to these line items. A recommendation from a committee does not require a second. Motion PASSED.

	Increase by	Original Budget	New Budget
Income – Levy BOE	\$325,000	\$2,429,226	\$2,676,226
Expense – Automation Equipment	\$60,000	\$40,000	\$100,000
Expense – Marketing	\$60,000	\$25,000	\$85,000
Expense – Building Repair & Maintenance	\$130,000	\$70,000	\$200,000
Expense – Land Building Rental	\$75,000	\$130,342	\$205,342

**3. Long-Range Planning**

- No report

**4. Membership Committee**

- The Membership Committee recommended Dr. Shannon McGhee to fill the Board seat left by Dr. Kenneth Bailey. The committee unanimously recommended Dr. McGhee to the Kanawha County Public Library Board of Directors. Based upon a recommendation from this committee that doesn't require a second to the motion, the motion PASSED. Ms. Stephanie Haden read the following resolution:

*RESOLVED, that Dr. Shannon McGhee be recommended to the Kanawha County Board of Education for a six-year term as a Director of the Kanawha County Public Library, with such six-year term to end June 30, 2026.*

This recommendation must be approved by the Kanawha County Board of Education. Paperwork will be sent to the Board of Education office following this meeting.

**5. Personnel Committee**

- No report

**6. Public Services Committee [Ms. A. Silbernagel]**

- Ms. Silbernagel informed the Board that they still have not heard anything from FEMA regarding the plans for the book vending machine in the town of Clendenin.

**Old Business:**

1. The *KCPL from Home* website is still available to patrons. This website compiles all of the library's digital resources in one convenient location. The look and feel of the *KCPL from Home* website are what will more than likely be expected with the updated website. The library's main website offers a chat feature allowing patrons to access a reference librarian for assistance.

**New Business:**

None.

There being no further discussion or business, a motion was made to adjourn the meeting. Motion was seconded, and the meeting ADJOURNED at 4:48 PM.

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President

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Secretary