

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

HELD ON
November 14, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 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. B. King
Mr. C. Erlewine	Ms. A. Silbernagel
Ms. A. Gould	Dr. K. Sullivan
Ms. S. Haden	Mr. B. Thomas
Mr. J. Holliday	Dr. R. Wallace
Mr. J. Jarrett	

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Ms. Terri McDougal, Mr. Stan Howell, Mr. Teddy Claypool, Mr. Tim Venitsanos 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

Upon a motion made, seconded, and ADOPTED the minutes of the regular Board meeting on October 10, 2022 were approved.

Director's Report

Ms. Connelly began her report by thanking Ms. Haden and all who assisted with honk-and-waves, yard signs, and campaigning for the library's levy. It passed at a margin of about 65-35. Amendment 2, which had the potential to greatly impact the library's sources for its operational budget, also failed. Though Ms. Connelly doesn't feel that we've seen the last of that possibility.

The dates of the branch Holiday open houses are listed in the report. The main library will hold its open house on Thursday, December 8th from 4-7 p.m. to coincide with the city's Christmas parade. St. Albans is the only one that is not having an open house, it will be held in February or March when the elevator project is complete.

There is a new laptop lending station on the first floor of the library. An ARPA grant through the city of Charleston funded the equipment. If these laptops are taken out of the building they will "brick up" and become unusable.

In her review of the financials in her Director's Report, Ms. Connelly noted a \$100,000 pay application as part of the installation cost for the St. Albans branch elevator project. She also called attention to the \$16,000 annual fee for KCPL's Library IQ software, a collection tool that helps with material selection.

There is also a \$39,000 final pay application for the Clendenin Kiosk on the register. On Saturday, December 17th, the Clendenin 24/7 Kiosk will finally debut during the town's monthly Holiday celebration.

KCPL's Head of Children Services, Ms. Terri McDougal, then walked the Board through the Library's new CharlieKart, a mobile kitchen aimed at educating younger patrons on nutrition and cooking.

Ms. McDougal explained that food and sharing meals is a communal event fits with the theme of the library as a communal gathering expense. Making and sharing food together is a way to learn about new ideas and new cultures. The CharlieKart comes with an oven, stovetop, sink, and enough supplies for a class of about 20 students to do cooking demonstrations. It runs through an electrical hookup.

Ms. Gould offered to partner to provide food and resources. Several community partners have also expressed interest in collaborating with programs specific to the CharlieKart.

The Kart weighs 650 pounds, it does take two adults to be able to move it back and forth. The team does plan on moving it between the floors at Main, but it will not be loaned to the branches.

Mr. Thomas asked for periodic updates on the CharlieKart's usage.

KCPL's IT Manager, Mr. Teddy Claypool, showed a new mobile app in the works for the Library. It will be launched in the first quarter of 2023. The design is adapted by Mr. Claypool's team from purchased software and is currently being catered to KCPL's specific needs for database searching. Upon launch, the Library plans to make a big splash in promoting this service.

Mr. Thomas thanked Ms. Haden, Mr. Howell, and Mr. George Manahan for their efforts on the Levy and then moved the agenda into the action item portion.

Action Items

1. Resolution honoring the service of Mr. James Withrow.

Longtime board member Mr. James Withrow expressed his intent to resign last month. Ms. Haden read a resolution honoring his service:

WHEREAS, Mr. James Withrow has served the Kanawha County Public Library as a member of the Board of Directors since 2010; and

WHEREAS, Mr. Withrow has furthered the aims and purposes of this institution by his service as a member of this Board and as a member of several committees of this Board.

NOW, THEREFORE BE IT RESOLVED,

That it is with deep regret that the Board of Directors accepts the resignation of Mr. Withrow from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, that the Board of Directors wishes to give its heart-felt thanks and appreciation to Mr. Withrow for his loyal and dedicated service to the Kanawha County Public Library; and be it further,

RESOLVED, that this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague, Mr. James Withrow.

Upon a motion MADE, SECONDED, AND ADOPTED, this resolution was accepted by a 10-1 vote, with Dr. Blackwell opposing. Dr. Blackwell explained that his “no” vote was intended as a humorous tribute to Mr. Withrow and expressed his joy in working with him.

2. Introduction of the New KCPL Meeting Room Policy

Ms. Silbernagel presented the Library’s new Meeting Room Policy, which is coming from the Public Services committee. After a quick discussion, the Board decided to not approve/review the policy yet because Library counsel, Mr. Winton had not been given enough time to look over the document. This document will be presented at the December board meeting for approval.

Committee Reports

1. Public Services

Ms. Silbernagel updated the Board on the Glasgow branch. The library’s insurance denied a claim made on the damage due to mold damage to the Library space inside Glasgow’s Town Hall. Shelving and carpeting got damaged. The library is going to do air testing after the town removes and replaces these things. The committee anticipates March-April 2023 as a target date for the re-opening of the area. Ms. Silbernagel recalled the popularity of the Library’s mobile hotspots in the Glasgow area, noting that they immediately checked out at the branch. Expanding technology and access is high on Ms. Connelly’s list of goals for the space when it re-opens.

2. Membership

Ms. Haden made a quick comment about the Board’s new Bylaws, adopted for the new fiscal year. She called attention to a clause about attendance to Board meetings, “The Board of Directors may recommend to the Board of Education the removal of a member in the event of failure of the member to attend at least six regular meetings in a twelve-month period.”

She also stated that the committee will be in touch soon with candidate suggestions for the vacant spot on the Board left by Jim Withrow.

3. Long-Range Planning

Dr. Sullivan updated the Board on the committee’s information-gathering progress. They’ve spoken to Ms. Connelly, Mr. Thomas, and Ms. Haden. Their next focus is Senior staff leadership at Main, they will meet with small groups of them over the next two months.

Mr. Thomas thanked the committee for their work, citing the effort and thoughtfulness of the questions posed to him during his interview. He said, “it’s an important way to live out the promise of this space and our own commitment to using the best way we can for the community.”

New Business

Ms. Connelly introduced a banking resolution to update Library accounts:

Upon a motion MADE AND SECONDED, the Library Board RESOLVED that banking resolutions in standard form of United Bank, Inc. for all accounts regarding the Jacobson Trust Fund are hereby ADOPTED authorizing the Library Director officers as signatories for such account on behalf of the library.

Ms. Silbernagel suggested the possibility of a board committee that will investigate the legislative future of libraries in West Virginia, how it will impact KCPL and the different ways the board can advocate for state funding.

Ms. Connelly met with the new leadership of the West Virginia Library Commission and Randall Reid-Smith the Curator for the West Virginia Department of Arts, Culture, and History earlier in the month.

She feels that the committee could be a way to help further the conversation for dedicated library funding throughout the state.

Ms. Connelly will be meeting at the WVLC this week, Mr. Thomas suggested she bring back findings and update the board on the potential service of the committee in the next board meeting.

There being no further discussion of business, a motion was made to adjourn this meeting. The Motion was seconded, and the meeting ADJOURNED at 4:57 PM

President

Secretary