

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

Held on  
**January 9, 2023**

The Library Board of Directors of the Kanawha County Public Library held its monthly meeting on Monday, January 9, 2023 at 4:00 PM. This was a hybrid meeting held in the Board Room at New Main and via Zoom.

The following Board members were present:

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|------------------|--------------------|
| Dr. M. Blackwell | Ms. J. Pauer       |
| Mr. C. Erlewine  | Ms. S. Shumate     |
| Ms. S. Haden     | Ms. A. Silbernagel |
| Mr. J. Holliday  | Dr. K. Sullivan    |
| Mr. J. Jarrett   | Ms. C. Tawney      |
| Ms. A. Gould     | Mr. B. Thomas      |
| Ms. B. King      | Dr. R. Wallace     |

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

Others in attendance were Chris 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 4:01 PM.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED the minutes of the Board Meeting on December 12, 2022 were approved as distributed in the board packet.

During discussion, Ms. Haden asked for a clarification about the Otis Laury Nutritional Literacy Initiative Project. In the December minutes, Ms. Connelly brought this project up in the Foundation Board Update. The project is being led by Library Foundation Board President, Mr. Tom Heywood, and former First Lady of West Virginia, Ms. Rachael Worby. They plan to dedicate a space in the New Main building in honor of Mr. Laury and use donations to create an endowment fund to support programming initiatives focused on enhancing nutritional literacy. With the campaign shifting to public, mentions of it during meetings may now be more detailed in the minutes.

**Director's Report**

Ms. Connelly began her report by updating the Board on a recent kitchen fire at the St. Albans Branch. Staff believed that the stove in their second-floor breakroom was permanently out of order. During setup for the elevator installation, a construction worker turned on a breaker that then turned on the stove. Staff used that area as a desk for supplies, which caught on fire. It was contained to that area, however, the smoke has made the second floor of the branch presently untenable. The library is

working through the insurance process and ascertaining long-term damage. They expect some replacement in the HVAC system will be necessary. The Branch is still operational on the first floor and it will not affect progress on the new elevator project.

At New Main on Christmas Day, there were two separate water line breaks in the basement. The frozen water from the breaks forced one of the entry doors open. Ms. Connelly and her husband came to the library and discovered the issue. It collapsed two of the ceilings in the area. Contractors will come in to repair the damage after the insurance walkthrough.

Mr. Winton clarified that the frozen pipes were in the fire suppression sprinkler system. Mr. Thomas asked about potential responsibility, according to Mr. Josh Pray, the burden will fall on the library. Improvements in the heating system in the Jacobsen Tower are currently being discussed to prevent future issues. The water missed all equipment. Currently, the Drive-Up Window is closed.

Dr. Sullivan asked how the library was informed of the pipe break. The system break activated a fire alarm, and the fire department reported the issue.

Ms. Connelly briefly reviewed the financial reports and called the board's attention to the most recent audit which was included in the packet.

The KCPL app is now live. Mr. Claypool and Ms. Connelly offered to assist anyone who wanted to download it to their phone after the meeting.

With the West Virginia legislative session beginning, Ms. Connelly updated the board on the West Virginia Library Association's yearly goals. They are currently monitoring potential book-banning issues. The Board of Education is currently dealing with an advocacy group. Ms. Connelly is attending almost every BOE meeting to monitor this campaign.

Mr. Thomas asked about the WVLA Library Day at the Legislature. It will be held on Monday, February 13th. Ms. Connelly is currently on the WVLA's Legislative committee.

The WVLA's legislative reception will be held from 5-7 at the Cultural Center which would be in conflict with the scheduled February board meeting. Mr. Thomas said he favored rescheduling the board meeting if Board members were interested in attending the reception.

After a brief discussion with Mr. Winton, Mr. Thomas asked for a motion to re-schedule the February boarding to a later date to be determined over the next month.

Upon a motion made, seconded, and ADOPTED, the Board agreed to cancel its scheduled meeting for February 13th and reschedule at a later date in February.

Mr. Thomas encouraged the Board to go check out the Clendenin Kiosk and congratulated all involved in that project.

#### **Action Item**

Ms. King presented a new Dress Code policy for the staff of KCPL. She noted the biggest change are allowances of visible tattoos and piercings. The policy comes as a recommendation for the Personnel Committee.

There was a robust discussion over some of the fine points in the policy.

Upon a motion made, seconded, and ADOPTED, the policy was approved unanimously as distributed.

## **Committee Updates**

### **1. Long-Range Planning**

Dr. Sullivan updated the board that LRP finished meetings with senior staff. They have scheduled four more listening meetings with Branch Staff, Department Heads, and the Foundation Board leadership. A third-party survey is also planned to get patron feedback.

### **2. Building**

Mr. Thomas mentioned that the New Main Project is not fully completed and the general contract is not complete. Special Properties has not remitted some money set aside for final completion.

## **New Business**

Dr. Blackwell brought up the operating schedule and asked if the Library could close earlier the day before Thanksgiving. As currently scheduled, the Library closes at 5 p.m.

Mr. Thomas suggested that Library leadership take it under advisement, he felt it was not necessary for the Board to weigh in on this decision.

As a motion was made to adjourn the meeting, the fire alarm in the building was triggered, the meeting adjourned and the Board of Directors evacuated at 4:51 p.m.