

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

HELD ON
July 11, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 11, 2022 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board Members were present:

Dr. M. Blackwell	Ms. J. Pauer
Mr. J. Holliday	Ms. A. Silbernagel
Mr. T. Hurney	Dr. K. Sullivan
Ms. A. Gould	Mr. B. Thomas
Mr. J. Jarrett	Mr. J. Withrow
Ms. B. King	

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Mr. Tim Venitsanos, Mr. Anthony Deminico, and Mr. Michael Polak.

Others in attendance were Mr. Christopher Winton, library counsel.

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

Approval of Minutes

The Board of Directors had two sets of minutes to approve in their packet.

Upon a motion made, seconded, and ADOPTED the minutes of the regular Board meeting on June 13, 2022 were approved unanimously without discussion.

Upon a motion made, seconded, and ADOPTED the minutes of the annual Board meeting on July 1, 2022 were approved by a 10-1 vote, with Mr. Withrow voting against the motion.

Director's Report

Ms. Connelly reported that since the grand opening of New Main there has been a 21 percent increase in new visitors. She fielded a question from Mr. Winton about "how tool circulations are noted?" The tools have corresponding barcode numbers and are tracked in the library's operating system, SIRSI.

In the coming months, there are plans to add training videos as supplements to the collection to assist patrons in learning about different pieces of equipment they may be checking out.

Final touches on the Clendenin Kiosk project are now dependent on installation of internet and data by Frontier Communications. Unfortunately, they have not been prompt with their work and the project's grand opening continues to be delayed.

Ms. Connelly then invited Mr. Howell to provide an overview of the Library's recent Marketing strategy.

Mr. Howell focused on the grand opening of the New Main Library throughout the spring. Television commercials ran on Suddenlink's top ten channels in the area. Radio spots regularly appeared on West Virginia Public Radio. The library purchased three billboards downtown to highlight the grand opening.

The Library has a monthly show on the Library Commission's channel (17 on Suddenlink) called "More Than Books," it's used to feature interviews with staff and different upcoming programs in the library system.

Moving forward, Mr. Howell would like to expand the focus of the marketing to incorporate more about the branches. He stated the importance of being smart and efficient with the budget. The Library uses a company called Motion Masters to shoot both the television program and commercials. He expects the campaign to promote the 2022 West Virginia Book Festival to begin in September.

At the conclusion of Ms. Connelly's report, she updated the board on the technology installation process in the New Main meeting rooms. There were four companies involved in the project and they each are fighting over responsibility for what remains to be done with the project. Josh Pray is working on constructing a timeline for the final steps in this project. The lack of technology is a huge hurdle as the rooms are very popular. It is a scramble to work bookings around installation teams and provide the basic tech needs of each group.

Reports of Committees

1. Membership

Ms. Silbernagel introduced Ms. Cynthia Tawney and Dr. Robert Wallace as candidates to fill the two current vacancies on the Board of Directors.

Ms. Tawney is a long-time member of the Branch Advisory Board for the Elk Valley Library. She is the Founder and Editor of Elk River Living, a monthly magazine dedicated to featuring that community.

Dr. Wallace is the Dean of the College of Arts and Humanities at West Virginia State University. He is very passionate about supporting the KCPL system and is excited about the potentials for collaboration between the University and the Library.

Ms. Silbernagel presented the following recommendations from the Membership Committee.

RESOLVED, that Ms. Cynthia Tawney be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2028.

RESOLVED, that Dr. Robert Wallace be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2027.

Each was ADOPTED unanimously by the Board of Directors.

2. Building

Mr. Thomas reported an adjustment in focus for the Building committee. They will now take some of the Branch structural/construction-related issues that the Public Services committee focused on during the New Main project. These historically have been under the purview of the Building committee, and Public Services filled in during the past few years.

The committee is still reviewing the contract and accounting discussions Mr. Thomas brought up in the annual meeting.

3. Special Properties

Special Properties is scheduled to meet on July 15th. A present focus of the Board is finalizing the Donor Signage for different rooms in New Main.

A gala will be held for donors of the project on Wednesday, September 21 in the evening at New Main.

Answering a question posed by Mr. Withrow, Mr. Thomas updated the Board of Directors on contract matters between the Library and the Charleston Town Center Mall.

The Legacy Wall will begin installation on Monday, July 18th, and completion is expected by the end of the month. During this project, the Quarrier Street entrance and the Drive Up Window will be inaccessible to patrons.

Old Business

Mr. Thomas introduced a motion to ratify the nomination of the following Board officers for the 2022-23 fiscal year:

Board President: Mr. Ben Thomas

1st Board Vice President: Ms. Stephanie Haden 2nd Board Vice President: Ms. Betty King

Secretary/Treasurer: Ms. Erika Connelly.

There was no discussion, and the motion was ADOPTED unanimously.

New Business

On behalf of the Personnel Committee, Ms. King presented the following Retirement Resolution for Ms. Linda Brumfield.

WHEREAS, Ms. Brumfield was employed by the Kanawha County Public Library on July 20, 1990 and has submitted her intent to retire effective July 22, 2022; and

WHEREAS, Ms. Brumfield served as the Library Assistant III Administrative Specialist at the St. Albans Branch from July 1990 to June 1991; and

WHEREAS, Ms. Brumfield served as a Library Associate II at the St. Albans Branch from June 1991 to June 1992; and

WHEREAS, Ms. Brumfield served as the Acting Branch Manager at the St. Albans Branch from June 1992 to October 1992; and

WHEREAS, Ms. Brumfield served as a Library Associate II at the St. Albans Branch from October 1992 to July 1993; and

WHEREAS, Ms. Brumfield served as a Library Associate III at the St. Albans Branch from July 1993 to September 1999; and

WHEREAS, Ms. Brumfield served as the Acting Branch Manager at the Riverside Branch from September 1999 to November 1999; and

WHEREAS, Ms. Brumfield served as a Library Associate III at the Riverside Branch from November 1999 until her resignation in March 2000; and

WHEREAS, Ms. Brumfield returned to the system as the Substitute Acting Branch Manager at the Riverside Branch from May 2000 until December 2000; and

WHEREAS, Ms. Brumfield served as the Full-Time Acting Branch Manager at the Riverside Branch from December 2000 to July 2001; and

WHEREAS, Ms. Brumfield served as a Library Associate II in the Circulation Department at the Main Library from July 2001 to August 2004; and

WHEREAS, Ms. Brumfield served as the Acting Department Head of the Circulation Department at the Main Library from August 2004 to October 2005; and

WHEREAS, Ms. Brumfield served as a Library Associate II in the Circulation Department at the Main Library from October 2005 to January 2008; and

WHEREAS, Ms. Brumfield served as a Branch Coordinator at the Dunbar Branch from January 2008 to July 2022; and

WHEREAS, Ms. Brumfield twice served as acting Branch Manager at Dunbar, once from May to July 2008, and the second time from April to October 2012; and

WHEREAS, Ms. Brumfield fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty, and integrity. In 2017, she received the Linda G. Wright Award for Excellence in Library Service

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

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Brumfield 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. Brumfield.

Approved by the Board of Directors at its meeting on the 11th day of July 2022

Upon a motion duly made, seconded, and ADOPTED the retirement resolution for Ms. Linda Brumfield was accepted as presented to the Board.

There being no further discussion of business, a motion was made to adjourn this meeting. The Motion was seconded, and the meeting ADJOURNED at 4:38 PM

President

Secretary