

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

Held on  
March 8, 2021

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

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

The following board members not in attendance were Ms. Brooke Lord, Ms. Cheryl Morgan, Ms. Susan Poffenbarger, Ms. Angelia Russell, Mr. Don Wilson, and Mr. Jim Withrow.

KCPL staff members in attendance were Ms. Erika Connelly, Library Director; Ms. April Wallace, Assistant Library Director; Mr. Teddy Claypool, IT Manager; Mr. Anthony DeMinico, Eastern Regional Branch Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Tim Venitsanos, Facilities and Security Manager; 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 Gazette-Mail newspaper; Mr. Dave Pray, Owners 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 4:05 PM.

### **Approval of Minutes**

Upon a motion duly made, seconded, and ADOPTED, the amended minutes of the February 8, 2021 were accepted as distributed to the Board.

### **Approval of Bills**

General Bills: In accordance with Bylaws and on a motion duly made, seconded, and unanimously ADOPTED, the payment of General Bills in the amount of \$394,496.07 and the Book Bills in the amount of \$79,332.70 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 \$380.19 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and unanimously ADOPTED, 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 throughout the library system continue to be down in comparison with this time last year. A majority of the items being checked out continues to be digital items. Being able to offer only curbside service limits the amount of physical items being checked out. With the library reopening to the public in March, Ms. Connelly is hopeful that circulation statistics will begin to increase.
- The library system will be reopening to the public on March 1, 2021. Services will be the same as they were prior to the Thanksgiving holiday, including having staff and the public continue to wear face covering, practicing social distancing, limiting the number of patrons and staff allowed in the buildings at one time, and offering contactless curbside pickup.
- Ms. Connelly, along with other library managers, are actively planning the move back into the newly renovated Main Library once the project is complete.
- Ms. Connelly has started the budget process. She is doing this, while keeping in mind talk of a proposed minimum wage pay rate increase.
- Several library policies are being looked at for updates, including the Code of Patron Behavior and compiling and implementing an emergency/preparedness policy for approval by the Board of Directors.
- The next step in the FEMA project for the Clendenin Branch Library is to arrange for the demolition of the original, flooded location. Bids for this project are currently being gathered. The book lending machine would also offer limited Wi-Fi service to those in the vicinity of the machine.
- It is a goal of Ms. Connelly's to increase the staffing and hours of the Glasgow and Marmet Public Libraries. She does not feel that the full potential of those library locations is being utilized at the moment.
- Rebranding efforts for the KCPL library system have begun. The new logo and letterhead are now being used. The Library Director and Marketing Manager are in the process of evaluating web designers to help with rebranding the library's website.
- Internal COVID-19 cases are down. At the moment, 20-25% of the library workforce is eligible to receive the vaccine.
- Ms. Connelly asked if there were any questions about her report. She was asked how staff who have received the vaccine have reacted to it so far. Are staff being allowed to use sick leave in the event they have a reaction to the vaccine? She informed the Board that giving staff approved time off to receive the vaccine and sick leave for vaccine reactions will be taken into consideration. As more staff become eligible to receive the vaccine this will be important to know how to handle.

## Reports of Committees:

### 1. Building Committee

- a. Mr. Ben Thomas gave an update on the Main Library renovation project. The Board is close to awarding the contract for the furniture for the new building. Shelving will be a separate contract that is anticipated coming in under budget. The change order from the last meeting regarding changing the stone around several windows has been completed. The Building Committee has also initiated conversations with Mr. Bill Overton, who coordinated the move from the Main Library into temporary quarters, to begin planning for the move back into the newly renovated building.

**2. Finance Committee**

Mr. Tom Hurney reported to the Board on the status of the St. Albans Branch Library elevator replacement project. They received five responses from engineering and technical firms for this project. Chapman Technical Group received the highest score according to the scoring rubric used to compare the bids. The Finance Committee made a recommendation to the Board of Directors to engage Chapman Technical Group to complete the preliminary work for this project. Mr. John Jarrett abstained from participating in this vote. The recommendation was ADOPTED by the remaining Board members.

**3. Membership Committee**

The newest Board member, Dr. Shannon McGhee, was in attendance of this meeting. Board members and library staff took a few moments to introduce themselves to Dr. McGhee and welcome her to the KCPL Board of Directors. Dr. McGhee introduced herself to those in attendance. She is the Director of Retention and Student Success at West Virginia State University. She stated that she is excited to become involved and see what she can contribute to this Board.

**4. Personnel Committee**

Ms. Jennifer Pauer informed the Board that the Personnel Committee met last week concerning the personnel budget. This budget will be submitted to the Finance Committee next for approval.

**5. Public Services Committee**

Ms. Anne Silbernagel informed the Board that the Public Services Committee met last week. The goal is to work toward preventative maintenance throughout the library system. Library staff are reviewing some comprehensive management systems that would make tracking work order progress easier.

Five library locations need improved fire panels. Mr. Tim Venitsanos, with the assistance of Mr. John Jarrett, will be contacting engineering firms regarding the fire panels.

Ms. Silbernagel will schedule a meeting with Dr. Williams, Kanawha County Schools Superintendent, to discuss the possibility of obtaining a portable to replace the small, single-wide trailer that houses the Glasgow Public Library.

**6. Library Foundation of Kanawha County, Inc.**

Ms. Connelly told the Board of Directors that the Foundation Board is concentrating on donor recognition. There will be a donor wall as well. The Foundation Board is focusing on membership. They are seeking diverse, younger members.

**7. KCPL Special Properties Holdings**

This group continues to meet to process payments. Procedures have been put in place for this group that mirrors the procedures of the regular Board of Directors.

**Old Business**

None.

**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 4:45 PM.

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President

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Secretary