

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

HELD ON  
September 12, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 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. C. Erlewine	Ms. S. Shumate
Ms. A. Gould	Ms. A. Silbernagel
Ms. S Haden	Dr. K. Sullivan
Mr. J. Holliday	Ms. C. Tawney
Mr. T. Hurney	Mr. B. Thomas
Mr. J. Jarrett	Dr. R. Wallace
Ms. B. King	

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

Others in attendance were Mr. Josh Pray, owner's representative PrayWorks; and Mr. Christopher Winton, library counsel.

Mr. Thomas 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 8, 2022 were approved as distributed in the Board packet.

**Director's Report**

Ms. Connelly updated the Board with the latest on the Clendenin 24/7 Kiosk. KCPL's IT Manager, Teddy Claypool, frequently visits the site to monitor Frontier's installations. Frontier made the physical connections but struggled with the logistical. Due to neglect in their testing methods, installation crews from Frontier needed to make multiple visits during each step of the process. Mrs. Connelly cited "persistence and anxiety" in describing KCPL's relationship with Frontier.

The next step is getting the vendor back to the site to finish connections and training staff on the unit. The hope is for the Kiosk to launch at Clendenin's Fall Festival on Saturday, September 24th.

Mr. Thomas asked for an update on foot traffic in New Main. Stats presently show an average of three to four thousand visitors each week. The re-opening week in May broke several attendance records. Visits remained steady through the summer and are at a plateau.

Mr. Seth Newell, KCPL's Manager of Technical Services and Collections, gave the Board a brief presentation on how software called LibraryIQ helps the team manage KCPL's collection.

Using aggregated data, the collection Librarians may cater their selections on what patrons are checking out. Between 2500-4000 new items enter the system each month. LibraryIQ also helps manage the current collection. Mr. Newell explained the concept of "dead on arrival" items, which are purchased and then never check out. When items do not check out, they are "weeded," (removed from the collection) and placed in the Book Sale. Digital statistics are also tracked. That collection is responsible for 55 percent of KCPL's checkouts. Covid-19 expedited a national trend towards more digital checkouts in libraries. This may begin to plateau in the KCPL system as overall checkouts are increasing this year.

Ms. Connelly added that LibraryIQ needs about three good years of data before full conclusions are made.

Mr. Newell fielded a question from Mr. Hurney about the percentage of the collection that has the "dead on arrival" distinction and KCPL compares to other systems. KCPL may use LibraryIQ and run reports to see how it compares to libraries in similar size cities. Before the pandemic, the benchmark was between 20-25 percent of the collection. The collection team is working to make sure KCPL's numbers are under that line.

Ms. Gould asked about different ways patrons may alert the system when they are seeking an item that the library currently does not have. Items may be requested at any service desk in the building or via the website. Reports also run in the library's database to alert staff of frequently searched items that are not in the catalog.

The library's Check Register now comes to the board via the Director's Report. Ms. Connelly quickly overviewed the month's spendings noting that the two biggest purchases were for computers and software.

#### **Action Items:**

##### **1. New Main Construction Budget Adjustment**

Mr. Thomas explained that as the New Main construction process concludes, the final budget will be approximately 92,000 dollars over the 32 million plus price that the Board approved when the project began. There are funds to adequately cover this increase. The architects are presently monitoring two situations – one on the roof and the other on the side of the Jacobsen Tower – that may need slight modifications in the future. These adjustments are not in the current projected project budget. If they are needed, they will be presented to the board.

Mr. Josh Pray explained that these increases went towards a few different places – supply chain issues delayed shipment of materials and extended the construction window. The Legacy Wall was a late

addition to the building's design and was not included in the agreed budget. He stated that considering the size of the project being less than 100K over at the end is remarkable.

Upon a motion made, seconded, and ADOPTED, the KCPL Board of Directors acknowledged and approved a \$100,000 increase to the New Main building project.

## **2. Consideration of Reserve Account to Fund Anticipated Maintenance and Repair Needs**

Mr. Thomas reported that there are about 3.7 million dollars in additional pledges for the new Main project that Mr. Tom Heywood and the Foundation anticipate on collecting. Since the project is complete, Mr. Thomas proposed a reserve fund be created for this money that will be used on future maintenance and ongoing needs of the building.

Ms. Silbernagel spoke in favor of this idea stating that it would protect the building and assist future iterations of the Library Board of Directors. There is a certain pride among the donor base of being associated with this project and this future fund may maintain that feeling and honor their remarkable generosity.

Mr. Thomas and the Board clarified that the motion needed for the meeting would be to give Ms. Connelly the authority to formulate a reserve study and bring back any agreement to the full board. This motion was made, seconded, and ADOPTED unanimously.

## **3. Presentation of the 2021-2022 Annual Report**

Mr. Stan Howell gave a brief overview of KCPL's new Annual Report. He thanked two members of the marketing team, Mx. Jai Ravine and Ms. Corrine Woods, for their assistance in creating the document. This year's has a different look from previous annual reports, it contains branch highlights, statistics, messages from Mr. Thomas and Ms. Connelly, and a list of annual fund donors.

### **Reports of Committees:**

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

Mr. Hurney briefly updated the board on an insurance issue with the Glasgow branch and stagnation on the process of selling two lots the library owns near the Clay Center.

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

Dr. Sullivan overviewed the process the Long-Range Planning Committee is beginning. A new five-year Long-Range Plan is due at the end of the 2023 calendar year. Dr. Sullivan and the committee will interview staff and board leadership, members of the Foundation, Friends of the Library, and branch advisory boards, finally they will solicit input from library patrons. He anticipates a draft for the next plan will be ready in about a year after all the interview data is compiled.

### **3. Building Committee**

Mr. Jarrett and the Building Committee met on Friday to review a list of maintenance and construction needs throughout the system. Staff identified and prioritized 11 different future projects. There is a roughly estimated budget of about a quarter of million dollars to complete each, the plan is to accomplish these over a two-to-three-year period. The committee is working together to determine what needs to be spent when. The top priority on the list is repairing the brick at the Dunbar branch.

### **4. KCPL Special Properties Holding Corporation**

Mr. Thomas stated that Special Properties ratified new bylaws and clarified that there are two new members of its board. Mr. Mike Albert decided to step down from Special Properties in the summer. For continuity, former Board President, Ms. Monika Jaensson is now filling Mr. Albert's role as an outside (non-Library board) member. Ms. Stephanie Haden is now serving on Special Properties in her new role as the Vice President of the Library Board of Directors.

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

Ms. Connelly briefly updated the Board on the upcoming Donor Gala on Wednesday, September 21. The library will be closed to the public that day, staff will report and ensure that the building is in "tip-top condition." The event will run from 7-9 p.m., donors with naming rights may arrive for photos beginning at 6. Tom Heywood will MC a short program, 1010 Bridge is providing catering, and both Bob Thompson and the Appalachian Children's Chorus will perform.

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 5:05 p.m.

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President

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Secretary