

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON
August 9, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 9, 2021 at 4:00 PM via Zoom.

Members of the KCPL Board of Directors present for this meeting were Dr. Mickey Blackwell, Mr. Chris Erlewine, Ms. Stephanie Haden, Mr. Thomas Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Mr. Kevin Johnson, Ms. Betty King, Ms. Jennifer Pauer, Ms. Angelia Russell, Ms. Anne Silbernagel, Mr. Ken Sullivan, Mr. Ben Thomas, and Mr. Jim Withrow.

Members of the KCPL Board of Directors absent from this meeting were Ms. Cheryl Morgan, Ms. Susan Shumate, and Mr. Don Wilson.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Marsha Alford, Human Resources Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Susan Murphy, Circulation Services Supervisor; Mr. Seth Newell, Technical Services Manager; Ms. Adele Thumm, Assistant Director of Finances; Ms. April Wallace, Assistant Library Director of Public Services; 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. Jeff Jenkins; Mr. Bill Lynch, Charleston Gazette-Mail newspaper; Ms. Dusta Tanner, representative of the Kiwanis Club of West Charleston; and Mr. Christopher Winton, library counsel.

Ms. Jaensson presided and reported that a quorum was present. The Library Director served as Secretary. The meeting was called to order at 4:00 PM.

Ms. Dusta Tanner, member of the Kiwanis Club of West Charleston, joined the meeting to present a check to the library on behalf of The Friends of The Library for winning the most creative board during the Charleston Corporate Regatta. The winner of the race also donated his winnings to The Friends of The Library for the library system.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes from the meeting on July 19, 2021 and the special meeting minutes from August 3, 2021 were approved as distributed in the Board packet.

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 \$194,215.37, and the Book Bills in the amount of \$30,501.40 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 \$26.91 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 \$36,041.17, 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 gave an update on the construction project. The building and windows have been power washed. Concrete for the steps in the greenspace have been poured. Tiling throughout the building continues to go down. They are still awaiting the arrival of the elevators. Cornices, that go on the top corners of the west and south sides of the building have been put in place.
- As informed prior to this meeting, the Riverside Public Library will be closed for approximately two months while the air conditioning units, roof, and lighting are being replaced. Most recently, the Glasgow Branch Library has had to close for a short time due to environmental issues being investigated by the City of Glasgow. The library is located in the Glasgow City Hall building. It is possible this library will be closed for a couple of weeks while instances of mold are being investigated.
- The demolition of the old Clendenin Branch Library is scheduled for some time next week. Envisionware, the company manufacturing the book vending machine, will begin meeting with staff to train them on how to use the machine. Once the old building has been demolished, signage can be put up to advertise what the plans are for the space.
- Ms. Connelly asked Ms. Sarah Mitchell to inform the Board members on this year's Summer Library Club program. Ms. Mitchell reported that the numbers for children signed up for this year's program doubled from last year's numbers. The number of teens signed up this year were triple last year's amount, and the number of adult participants was up by one-third. This year the focus was online, virtual programming. She is hopeful that next year, we will be able to return to in-person programming.
- Next Ms. Connelly asked Mr. Seth Newell to tell the Board a little about Library IQ, new patron-driven acquisition and circulation software. He explained that figuring out what library patrons want to read is a daunting task, but with the help of the data tracked and compiled by Library IQ, it can be easier. It allows the collection development team to track trends, to see what has not checked out in three years, and to see what has not checked out at all since it was added to the shelf. Knowing this information can help reduce waste, in terms of purchasing items for the collection. He pointed out that the part of the collection that is currently in storage is excluded from the current data.
- The entirety of Ms. Connelly's Director's report can be found in the Board packet.

Reports of Committees:

1. Building Committee

- a. The look of the Main Library is changing every day. The construction project is entering its final months of work. He informed the Board that the KCPL Special Public Properties Holdings, Inc. met for their monthly meeting to request draws from Chase Bank to pay the contractors. This month there was approximately \$1.3 million in draw requests. It is expected to continue in this manner through the end of the project. Chase Bank will respond to the draw requests near the middle to end of the month, and then checks can be cut for the contractors. There were no questions for Mr. Thomas or the committee.

2. Finance Committee

- a. Mr. Hurney recapped happenings from last week's special Board meeting. During this meeting the Board approved the sale of the Dickinson Street property and an adjacent lot. Mr. Thomas said that he would keep the Board informed of the progress of this sale, which should close within the next month.

3. Membership Committee

- a. There was no report.

4. Personnel Committee

- a. Ms. King informed the Board that the Personnel Committee would meet quarterly, on the fourth Tuesday of the month, starting in August.

5. Public Services Committee

- a. There was no report.

6. The Library Foundation of Kanawha County

- a. Ms. Connelly shared the following correspondence from Mr. Thomas Heywood, Foundation President:

"As we approach the completion of construction of our new main library, the members of the Library Foundation Board of Directors remain active and engaged.

Fundraising in our capital campaign continues to go well. In the last four weeks, we have received three significant gifts, all from existing donors. We will be commencing the public phase of our capital campaign toward the end of August. This phase of the campaign will continue through the opening of our new library in Q1 2022, and will involve social media, traditional media, and other outreach and communications. Our goal in the public phase of this campaign is to give every member of our community the chance to participate in this exciting project.

We are in the process of renewing and refreshing the membership of the Library Foundation Board of Directors. Under the leadership of Bryan Cokeley, we have been making plans to refresh our Board membership for a year or longer. We believe this is an ideal time to grow the size of our Board (in recent years we have been operating with roughly ten or so members – we hope to increase our number to something closer to 18 to 20); bring fresh eyes and new talent to our group; increase our diversity and the demographic mix of our Board members; and plan for officer succession. Even as we refresh our Board, our mission remains the same – to support you on the Library Board in all that you do.

Four new Board members joined us at our most recent meeting: Michelle Storage, Melissa Preston, Fran Rollins, and Tara Markham. Each brings a passion for our libraries to the table and will add tremendously to our work together."

Old Business

There was no Old Business to report.

New Business

1. An electronic copy of the new 2020-2021 Annual Report was included in the packet. Paper copies will be available to the public.
2. The retirement resolution for Mr. Bill Bitner was read to the Board by Ms. Jaensson. The resolution reads as follows:

Retirement Resolution for Mr. Bill Bitner

WHEREAS, Mr. Bill Bitner was employed by the Kanawha County Public Library on February 28, 2011 and has submitted his intent to retire effective September 10, 2021; and

WHEREAS, Mr. Bitner served as the part-time Security Guard at the Cross Lanes Branch Library from February 2011 until February 2013; and

WHEREAS, Mr. Bitner served as the full-time Courier through the Facilities Department at the Main Library from February 2013 until his retirement in September 2021; and

WHEREAS, Mr. Bitner fulfilled the responsibilities of each of his positions in an exemplary fashion, with diligence, loyalty, and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Mr. Bitner's ten years of service to the Library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Bitner a retirement filled with good health and enjoyment in whatever areas of interest and endeavor he may choose;

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 Mr. Bitner.

Approved by the Board of Directors at its meeting on the 9th day of August 2021

3. The retirement resolution for Ms. Susan Saylor was read to the Board by Ms. Haden. The resolution reads as follows:

Retirement Resolution for Ms. Susan Saylor

WHEREAS, Ms. Susan Saylor was employed by the Kanawha County Public Library on August 6, 1996 and has submitted her intent to retire effective August 25, 2021; and

WHEREAS, Ms. Saylor served as a substitute Library Assistant 1 and Janitor at the Glasgow and Marmet Libraries from August 1996 until September 1997; and

WHEREAS, Ms. Saylor served as a part-time Library Assistant 2 at the Glasgow and Marmet Libraries from September 1997 until January 2005; and

WHEREAS, Ms. Saylor served as a full-time Library Assistant 2 at the Glasgow and Marmet Libraries from January 2005 until March 2006; and

WHEREAS, Ms. Saylor served as a full-time Library Assistant 3 at the Glasgow and Marmet Libraries from March 2006 until July 2008; and

WHEREAS, Ms. Saylor served as the Branch Administrative Coordinator for the libraries on the eastern end of Kanawha County, including Riverside Public Library, Glasgow Branch Library, Marmet Branch Library, and the Mobile Library from July 2008 until her retirement on August 25, 2021; and

WHEREAS, Ms. Saylor fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty, and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with great appreciation Ms. Saylor's twenty-five years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Saylor a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

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. Saylor.

Approved by the Board of Directors at its meeting on the 9th day of August 2021.

4. The retirement resolution for Ms. Marsha Taylor was read to the Board by Mr. Thomas. The resolution reads as follows:

Retirement Resolution for Ms. Marsha Taylor

WHEREAS, Ms. Marsha Taylor was employed by the Kanawha County Public Library on September 11, 1990 and has submitted her intent to retire effective September 10, 2021; and

WHEREAS, Ms. Taylor served as a part-time Library Aide in the Circulation Department from September 1990 until August 1991; and

WHEREAS, Ms. Taylor served as a part-time Library Assistant 1 in the Circulation Department from August 1991 until January 1993; and

WHEREAS, Ms. Taylor was promoted to full-time Library Assistant 2 in the Circulation Department from January 1993 until November 1993; and

WHEREAS, Ms. Taylor was promoted to Administrative Coordinator in the Circulation Department in May 2007 until her retirement on September 10, 2021; and

WHEREAS, Ms. Taylor has fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty, and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Taylor's thirty-one years of service to the Library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Taylor a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

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. Taylor.

Approved by the Board of Directors at its meeting on the 9th day of August 2021.

Upon a motion duly made, seconded, and ADOPTED, the retirement resolutions for Mr. Bill Bitner, Ms. Susan Saylor, and Ms. Marsha Taylor were accepted as presented to the Board.

Ms. Jaensson asked the Board members how they wanted to proceed with next month's meeting. After some discussion, it was decided to go one month at a time to determine whether meetings would be solely on Zoom or in-person and via Zoom. The consensus was that the Board meeting in September would be held via Zoom.

There being no further discussion or business, a motion was made to adjourn this meeting. The motion was made and seconded, and the meeting ADJOURNED at 4:39 PM.

President

Secretary