

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
July 19, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 19, 2021 at 4:00 PM in person at the Elk Valley Branch Library and via Zoom.

Members of the KCPL Board of Directors present for this meeting include Dr. Mickey Blackwell, Mr. Christopher Erlewine, Ms. Monika Jaensson, Ms. Betty King, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Anne Silbernagel, Mr. Ken Sullivan, and Mr. Ben Thomas.

Members of the KCPL Board of Directors absent from this meeting were Ms. Stephanie Haden, Mr. Tom Hurney, Mr. John Jarrett, Mr. Kevin Johnson, Mr. Angelia Russell, Ms. Susan Shumate, Mr. Don Wilson, and Mr. Jim Withrow.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Marsha Alford, Human Resources Manager; Ms. Melissa Burchett, Branch Manager of the St. Albans Branch Library; Mr. Teddy Claypool, IT Manager; Mr. Anthony DeMinico, Branch Manager of the Riverside Public Library; Mr. Stan Howell, Marketing & Development Manager; Ms. Terri McDougal, Children's Department Supervisor; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Susan Murphy, Circulation Services Supervisor; Mr. Seth Newell, Technical Services Manager; Ms. Adele Thumm, Assistant Library Director of Finances; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant Library Director; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Michael Albert, a director of the Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Christopher Winton, library counsel; Ms. Tina Stodola, Secretary of the Elk Valley Branch Library Advisory Board; Ms. Rebecca Stodola, teen representative for the Elk Valley Branch Library Advisory Board; Ms. Sandy Martin, Elk Valley Branch Library advisory board member; and Ms. Nina Darnell, Elk Valley Branch Library advisory board member.

Ms. Jaensson presided and reported that a quorum was present. The Library Director served as Secretary. The meeting was called to order at 4:01 PM. Ms. Jaensson noted that this was the first meeting with an in-person option in almost a year and a half. Some Board members chose to gather in person, and some chose to attend virtually.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes from the Annual Board Meeting held on July 2, 2021 were approved as distributed in the Board packet.

Moment of Silence

A moment of silence was observed in honor of the passing of Mr. William "Bill" Davis, who was a Foundation Board member and a devoted library supporter.

Approval of Bills:

General Bills and Book Bills: In accordance with Bylaws and on a motion duly made, seconded, and ADOPTED, the payment of General Bills in the amount of \$91,725.64, and the Book Bills in the amount of \$18,712.07 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 \$533.40 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and ADOPTED, the Board approved the payment of bills set forth on the list.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$1,336,758.41, 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.

Director's Report

Ms. Connelly invited Ms. April Wallace and Mr. Stan Howell to inform the Board members about the upcoming West Virginia Book Festival. This year's festival will take place October 22-23, 2021 at the Charleston Coliseum and Convention Center. Ms. Wallace informed those in attendance that the volunteer application would be available online very soon. West Virginia author, Homer Hickam, has been added to the line-up of authors, bringing the total of headlining authors to six. There are plans for a used book sale. This year all of the event sessions will conveniently be located on one level of the Convention Center, making it more centralized and easier to navigate. The public appears excited for this event since it was cancelled last year due to the pandemic.

Ms. Connelly invited Ms. Penny Dawson, administrative specialist at the Elk Valley Branch Library, to address those in attendance. Ms. Dawson welcomed everyone to the branch location. She encouraged everyone in attendance to explore the branch and take a look at the art murals created by an eighty-year-old library patron for the summer reading program.

Ms. Connelly informed the Board that the entirety of her report could be found in the board packet that was distributed. She highlighted the following things to the Board:

- Much of her time is currently spent planning the move back into the renovated building.
- This month a new roof has been installed on most of the original facility. Contractors continue to work on pouring concrete in the parking area, onto stairwells in the addition, and on the Skybridge.
- All of the windows in the original section of the library have been replaced. Installation for the glass and window frames for the new addition is anticipated in late July/early August.
- Ms. Connelly visited each branch this month to discuss collection purchasing and patron driven acquisitions, supply and equipment purchasing issues, and weeding collections. She also gathered information about building and maintenance problems still needing to be addressed at each location.
- Ms. Connelly has met with Chapman Technical Group to review the first draft of the elevator plans for the St. Albans Branch Library.
- The Riverside Public Library will be closed for a two-month period, August through September, while the roof and HVAC systems are replaced. Staff must move furniture, equipment, and empty workspaces by the end of July. During the period of closure, staff

will be relocating to either Glasgow or Marmet Branches to help with their extended hours during this time.

- The Marketing Department has been working on developing a new library website. New features for library patrons will include online card registration and the ability to book meeting spaces throughout the entire library system.

Reports of Committees:

1. Building Committee:

- a. Mr. Ben Thomas provided an update on the renovation project. Contractors continue to work on the greenspace and the Skybridge. He informed the Board that the Kanawha County Public Library Special Public Properties Holdings, Inc. continues to meet every month to approve payments. They meet within the first few days of the month, with payments being released near the end of the month. This process is proving to be effective. There were no questions for Mr. Thomas.

2. Finance Committee:

- a. Ms. Jaensson informed the Board that the Finance Committee did not have a formal report but would be meeting soon to discuss an offer on the Dickinson Street property.

3. Legal Affairs

- a. The Legal Affairs Committee discussed a matter via email relating to the way Board meetings are held. During the past year of meeting virtually, many committees have had better participation than in the past, so this committee discussed changes to the Bylaws to allow the Board to continue meeting virtually in addition to the in-person option. Four resolutions relating to meeting practices were included in the Board packet. Since this discussion was held via email, the resolutions are not coming as a recommendation from the committee. On a motion duly made, seconded, and unanimously ADOPTED, the follow resolutions were approved:

NOW, THEREFORE, BE IT RESOLVED THAT, notwithstanding any provisions of the Bylaws of the Library or other applicable rules, the following rules shall supersede and apply to meetings of the Board of Directors:

1. Regular and special meetings of the Board shall be held in person or electronically by telephonic, video-communication, or other computer means, as determined by the President of the Board and specified in the notice of the meeting. Any in person meeting shall also provide means for members of the Board and the public to attend the meeting electronically; notice shall include a call-in number, web address, and meeting passcode, or a contact person within the Library who will provide the same, such that members of the Board, the general public and media representatives may attend and participate.

2. Regular and special meetings of the committees of the Board shall be held in person or electronically by telephonic, video-communication, or other computer means, as determined by the Chairman of the committee and specified in the notice of the

meeting. Any in person meeting shall also provide means for members of the Committee to attend the meeting electronically; notice shall include a call-in number, web address, and meeting passcode, such that members of the committee may attend and participate.

3. *Notice and agenda for regular Board meetings shall be given not less than three (3) business days prior to the meeting, and notice and agenda for a special Board meeting shall be given not less than two (2) business day prior to the meeting.*

4. *Notice to the public of regular and special meetings of the Board shall be published on the Library's website in a prominent location and at other public locations. Notice to members of the Board of Directors and committee members may be communicated in person, by U.S. mail or other method of delivery, or by telephone, voice mail, or other electronic means (email), with preference being by email. Notice of regular and special meetings of the Board shall also be given to local media organizations, with preference being by email.*

4. Membership Committee

- a. The Membership Committee has been very active recently, filling vacant seats on the Board of Directors. They will be meeting soon to discuss a prospective candidate to fill the last vacant Board seat. Ms. Jaensson informed the Board that the new Board members, Mr. Kevin Johnson and Mr. Christopher Erlewine, were officially approved by the Board of Education. Ms. Jaensson welcomed Mr. Erlewine to the Board of Directors, who was in attendance for this meeting virtually.

5. Personnel Committee

- a. Ms. Jennifer Pauer gave an update on the library's COVID-19 practices. The library continues to follow CDC guidelines. The library is not inquiring as to staff members' vaccination status. Wearing a face mask is no longer required, but the dress code has remained relaxed to allow staff members to continue wearing face masks if they choose to do so. Most branches have opted to leave the sneezeguards in place for the time being.

6. Public Services Committee

- a. Ms. Anne Silbernagel informed the Board that the Public Services Committee met on July 15, 2021. She gave updates on several projects around the library system. The library will be entering into a final contract with Blue & Gold Contracting for the demolition of the old Clendenin Branch Library location. Environmental testing is being done in relation to the St. Albans elevator replacement project. Roofing and HVAC, and lighting, among other things, are being replaced at the Riverside High School, which will impact the Riverside Public Library. This library will be closed for two months while the repairs are being done. During this two-month period, hours are being extended at the Glasgow and Marmet Branches, and staff are being relocated to these locations. Soon, all of the parts to finish upgrading fire panels at several location will be in, and that project will be completed. The Facilities Department is working with the Board of Education to get some of our parking lots

repaved. KCPL's participation in Dolly Parton's Imagination Library was discussed. Marshall University is offering a grant to help pay for 50% of the cost of this program. KCPL, in conjunction with the Kanawha County Board of Education and the South Charleston Public Library, will pay the remaining amount to bring this wonderful opportunity to all of Kanawha County. The electrical issue at the Sissonville Branch Library appears to have been resolved. During times of extensive rain, the groundwater level would rise, and the pressure of excess groundwater would force the water into the electrical box. The problem has been identified and fixed. Lastly, the Collection Development policy was circulated to this committee. The committee plans to take time to read over this policy before making any recommendations to the full Board. This policy features patron-driven acquisition and will be a focus as the library gets ready to move back into the new building.

7. The Library Foundation of Kanawha County

- a. The Foundation continues to work on a legacy wall for the new building. In all respects, it will be an art installation honoring library donors. This installation will be located in the open space of the atrium. The final selection of the legacy wall will be brought before the entire Board for consideration in the near future.

8. The Kanawha County Public Library Special Public Properties Holdings, Inc.

- a. This group continues to meet monthly, as Mr. Thomas explained during the Building Committee update. Mr. Michael Albert concurred that this group continues to meet to fulfill the duties for which they were appointed.

Old Business

There was no old business to report.

New Business

1. Ms. Jaensson informed the Board that new committee assignments had been determined. She handed out these assignments to Board members at this meeting in person.

Ms. Tina Stodola, secretary for the Elk Valley Branch Library Advisory Board, took a moment to express her gratitude to the Board of Directors for their support throughout the various trials experienced at this library. The Board remained supportive of this branch through the water crisis, the flooding of 2016, and most recently the coronavirus pandemic of 2020. In August of 2021, the Elk Valley Library will celebrate ten years of being in its current building.

There being no further discussion or business, a motion was made to adjourn the meeting to continue with a presentation by KCPL librarians, Ms. Terri McDougal and Ms. Melissa Burchett, for the continuation of the Annual Meeting, from July 2, 2021. A motion was made, seconded, and the meeting ADJOURNED at 4:38 PM.

The Continuation of the Annual Meeting

The continuation of the Annual Meeting of the Kanawha County Public Library Board of Directors followed the regularly scheduled Board meeting on Monday, July 19, 2021.

Ms. Connelly introduced KCPL librarians, Ms. Terri McDougal, Children's Services Supervisor; and Ms. Melissa Burchett, Branch Manager of the St. Albans Branch Library. Ms. McDougal and Ms. Burchett spoke to the library board about how the library system reinvented programming during COVID-19. In the past, KCPL has collaborated with the Space and Science Institute to offer Project Build. KCPL had the opportunity to partner with them again to offer a project with an engineering focus. This would allow our libraries to reach underserved groups with a STEM project they could keep. From the beginning of the COVID-19 pandemic, the library put together take-n-make craft, activity, and STEM kits for library patrons of all ages. The kits we would receive from the Space and Science Institute would fit right in with the kits we were already giving out.

We received kits to commemorate the Mars rover landing, light wand kits, and supplemented with wood building kits from the Dollar Tree. Families could receive one kit per family per week. They worked closely with the Marketing Department to develop advertising for these kits, including a new release. Kids Connection, an internal work team of Children's staff members from around the library system, scheduled social media posts to go along with these STEM kits. Some posted instructional videos for the activities and some shared library resources related to the kits. Staff were also able to gather activity sheets from one of the library's newer resources, Scholastic Teachables. Each STEM kit included the activity, as well as 6-9 related handouts.

According to Ms. Burchett, there were challenges to this project. Ordering items during a global pandemic proved to be one of the biggest challenges. The original plan was to begin distribution of the STEM kits in February, but due to ordering delays, items were not received until April. This delay also impacted the planning and implementation as well. The best part of this project though, according to the librarians, was seeing kids become excited about the STEM kits. Many families made their weekly trips to the library specifically to pick up their weekly kit. These could even be delivered to families via contactless curbside pickup at locations that offered this option. This collaboration with the Space and Science Institute was a great success, and communities were very appreciative. This type of project afforded many families the opportunity for children and parents to learn together. Many hours of entertainment and fun came out of these activity kits. Some kids, normally not excited about a trip to the library, were excited about coming to the library to pick up a STEM kit. Library staff enjoyed hearing from children and families about what they learned.

Very soon, the library will be offering circulating Microbit kits. The library system will receive ten of these to circulate to library patrons. This kit will teach the basics of coding. Library staff admit they have had to learn right along with the kids as virtual programming became the norm during the quarantine period many states issued during the pandemic. Some of KCPL's virtual program offerings included *Virtual Storytime* hosted by Children's staff members from around the library system; *5 Word Stories* which featured a picture being shared on library social media about which patrons could submit a five word story telling about what was happening in the picture; *1st Chapter Fridays* featured a librarian reading the first chapter from a juvenile chapter book or two (depending on the length) to pique kids' interest in different reading topics; the *Kindness Club* featured a monthly video about the theme for the month, a kindness challenge, and a take-n-make activity; and *Family Storytime* was offered weekly, with stories for the entire family.

This presentation from Ms. McDougal and Ms. Burchett demonstrates that KCPL did not let the pandemic keep library staff from reaching their patrons in a variety of ways. Teen and adult programming staff also made craft and activity kits for their patrons as well. As the library moves back to in-person programming, virtual programming will still have a presence in the library system, since it proved to reach more library users.

President

Secretary