

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

HELD ON
August 8, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 8, 2022 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board Members were present:

Mr. Ben Thomas, President
Ms. Stephanie Haden, 1st Vice President
Ms. Betty King, 2nd Vice President

Dr. M. Blackwell	Ms. A. Silbernagel
Mr. C. Erlewine	Dr. K. Sullivan
Mr. J. Holliday	Ms. C. Tawney
Mr. T. Hurney	Dr. R. Wallace
Ms. A. Gould	

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Sarah Mitchell, Assistant Library Director; Ms. Marsha Alford, HR Manager; Ms. Adele Thumm, Assistant Director of Finance; Mr. Stan Howell, Marketing and Development Manager; Mr. Teddy Claypool, IT Manager; Ms. Terri McDougal, Manager of Children's Services; Ms. Susan Murphy, Circulation Services Supervisor; Mr. Tim Venitsanos, Facilities and Security Manager; Ms. Melissa Burchett, St. Albans Branch Manager; Mr. Anthony Deminico, Eastern Regional Branch Manager; and Mr. Michael Polak, Administrative Coordinator.

Others in attendance were Mr. Christopher Winton, library counsel; Mr. Dave Pray, Owner's Representative, Pray Works; Mr. Josh Pray, Owner's Representative, Pray Works; Ms. Tracy White, Kanawha County School Board President; and Mr. Jerry White.

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

Upon a motion made, seconded, and ADOPTED the minutes of the regular Board meeting on July 11, 2022 were approved.

Director's Report

Ms. Connelly expressed her frustration at Frontier Communications' delays which caused the Clendenin Kiosk project to go significantly off schedule. There is still no timeline for when the service will be active. Ms. Connelly and Mr. Claypool are calling Frontier daily but are seeing minimal results. The hope is for a late August/September ribbon cutting at the site. The Library would like two weeks to test after the data hookups for testing and training and then the Kiosk will be open to the public. FEMA does consider the project complete, and an inspection will occur after the submission of final paperwork by the library.

Ms. Connelly invited assistant director, Ms. Sarah Mitchell, to provide the Board with an update on Summer Programming.

Ms. Mitchell explained the system is coming to the end of its 100 Day celebration to celebrate the re-opening of the Main Library. She highlighted the most successful program of the Summer — the Main Library’s Children’s Gala, which drew 600 people for the Friday evening event. The Main Library also hosted 300 people over the weekend on Saturday, August 7th, for a “Back to School with Daniel Tiger event on the Children’s floor. System-wide teen programs have also been well attended during the summer.

Mr. Thomas noted that he’d been hearing positive feedback about the programs throughout the community and offered his thanks to the Library team for hosting them.

Mr. Howell then discussed the upcoming Donor Gala, scheduled for Wednesday, September 21 from 7-9 p.m. at the Main Library. It will be closed during the day so the floors can be set up for the event. Donors that have naming rights to individual rooms in the building will be invited in at 6 p.m. Entertainment will be provided by Bob Thompson and the Appalachian Children’s Chorus. A program focusing on the Donor Wall in the Jacobsen Tower of New Main will begin at 7:45 p.m. George Manahan is assisting with the event and special video recordings for each of the donors.

Messrs. Josh and Dave Pray updated the board on the installation of the Donor Wall. The project wrapped about a week ago. The Prayworks team oversaw the project including the addition of lighting to each block of the design. The project received national attention. Only one issue arose during the project, a step in the entry way received damage and will now need to be repaired. Several of the Board Members attending the meeting in person noted how impressed they were with the full wall.

Reports of Committees

1. Membership

Ms. Haden introduced the board to Ms. Cynthia Tawney and Dr. Robert Wallace, each attending their first Board of Directors meeting as official members. They were welcomed and made brief statements expressing their excitement to join the team.

2. Building

There were two items on the agenda for the Building committee. Mr. Thomas explained that he’s going to wait to present item one, “Consider adjustment to the Total Project Budget for the Main Branch construction project” to a later date.

He then introduced the second item of interest from the Building Committee regarding the Art Alley between New Main and the KB&T building on Capitol Street.

Currently, the KB&T has residences on its upper floors. About four or five residents prefer to use an entry point into the building that is accessed through the KCPL Art Alley. Since the Alley is closed when the library is not open by two locking gates, it has cut off this access point. A representative from the Building reached out to the Library hoping for a solution. The Library team agreed to provide access keys

to enter through the gates to these residents in exchange for the KB&T team paying for half the costs incurred when the construction team discovered an underground vault attached to their building during the installation of the walkway.

The vault has been a cause of much interest. It was not in the plans and no one at KB&T presently was aware of its existence. Mr. Thomas clarified that no safes were found and that the underground space had a small sink and toilet in it. The cost of repairing the vault was \$6,000. Mr. Josh Pray clarified that only a limited number of residents will get keys, and an agreement regarding their usage/access is presently being drafted. Mr. Thomas felt like the compromise helps the library be good neighbors to the building.

Mr. Winton explained he recused himself from participating in the negotiations for this matter due to a conflict of interest.

A motion was made to accept the agreement between the Library Team and the representatives from the KB&T building to allow some residents to have access keys to use the Art Alley entrance into their building. After discussion, the motion was seconded, and ADOPTED by the Board of Directors.

Mr. Thomas gave the Board a brief update regarding the status of the Library's rent agreement with the Charleston Town Center Mall.

3. Special Properties

Mr. Thomas announced that Mr. Michael Albert submitted his resignation to the Special Properties Board over the weekend. The Bylaws of the Special Properties Board require that one member of the public (not on the KCPL Board) serve on the board. Since Ms. Monika Jaensson is no longer on the Library Board, she is now eligible to fill this member of the public role on Special Properties. The Bylaws require that the President and Vice-President of the Library Board of Directors also serve as ex-officio directors of Special Properties. As the previous Vice President, Mr. Thomas was already on the Special Properties Board. Current Vice President, Ms. Haden will now also serve on the Special Properties board. A formal resolution outlining these matters will be presented for the Library Board's approval at the September meeting.

4. Public Services

Dr. Blackwell presented two new policies for the Board's review and approval. He explained that these policies are created to be a "one-size fits all" and apply to the entire system.

Dr. Blackwell stated that the simple takeaway of the Lost and Found policy for patrons is "we aren't going to keep your stuff."

Mr. Winton offered a small edit suggestion to improve clarity of the document.

After a motion made and seconded, the Board ADOPTED the policy with Mr. Winton's modification.

Dr. Blackwell then presented the new Wheeled Devices, Bags, and Personal Items policy. Ms. Connelly explained that the hope is to not make things too prohibitive, but the Library is hoping to use this policy to control some issues that come in with multiple bags (i.e. bedbugs).

Dr. Blackwell emphasized the policy aimed to keep things “clean and normal.” The board praised the illustration chart in the document feeling that it would help patrons understand things clearly.

There were suggested edits to clarify that all the wheeled bags included in the exemptions still must be under 35 liters.

A motion was made and seconded, and the Board ADOPTED the policy with edits.

5. Personnel

Ms. King presented the new Electronic Communications Policy for KCPL staff. This policy had not been updated in a decade. She invited comments from Ms. Connelly and Ms. Alford.

Ms. Alford explained that she is currently reviewing and updating each Personnel Policy in the Employee Code of Conduct with Allison Bungard, an attorney with Dinsmore and Shohl. They are about halfway through the process and intend to bring the entire document up to the board for approval.

Ms. Connelly noted that Electronics Communication needed to be expedited to improve clarity on the use of pronouns in library e-mail signatures.

Upon a motion made and seconded, the Board ADOPTED the policy.

6. Library Foundation of Kanawha County

Ms. Connelly stated that the Library Foundation met last week. They are turning their focus towards November and supporting the campaign for the Library’s Levy. Foundation Board members are also assisting with the Donor Gala in September and working with new donors for a potential project at New Main that will be unveiled as more details become concrete.

New Business

Mr. Thomas introduced the Board’s committee assignments for the 2022-2023 fiscal year. Board committees will now meet quarterly, but special meetings off schedule may be called as needed. A fiscal calendar with meeting dates until June 2023 was distributed in the packet.

Mr. Thomas told the Board that if anyone had an interest in being in a committee, they are not currently on to feel free to reach out to him.

Dr. Blackwell updated the board on the Elkview library’s used book sale. It was a huge success raising 1,000 dollars. He noted that they made nearly half of their total earnings in just two hours. He also thanked Ms. Tawney for her work on the event.

There being no further discussion of business, a motion was made to adjourn this meeting. The Motion was seconded, and the meeting ADJOURNED at 5:12 PM

President

Secretary