

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

HELD ON
December 12, 2022

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

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 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 November 14, 2022 were approved.

Director's Report

Ms. Connelly began her report by reviewing the financial documents in her report. She noted two expenditures on the Foundation Check Register — final payments on the legacy wall art installation and new payments for an installation project on the Sky Bridge. The library is working with Perry Bennett Photography and adding panel portraits on each side of the bridge. The first theme will be library users. There will also be additional lighting installed in the bridge. The first pay application for the St. Albans' elevator is also included in the General Bill section.

Mr. Hurney asked about a bill to REMCO for 57,000. Ms. Connelly explained the charge was the lease agreement for copy/printing machines throughout the library system. It includes maintenance and replenishment.

Mr. Thomas asked about the status of Sunday Hours. Ms. Connelly said the target is to get them eight months a year with the summers off, she feels like additional staffing will be needed before they will be fully rolled out.

Dr. Blackwell asked if the Library announced that its fine-free practices are permanent yet. Ms. Connelly explained that the Library hasn't publicized that it ended its Covid practices and some of the self-service technologies haven't caught up to the new plan. Patrons can currently get fines waived at any desk beginning January 1, 2023, the "big switch" will be flipped and patrons will no longer be charged for overdue materials with the exception of Express Books/DVD's, Wi-Fi Hotspots, Tools, Videogames, and Laptops.

Ms. Connelly also explained that automatic renewals rolled out this month and that each patron is allowed one auto-renewal on their item if they hold it past its initial due date. There are also new library card designs in the works and patrons will be able to pick from several different designs.

The Library mobile app is coming in January to the Apple and Google Play store on January 9, 2023.

WVU is going to use KCPL to host its Ask Us Anything (AUA) series. The University booked the large conference room at Main for Wednesday, February 8. President Gordon Gee is scheduled to attend and the event will run from 4:30-7:00 p.m.

The ribbon cutting for the Clendenin Kiosk is coming up on Saturday, December 17 at 11 a.m. The Kiosk had a soft launch last week and is currently fully operational. The Kiosk also provides public access internet.

Five school libraries are being added by the automation teams to the Library's SIRSI system. Ms. Connelly explained that there was a desire by previous administrations to layer these services off. She wants to strengthen the relationship with the Kanawha County Board of Education. The Library has open licenses to use and the Board of Education expressed interest in bringing these schools back on board.

Action Items

1. Introduction and Approval of the New KCPL Meeting Room Policy

Ms. Silbernagel presented the Library's new Meeting Room Policy. It was reviewed by counsel and is now ready for approval. The policy will go into effect as of the day of the board meeting, December 12th.

Upon a motion made, seconded, and ADOPTED, the policy was adopted unanimously by the Board of Directors.

Committee Reports

1. Long-Range Planning

Dr. Sullivan updated the board on the committee's progress. They've currently interviewed about half of the senior staff. They are taking December off for the holidays and will reconvene in the first week of January.

2. Personnel

Ms. King stated that the committee completed discussion on a staff dress code policy. It is currently being reviewed by counsel and will be presented for Board approval in the January meeting.

3. Building

Mr. Jarrett and the Building committee met shortly before the Board meeting for an update on the St. Albans elevator project. There's a delay in the shipment of parts for the elevator and the contractor is currently at a standstill until February when the parts are scheduled to arrive.

Mr. Jarrett also ran through a list of project updates: Cross Lanes received a condenser unit, Cross Lanes and Elk Valley each have new gutter guides, there was masonry restored at the Dunbar location, Sissonville and St. Albans each received new security cameras. Dunbar and Cross Lanes are scheduled for cameras next.

4. Membership

Dr. Blackwell explained that the Membership committee is currently looking at candidates for the opening on the Board of Directors. He welcomed any suggestions from the larger board. He expects the committee to meet after the Holidays.

5. Special Properties

Mr. Thomas presented for Special Properties. They are currently waiting to close out their contract with Paramount. Ms. Connelly is processing all payments under the new market tax credits structure. He has shifted Special Properties meeting schedule to quarterly as they near final completion on the New Main project.

Special Properties owns the title and lease of the property to the Main Library and will continue to do so for five more years.

6. Library Foundation

Ms. Connelly mentioned the Foundation funded skybridge art project in her report. They are also working on a new campaign to honor Otis Laury. The campaign plans to raise \$250,000 and \$100,000 is already pledged.

The Foundation meets on the first Tuesday of every other month at 8 a.m. Their next meeting is scheduled for February.

The Library is also beginning its annual campaign. They reached their initial goal of \$50,000 six months into the campaign, they're now looking at \$75,000 as a new goal and annual letters went out in early December.

New Business

On behalf of the Personnel Committee, Ms. King read the following retirement resolution for Ms. Bernice Burgess:

WHEREAS, Ms. Burgess was employed by the Kanawha County Public Library on November 28, 2000 and has submitted her intent to retire effective November 29, 2022; and

WHEREAS, Ms. Burgess served as a Substitute Library Assistant I at Elk Valley from November 2000 to September 2006; and

WHEREAS, Ms. Burgess served as a Substitute Library Assistant II in the Children's Department at the Main Library from September 2006 to July 2008; and

WHEREAS, Ms. Burgess served as a full-time Library Assistant II in the Popular Materials Department at the Main Library from July 2008 to November 2022.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Burgess's twenty-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. Burgess 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. Burgess.

Upon a motion duly made, seconded, and ADOPTED the retirement resolution for Ms. Bernice Burgess was accepted as presented by 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 4:39 PM

President

Secretary