

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

HELD ON
September 13, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 13, 2021 at 4:00 PM via Zoom.

Members of the KCPL Board of Directors present for this meeting were Dr. Mickey Blackwell, Mr. Christopher Erlewine, Ms. Stephanie Haden, Mr. Tom Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Mr. Ken Sullivan, Mr. Ben Thomas, and Ms. Angela Gould.

Members of the KCPL Board of Directors absent from this meeting were Mr. Kevin Johnson, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Angelia Russell, Ms. Susan Shumate, Ms. Anne Silbernagel, Mr. Don Wilson, and Mr. Jim Withrow.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Marsha Alford, Human Resources Manager; Mr. Teddy Claypool, IT Manager; Mr. Anthony DeMinico, Regional Branch Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Joshua Myers, Virtual Services Specialist; Ms. Kim Runion, Accounting Services Coordinator; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant 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.; Ms. Jessica Heldman, auditor with Perry & Associates; Mr. Bill Lynch, Charleston Gazette-Mail newspaper; 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.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes from the meeting on August 9, 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 \$263,206.26, and the Book Bills in the amount of \$82,099.10 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 \$464.57, 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 the bills to be paid from the Construction Fund in the amount of \$18,290.71, duly certified and approved in accordance with the Bylaws, and on a

motion duly made, seconded, and ADOPTED, the Board approved the payment of the bills set for on the list.

Director's Report

- Ms. Connelly reported that total circulation in August 2021 was slightly higher than one year ago. Last month the library circulated 5% of its print collection and 11% of the non-print collection.
- The renovation project is coming along. Plumbing fixtures are arriving and being installed, as well as tiling throughout the building. Doors and windows are being installed in the interior, and the elevator on the west end of the building should be installed within the next couple of weeks.
- Ms. Connelly spoke to the Women's Club of Charleston. Those in attendance expressed their excitement for the completion of the renovation project.
- The libraries on the eastern end of the county have been experiencing some unexpected closures. Riverside has been closed while the Board of Education replaces the A/C and roof on the building. The library remains hopeful that they will finish the project sooner than anticipated. Riverside staff were diverted to other locations to work during this time period. The Glasgow Library, which is located inside the same building as the Town of Glasgow, is closed due to elevated levels of mold that were found throughout the building. Mr. Venitsanos remains in weekly contact with the Mayor of Glasgow concerning the situation.
- Ms. Connelly introduced Mr. Howell, Marketing & Development Manager, to showcase the new library website to those in attendance. There is a new domain (kcpls.org). Patrons can now register for a library card online. The website should be easier to navigate. Eventually patrons will have the ability to reserve a meeting or study room from the website. There are pages for Kids, Teens, and Educators, that highlight relevant resources for each group.

Reports of the Committees

1. Building Committee

Mr. Thomas reported that many changes continue to take place at the new Main Library. He reported that the Kanawha County Public Library Special Public Properties Holdings, Inc. continues to meet early each month to process draw requests. The last meeting was on September 8, 2021. Possibly by the next meeting, the Building Committee may have an update on the Legacy Wall, which was introduced in a prior meeting.

2. Finance Committee

Mr. Hurney informed the Board that the Finance Committee has reviewed the financial audit for fiscal year 2019/2020. The Finance Committee recommended that the 2019/2020 audit be accepted by the Board. As a recommendation from the committee, it doesn't require a second. Mr. Hurney then invited Ms. Jessica Heldman, auditor with Perry & Associates, to give a brief summary of the audit. Ms. Heldman informed the Board that it was a clean audit. There were no findings that needed to be included in the management report. They are aware that the library is making changes in financial reporting and that those changes have been noted. Mr. Albert requested that she give a summary of the procedure that the auditors follow when completing an audit. She explained that they gather and examine financial statements, looking at larger accounts or those that show significant change. They look at samples of transactions and follow them throughout the process. They examine capitol assets and look for compliance throughout the whole process. If any discrepancies are found, they will look deeper into the issue to resolve.

There were no questions for Ms. Heldman. After Ms. Heldman's explanation of the audit, the recommendation for the Board to accept the Fiscal Year 2019/2020 financial audit was ADOPTED by the Board.

At this point in the meeting, Ms. Jaensson excused herself from the meeting and was moved into the virtual waiting room while the next item on the agenda was discussed. Mr. Hurney reminded the Board that the library was in the process of selling the Dickinson Street property and an adjacent parking lot. The original offer for these two pieces of property was \$325,000.00. The library disclosed environmental reports to the buyer. After reviewing these reports and having testing done, the buyers came back with a counteroffer in the amount of \$280,000.00. Mr. Hurney reported that Mr. Duke Jordan said it was his opinion that the library was very fortunate with this offer. If the library were to retain the property, he felt that the only solution would be to remediate the issue before it could be sold in the future. Remediation could potentially be an expensive undertaking. Mr. Winton suggested that language be added to the addendum that would release the library from any responsibility related to this property in the future. The Finance Committee recommended to the Board that they accept the revised offer from the buyer. As a recommendation from a committee, a second was not required. There was no discussion, and the recommendation was ADOPTED.

3. Legal Affairs Committee

Mr. Winton informed the Board that the Legal Affairs Committee has been working on updating the Bylaws.

4. Membership Committee

Ms. Haden welcomed the newest library Board member, Ms. Angela Gould, to her first meeting.

5. Personnel Committee

Ms. King informed the Board that the Personnel Committee met last at the end of August. They discussed the movement of staff members due to retirements, resignations, and new positions for the new Main Library. She expressed her sadness in learning that Ms. Wallace planned to resign from her position as Assistant Director in November. The next Personnel Committee meeting would be held in a couple of weeks.

6. Public Services Committee

Ms. Connelly told the Board that the Bookmobile continues to have electrical issues and that it is in the repair shop more than it is on the road. As she mentioned in her Director Report, she alluded to the library closings in the eastern end of the county.

7. The Library Foundation of Kanawha County

Ms. Connelly informed the Board that the Foundation has not met since the previous Board meeting, but Mr. Tom Heywood continues to work hard on the fundraising front. Some donors have agreed to increase their current gifts.

8. KCPL Special Public Properties Holdings Corporation

Mr. Thomas gave a short report for this group during the Building Committee report. Mr. Albert added that this group meets every week, and the payment requests are looked at very closely.

Old Business

None.

New Business

As Ms. King indicated during the Personnel Committee report, Ms. April Wallace, Assistant Library Director, has announced that she intends to resign in November. She was thanked for her positive attitude and energizing personality. She will be greatly missed, but she has left her mark.

Ms. Connelly told the Board that library management has decided that it would be in the staff's best interest for the Main Library to return to working in teams. This decision will be re-evaluated monthly. Right now, Main Library staff members will work in teams through the end of October.

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

President

Secretary