

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on  
February 8, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 8, 2021 at 4:00 PM via Zoom.

Members of the KCPL Board of Directors' present for the meeting include Dr. Mickey Blackwell, Ms. Stephanie Haden, Mr. Thomas Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Mr. Ken Sullivan, and Mr. Benjamin Thomas.

KCPL staff members present include Ms. Erika Connelly, Library Director; Ms. April Wallace, Assistant Library Director; Ms. Adele Thumm, Assistant Library Director of Finance; Ms. Marsha Alford, HR Manager; Mr. Teddy Claypool, IT/Automation Manager; Mr. Anthony DeMinico, Eastern Regional Branch Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Terri McDougal, Manager of Children's Services; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Susan Murphy, Circulation Services Supervisor; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Michael Albert, director of Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Bill Lynch, Charleston newspaper; Mr. David Pray, Owner's Representative; and Mr. Christopher Winton, library counsel.

Ms. Jaensson presided and reported that a quorum was present. The meeting was then called to order at 4:01 PM.

### **Approval of Minutes**

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

### **Approval of Bills**

General Bills and Book Bills: In accordance with Bylaws and on a motion duly made, seconded, and unanimously CARRIED, the payment of General Bills in the amount of \$308,447.94 and the Book Bills in the amount of \$98,334.98 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 the Special Funds in the amount of \$882.65 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and unanimously CARRIED, the Board approved the payment of the bills set forth on the list.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$1,511,713.65 duly certified and approved in accordance with the Bylaws, and on a motion duly made, seconded, and unanimously CARRIED, the Board approved the payment of the bills set forth on the list.

## Report of the Director

Ms. Connelly reported the following to the Board:

- Circulation statistics now, compared to one year ago, are down by about half. The West Virginia Library Commission will be issuing waivers to libraries throughout the state for not being able to reach certain benchmarks set forth due the COVID-19 pandemic.
- The New Markets Tax Credits (NMTC) transaction has netted approximately \$2.5 million for the Main Library renovation project.
- COVID-19 continues to put strain on staffing and scheduling. With the release of the vaccine, she is hopeful that things can slowly begin to return to normal.
- She continues to work on the Strategic Plan to present to the Long-Range Planning Committee. An extension was granted by the West Virginia Library Commission in light of the COVID closures. The Long-Range Planning Committee will meet this month to review the final draft of the plan for recommendation to the Board of Directors.
- Library staff members participated in a poll to choose a new and updated library logo. The selected logo will be presented to the Board for approval in the near future.
- She has started reviewing current library policies with the appropriate committees, such as compensation and salary scales, the dress code, and patron code of conduct. In light of the national discussion concerning minimum wage, Ms. Connelly is keeping this in mind since it could impact the library's budget.
- She continues to meet with staff teams for discussions related to equipment, technology, and staffing.
- A new product, LibraryIQ, has been introduced into the Technical Services Department. This software will track the library collection and circulation statistics to help guide the purchasing process for library materials.
- The setup of a new online purchase ordering system is complete, and training for staff will begin this month.
- Library staff are tentatively beginning to make plans for the West Virginia Book Festival to be held this fall.

## Reports of the Committee:

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

At a previous meeting a new entity was formed during the New Markets Tax Credits. This entity, KCPL Special Public Properties Holdings, consists of Ms. Monika Jaensson, Mr. Ben Thomas, and Mr. Michael Albert, as well as Library Director, Ms. Erika Connelly. Each month there will be a report of this special holdings entity for the entire Board of Directors.

Also in a past meeting, the Board authorized Ms. Jaensson to approve change orders for the renovation project up to the dollar amount of \$50,000. Change orders up to the amount of \$125,000 must be approved of by the Building Committee, and any change orders exceeding \$125,000 must be presented to the entire Board for approval.

Mr. Thomas explained that there is not formal action required today. The resolution presented in the Board packet is for information purposes only, and to demonstrate that the same approval process is in effect for the KCPL Special Public Properties Holdings entity. There were no questions.

The project continues to move along inside and outside the building. Ms. Connelly continues to provide photos of the progress as she can. The contract for the audiovisual package and the security package will be awarded soon.

Mr. Thomas wanted to address Change Order #13, which was included under New Business. This change order pertains to an adjustment being made to the exterior of the building and the granite surrounding some of the windows. This stone is not the same color as the rest of the building, and it was decided it would look better if it could be replaced with limestone to match. Most of these openings will be replaced with large windows, but some of these openings are in stairwells and elevator shafts. These are the openings that would require the new stone. There were no questions.

2. **Finance Committee**

No report.

3. **Membership Committee**

No report.

4. **Public Services Committee**

Ms. Silbernagel reported that there is still no news regarding the FEMA project at Clendenin.

5. **Foundation**

The Foundation will begin a fundraising campaign in the spring to round out the Capital Campaign. They are also focusing on updating their membership.

### **Old Business**

Ms. Connelly recommended to the Board that the library stay with the current COVID plan through the end of February, offering curbside service only to patrons. The library as a whole continues to see COVID-19 related exposures systemwide. As of Monday, March 1, 2021, the plan will be to go back to service as it was before the Thanksgiving holiday. Staff members, especially at Main, will continue to operate in teams. For some locations, it is harder to operate in teams due to having a smaller number of staff members. Ms. Connelly was asked if internal cases are trending down like public numbers, and she responded that it was hard to compare, but that cases internally have remained consistent. The biggest hurdle was definitely the winter holiday season.

The Bookmobile has started going to the Patrick Street plaza to serve as a curbside pickup location for the Main Library. Service has been slow starting out, as the public is still learning about this enhanced service, but it is picking up. Mr. Anthony DeMinico, Branch Manager for Riverside Library, Glasgow, Marmet, and the Bookmobile stated that there was some confusion at first about the service only being curbside, but interest is increasing. As of now, the plans are for the Bookmobile to continue offering service at the Patrick Street plaza throughout the time that the Main Library is still located in the Charleston Town Center Mall during the renovation.

### **New Business**

Mr. Thomas addressed the Change Order 13 in the report of the Building Committee. This change order has been authorized by the Building Committee and is an example of the types of issues that come up throughout the renovation.

In closing remarks, it was shared that the virtual *A Tisket, A Tasket, A Literary Basket Auction* that was held via social media throughout the end of November into the first week of December was very well received. The event brought in over \$21,000 with no overhead due to being a virtual event, and came within \$400 of the previous year's earnings for the same event that was an in-person event. Plans for a 2021 basket auction event are still being worked out. There will not be an event this Spring, but possibly in the fall or in conjunction with the West Virginia Book Festival. Again no plans have been finalized. It was suggested having an in-person and a virtual element as well for the next event. The event generates goodwill toward the library. With the completion of New Main within the next year, the event could be held there. There are many ideas to keep in mind for upcoming basket auctions.

There being no further discussion or business, a motion was made to adjourn the meeting. Motion was seconded, and the meeting ADJOURNED at 4:47 PM.

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President

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Secretary