

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

HELD ON  
October 11, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 11, 2021, at 4:00 PM via Zoom.

The following Board Members were present:

Dr. M. Blackwell	Ms. B. King
Mr. C. Erlewine	Ms. J. Pauer
Ms. A. Gould	Ms. M. Jaensson
Mr. J. Jarrett	Ms. A. Silbernagel
Mr. K. Sullivan	Mr. B. Thomas

KCPL staff members present were Ms. Erika Connelly, Ms. Marsha Alford, Ms. Sara Caswell, Mr. Teddy Claypool, Mr. Anthony DeMinico, Mr. Stan Howell, Ms. Sarah Mitchell, Mr. Seth Newell, Mr. Michael Polak, Ms. Bianca Prince, Ms. Kim Runion, Ms. Adele Thumm, Mr. Tim Venitsanos, and Ms. April Wallace.

Others in attendance were Ms. Christen Hinderer, Mr. Christopher Winton, Ms. Deborah Deats, Mr. Ken Evans, Mr. Tom Loy, Mr. Bill Lynch, Mr. Emmett Erwin, and Mr. Nathan Wunrow.

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

Ms. Jaensson adjusted the planned agenda because vendors who bid on an RFP were on the call. The meeting began with the Finance Committee's report.

**Finance Committee**

Mr. Sullivan presented a resolution from the Finance Committee to the Board to accept a proposal for the RFID equipment for the new Main Library. The project budget accounted for the cost of the equipment. There was no additional discussion, and the Board ADOPTED the motion to award the contract to Envisionware.

The meeting then continued according to the scheduled agenda.

**Moment of Silence**

The board observed a moment of silence in honor of the passing of Cheryl Morgan, who was a member and former Board of Directors president and dedicated library supporter.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the minutes of the Board meeting on September 13, 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 \$198,521.53, and the Book Bills in the

amount of \$54,889.12 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

*Special Fund*-- The Library Director submitted bills to be paid from the Special Fund in the amount of \$93.33, 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.

*Construction Fund*-- The Library Director submitted bills to be paid from the Construction Fund in the amount of \$35,104.42, 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 forth on the list.

### **Director's Report**

Ms. Connelly reported activities for the month, including:

- Current circulation statistics are on par with this same time last year.
- The Bookmobile continues to have issues staying on the road, due to various issues.
- Riverside Library has been closed for a couple of months for roof repairs and HVAC updates. As of last week, it is now open to the public again.
- The Glasgow Public Library is still closed due to issues with mold in the building.
- The renovation project continues with floors 2-4 being the farthest along. Siding is being installed on the outside of the building.
- The granite arrived at the site after a few delays, the glass for the Skybridge will begin arriving soon. Tiling on the infinity fountain is scheduled for this month.
- Ms. Connelly is taking part in speaking engagements as her schedule allows. She is working with Leadership Kanawha Valley, which has been a great way for her to meet representatives of other organizations throughout the county.
- Several ongoing facilities issues have been resolved, including the electrical issue at the Sissonville Branch Library; new, operational fire panels installed at several branch locations; and a schedule being developed for the paving of parking lots around the library system.
- Several staff members will be attending WVLA's Fall Conference, which is scheduled for October 13-15, 2021. Ms. Connelly, Ms. Brittany Addis, and Mr. Andrew Stanley are representing KCPL as presenters during the conference.
- The Main Library will be adjusting its hours at the Charleston Town Center Mall. Most stores in the mall close between 7:00 and 8:00 PM.
- Ms. Sara Caswell will be going to the Elk Valley Branch Library as their Children's Specialist, and Mr. Michael Polak will be stepping into the Administrative Coordinator position.

- This is Ms. April Wallace's last official meeting as Library Assistant Director. She served as Interim Director on two occasions during her time with KCPL. Ms. Wallace will be working on a transition with Ms. Sarah Mitchell, who will fill her position upon her official resignation. Ms. Wallace shared farewell comments with those in attendance at the meeting.

## **Reports of Committees**

### **1. *Building Committee***

Mr. Thomas gave a short update on the status of the Main Library renovation project. The project continues to move along with a few slowdowns. He thanked the architects from Silling for their work on the project so far. He also extended appreciation to Mr. Dave Pray, the project manager, for his guidance.

Discussions regarding the Legacy Wall continue to move forward. Once they are ready for a vote on the fabrication contract, it will be brought to the entire Board for a vote. He also reported that the Kanawha County Public Library Special Public Properties Holdings, Inc. continues to meet monthly to approve payments.

### **2. *Finance Committee***

Mr. Sullivan proposed a resolution to the board to adopt the following Levying request to the City of Charleston and the Kanawha County Commission.

#### **Levying Authority - City of Charleston**

RESOLVED, that the Library respectfully requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$956,202 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2021;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

#### **Levying Authority - Kanawha County Commission**

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$3,197,695 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2021;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid

These motions were duly made, seconded, and each ADOPTED by the Board.

3. *Legal Affairs Committee* – No report.
4. *Long-Range Planning* – No report.
5. *Membership Committee* – No report

6. *Public Services Committee*

There continues to be closure on projects that have been needed to be done around the system, as Ms. Connelly reported earlier in her Director's Report. An RFP for a new Bookmobile unit will be presented at the next Public Services Committee meeting. She also informed the Board that nothing can be done with the Glasgow Branch Library until we get a report from the city about the state of the situation.

7. *Library Foundation of Kanawha County* – No report

**Old Business**

None

**New Business**

Ms. King read a resolution to honor the life and dedication of Ms. Cheryl Morgan.

WHEREAS, Cheryl Morgan served as a member of the Kanawha County Public Library Board of Directors continuously from September 2011 until her untimely passing on September 21, 2021;

WHEREAS, Cheryl Morgan enthusiastically embraced her role on each of the Executive, Building, Personnel, Finance, and Long Range Planning Committees during her tenure, including an active term as Board President from July 2014 - July 2016, during which she contributed beyond measure to the success and outstanding service provided by the KCPL system and passionately led the Board into a new renovation and expansion project of the library's main branch;

WHEREAS, Cheryl Morgan was further involved as the Board representative for the WV Book Festival Selection Committee and on the 100-Day Reopening Committee for the main branch, leading with great imagination and inspiration particularly with regards to a dynamic, new arts installation;

WHEREAS, Cheryl Morgan worked tirelessly on behalf of the Kanawha County Public Library and was a thoughtful advocate for the best possible service for all people in all walks of life throughout the system and in all of its branches, including her contagious optimism and energy in every levy campaign;

WHEREAS, Cheryl Morgan was a champion for literacy who believed passionately in the value of education and in the great contributions that libraries make to individual lives and communities in which they serve; and

WHEREAS, Cheryl Morgan has set a high standard of community service, bringing wisdom, passion, and great enthusiasm to her active participation in the library system, to which she gave significant time and considerable talents;

NOW, THEREFORE BE IT

RESOLVED, That the Board of Directors acknowledges with thanks and heartfelt appreciation for the life, work, and many accomplishments of Cheryl Morgan; and be it further

RESOLVED, That the Board wishes to express its appreciation and that of the staff and patrons of the Kanawha County Public Library for Cheryl's passionate advocacy in support of the Kanawha County Public Library; and be it further

RESOLVED, That the Board expresses its deepest sympathy to Cheryl's family and loved ones, and that this resolution be spread across the minutes of this meeting and that a copy be sent to members of her family.

There being no further discussion or business, the meeting was adjourned at 4:40 pm.