

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

HELD ON  
December 13, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 13, 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. S. Haden	Dr. K. Sullivan
Mr. T. Hurney	Ms. A. Silbernagel
Ms. M. Jaensson	Ms. S. Shumate
Mr. J. Jarrett	Mr. B. Thomas

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Adele Thumm, Mr. Stan Howell, Ms. Bianca Prince, Mr. Teddy Claypool, Mr. Tim Venitsanos, Ms. Kim Runion, and Mr. Michael Polak.

Others in attendance were Mr. Michael Albert, a director of the Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Jody Driggs, with Silling Architects; Mr. Jeff Jenkins, West Virginia MetroNews; Mr. Bill Lynch, the Charleston-Gazette newspaper; Mr. Josh Pray, PrayWorks; 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 special meeting on November 2, 2021, and the minutes from the regular meeting on November 8, 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 \$208,705.68, and the Book Bills in the amount of \$131,551.31 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 \$1,147.72 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 \$147,720.79, 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 highlighted the circulation statistics part of her monthly report, noting that the check-outs are improving steadily and up from last year. She feels things are slowly and surely bouncing back to pre-pandemic numbers. Currently, only five percent of the physical collection is circulating and her goal for next year is to improve these numbers. The digital collection is responsible for 54 percent of the library's current total circulations.

The largest focus for the Main location is currently getting ready to move from the mall to the new building. Bill Overton, the library's move-in consultant, has been in town this week to assist in plans. Shelving and furniture have arrived on site. The library is working closely with Josh Pray to keep on track of the moving schedule.

Ms. Connelly introduced Technology Librarian Ms. Bianca Prince to highlight some of the new technology coming into the Main Library's Idea Lab.

Ms. Prince explained that about 80 percent of the equipment for the lab is up and working. She showcased several items from the new 3-D printer starting with a Snowflake ornament. The printer is also able to create utilitarian items like a screwdriver holder and adaptive aids like a zipper pull and can opener. She also noted its potential for educational material by showing the board a topographic map of West Virginia and a statue of Athena.

This equipment will be promoted to patrons who want to use materials they make to start a small business and the library is reaching out to students for school visits. The idea lab will also be featured on an upcoming episode of KCPL's television program "More Than Books."

Dr. Blackwell asked what the charge for building a piece with the 3-D printer is.

Ms. Prince explained that it's based upon paying for the filament used as material and patrons will pay 20 cents an ounce. She also clarified that patrons will need a library card to use the service.

Mr. Thomas asked how the equipment will be accessed and whether patrons would be able to use it "first come/first serve?"

Ms. Prince answered that she is working with the marketing department on arranging a reservation system for the KCPL website. Use will have time limits. The goal is to make sure each piece of technology is available for all of those who need it.

### **Reports of Committees:**

#### **1. Finance Committee**

Mr. Hurney stated that the Finance Committee has been working with Ms. Connelly to refine the way KCPL's income is reported. He feels they have made great steps towards making the library's financial documents more understandable and transparent.

## **2. Public Services**

Ms. Silbernagel had two action items to present to the board. The first concerned the purchase of a new Bookmobile. Three companies presented bids to the library for a new vehicle, each was reviewed by Ms. Connelly, Ms. Thumm, and Mr. Venitsanos. Farber Speciality Vehicles had the highest overall score and the Public Services committee recommends accepting their bid at \$191,573.

This bookmobile will hold about a third collection of the old one, but it's smaller size will make it more maneuverable. Staff will be able to operate it with a regular driver's license. Ms. Silbernagel noted that this was Ms. Connelly's fifth Bookmobile purchase and said that the committee was grateful for her expertise.

Before moving to the second action item, Ms. Silbernagel notified the board of the recent passing of Helen Smith on December 6th. Mrs. Smith served on the Library Foundation and Dunbar Branch advisory Board for many years. Earlier in 2021, she and her family donated a grand piano to the Dunbar library.

The next item from the Public Services Committee was a recommendation to adopt the new Collection Development Policy distributed in the board packet for the meeting. The policy is vitally important to have as KCPL is about to move into the new main branch. It provides a clear view on how selections for material will be made into the future.

The board unanimously ADOPTED the motion to award the Bookmobile contract to Farber Speciality Vehicles.

Upon a motion made, seconded, and unanimously ADOPTED, the Board approved the implementation of the new Collection Development Policy.

## **3. Legal Affairs**

No report

## **4. Membership Committee**

Ms. Haden discussed the Membership Committee's current project, updating the new board member orientation material and procedures. Dr. Sullivan visited with the committee in its last meeting and had suggestions based on his experience as a new member.

Membership is also currently reviewing potential candidates for the Board's vacancy and hopes to present a new candidate at next month's meeting.

## **5. Long-Range Planning Committee**

Ms. Haden and the committee completed their quarterly review of the goals outlined in the library's Long-Range plan for 2020-2023. The document is the first one under Ms. Connelly's leadership and was accepted by the West Virginia Library Association. It has four main areas of focus for KCPL — community spaces, civic engagement, facilitation of learning, fostering collaboration. Though Covid impacted the system's ability to adopt some of these goals, progress is being made at implementing each.

## **6. Personnel Committee**

Ms. King shared that at the last Personnel meeting the members had a robust editing session on the new Patron Code of Conduct for the system. In January, KCPL will unveil a third wave of recruiting for open positions in the system. Staffing needs of the system and New Main are regularly under review and the committee hopes for the "best and brightest" to join the library team.

## **7. Building Committee**

Mr. Thomas explained that the date for substantial completion of the New Main project is nearing. They've defined substantial completion to mean that enough of the interior of the building will be move-in ready for the library to begin using. Substantial completion does not mean that the construction project is over. They expect about another month of work after which will include finishing up sidewalks/pavement and other aesthetic areas.

The most recent financial picture of the project is very positive. Though the library will use all of the half-million in contingency funds it set aside for construction, the project is still currently overfunded. New donations and gifts have been secured by the Foundation as excitement grows in the community, particularly over the Legacy Wall.

Through Mr. Dave Pray's work, the possibility of a donation arose. An anonymous donor wants to contribute a gate made by a local company, Wallace Metal Works, that will be used between the library and the KB&T Building on Capitol Street. Though artistically made it will also have a security function and be open and closed during the day.

Library counsel, Mr. Christopher Winton, vetted all of the contract language for this project. There was a lot of back-and-forth on insurance figures, but the committee feels the current contract is acceptable and supports a motion to accept.

Upon a motion made, seconded, and unanimously ADOPTED, the Board approved the plan to accept the donation of an artistically fabricated gate by Wallace Metal Works.

## **8. KCPL Special Public Properties Holding Corporation**

Mr. Thomas met with Special Properties to consider the draw requests for the new building project. They approved between 2.3 and 2.4 million dollars and submitted them to Chase. This committee still is formally meeting monthly and also gets weekly project updates from Dave Pray.

## **9. The Library Foundation of Kanawha County**

A special meeting of the Library Foundation was held on December 3rd to support a grant through the City of Charleston for American Rescue Plan Funds for the new building. The foundation is also assisting with grants with the county and the West Virginia Library Commission. Money from these grants if accepted will go to technology needs like self-checkout systems and RFID gates throughout the system. KCPL is also planning an ACT/SAT preparation program for students in the county.

**Old Business**

There was no Old Business to report.

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 4:51 p.m.

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President

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Secretary