

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON

September 11, 2023

A regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 2023 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board members were present for the meeting:

Mr. J. Auge	Mr. L. Moore
Mr. C. Erlewine	Ms. A. Silbernagel
Ms. S. Haden	Dr. K. Sullivan
Mr. J. Holiday	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. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Ms. Terri McDougal, Ms. Susan Murphy, and Mr. Michael Polak.

Others in attendance were Mr. Christopher Winton, library counsel.

Mr. Thomas presided over the meeting and called it to order at 4:00 p.m. The director served as Secretary.

### Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the Board meeting on August 14, 2023 were approved.

### Director's Report

Ms. Connelly began her report by updating the Board on the vandalism at the Dunbar Branch Library. On Thursday, August 18th, the Dunbar incurred damages from an early morning incident in which two minors broke several windows and destroyed a security camera. The library turned over clear security footage to the Dunbar Police. Ms. Connelly praised Dunbar Branch Manager Ms. Susan Bailey and KCPL Assistant Director Ms. Sarah Mitchell for their work that day.

The new KCPL Bookmobile arrived this month. Ms. Connelly will bring the vehicle to the Main Library on Monday, October 9 for the next Board meeting so all directors may tour it. The system is still hiring for Bookmobile-specific positions.

Ms. Mitchell is presently working on updated routes for Bookmobile stops. She acknowledged some area schools declined Bookmobile presence because they are unable to control which titles are on the vehicle. This led to a robust discussion about procedures elementary schools in the area presently have regarding their school libraries.

Mr. Howell previewed the 2023 West Virginia Book Festival for the Board. For the first time in its twenty-year history, the Festival will take place over one day (Saturday, October 21st) instead of the

traditional two. The Marketing Department is currently working on all of the creative pieces for the event — signage, brochures, bookmarks, and posters.

Motion Masters helped the Library create a television spot that will air on the local network channels — WOWK, WSAZ, and WCHS.

The headlining authors for the event are Mary Kay Andrews, Neema Avashia, R.F. Kuang, Sherri Duskey Rinker, William Kent Krueger, and Cory Doctorow will be giving the McCreight Lecture in the Humanities on Thursday, October 19th at the University of Charleston’s Geary Auditorium.

Ms. Connelly reminded the board of two events that will celebrate the launch of the Otis Laury Nutritional Initiative at KCPL. There will be a sneak preview cocktail party on Sunday, October 1 beginning at 6 p.m. The next day (Monday, October 2nd) there will be a ribbon cutting on the third floor at 1:30 p.m. All Board members are invited.

Mr. Thomas brought up the return of Sunday hours to the New Main library. The 23-24 Sunday season will run from September 10th to April 28th, 2024. In celebration of the Sunday opening and National Library Card Sign-up Month, Ellen’s Ice Cream has a “Bookies and Cream” flavor through September. Ellen’s offered anyone who signed up for a new card at KCPL on the first Sunday a free scoop.

## **Action Items**

### **1. Updated Library Card Application Form**

Upon a recommendation from Ms. Silbernagel and the Public Services committee, the Board ADOPTED the new Library Card Application Form distributed in their packets with one edit.

Mr. Winton called attention to the final bullet point on the first page which stated, “The legal guardian signaling an application for a child aged from birth to 17 years.” The bullet should read “birth to 18 years.”

The final copy will reflect this change.

The updated document modernizes the card policy and makes it easier for parents to sign multiple children up for cards without having to fill out an individual application for each.

### **2. Proposed Revision to Patron Code of Behavior and Addition of Children’s Floor Supplement**

Upon a recommendation from Ms. Silbernagel and the Public Services committee, the Board ADOPTED the new Patron Code of Behavior as distributed in the packet.

Ms. Silbernagel overviewed the three changes to the document.

- \* Clarification that the children’s floor is a space for children, accompanying adults, and adults using the children’s collection.
- \* Children under 12 should be accompanied by an adult at all times.
- \* Cellphones must be used in a non-disruptive manner.

The children's floor supplement is a document primarily for staff to refer to and focuses on policies and procedures in the children's floor/area of all locations.

### **3. Presentation of the KCPL Annual Report 22-23**

Each Board member received a copy of KCPL's Annual Report covering the 22-23 fiscal year. Mr. Howell and the Marketing Department prepared and designed the document.

Ms. Connelly shared a few highlights with the board, including system statistics — KCPL checked out over 700,000 items and had over 300,000 visitors in the fiscal year. Upcoming events featured in the document are the New Bookmobile, the Otis Laury Nutritional Initiative, and the St. Albans new elevator installation.

### **Committee Reports**

#### **1. Public Services**

Ms. Silbernagel discussed a new policy proposal regarding KCPL's digital services. To help aid customer service, the Library is proposing only allowing residents of Kanawha County access. Currently many of the digital collections KCPL offers hit usage caps because the demand has grown so high. The Library budgets 250,000 dollars each year for its digital collections. The staff is seeing significant usage of these services by residents in Putnam, Cabell, and other neighboring counties. Libraries in these locations also have similar digital services, but patrons tend to prefer KCPL's because its collection is bigger.

KCPL will continue to allow all residents of West Virginia to sign up for cards and have full access to all locations and its physical collection. Upon a recommendation from the Public Service committee, the Board ADOPTED a plan to limit access to KCPL's digital resources to patrons with an address in Kanawha County effective January 1, 2024.

Ms. Silbernagel also briefly touched on the Bookmobile's new schedule, which will rotate through stops every three weeks.

Ms. Connelly and Ms. Mitchell are meeting again with town leadership in Glasgow to discuss the continued water damage issue to the library's space in the Town Hall. The Marmet facility is also in disrepair and improvement to services in the Eastern part of Kanawha County continues to be a focus of the Long-Range Planning committee.

There being no further of business, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:55 P.M.