

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON

December 11, 2023

A regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 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	Ms. A. Silbernagel
Mr. C. Erlewine	Ms. D. Sonis
Ms. S. Haden	Dr. K. Sullivan
Mr. T. Hurney	Ms. C. Tawney
Mr. J. Jarrett	Mr. B. Thomas
Ms. B. King	Dr. R. Wallace
Mr. L. Moore	

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Ms. Terri McDougal, Ms. Marian Veld, Mr. Tim Venitsanos, Ms. Melissa Burchett, Ms. Susan Murphy, and Mr. Michael Polak.

Others in attendance were Mr. Christopher Winton, library counsel, and Jennifer Heldman of Perry and Associates.

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 November 13, 2023 were approved with an edit made in the distributed copy's roll call.

### Action Items

Mr. Thomas invited Chair of the Membership Committee, Ms. Haden to introduce Ms. Deborah Sonis to the Board of Directors. The Kanawha County School Board affirmed Ms. Sonis' status as a new Director at KCPL in its December 4th meeting.

Ms. Jennifer Heldman of Perry and Associates presented the Board with the findings of an audit done on the 2021-2022 Fiscal Year. She called attention to the first page of the bound copy of the document, which contains the summary of opinions. The Independent Auditor's gave KCPL two different types of opinions on the audit. Six of the seven categories received "Unmodified" which indicates that the financial statements fairly present of the financial holdings of the major funds of the library.

The Governmental Activities category is the one section that got a different response, "qualified." As Ms. Connelly has stated in previous Board meetings, the Library's "Capital Asset Ledger" was underreported for several years. A new partnership with Shuttle and Stalnaker will address this, and the recommendations from the audit will be followed. The Capital Asset Ledger also caused two issues to be flagged in their final financial report.

At Mr. Thomas's request, Ms. Heldman highlighted the final totals of account and income statements in the document.

Mr. Thomas concluded that the presentation "drives home that this is a sophisticated financial operation. The audit helps remind us of the scale of the dollars we're talking about here and the complexity of the organization." He thanked Ms. Heldman for her work and presentation.

### **Director's Report**

Ms. Connelly's report for the month includes financial statements that cover KCPL's current accounts. Her biggest concern at the moment is that the investment accounts (Bradford and Jacobsen) are currently losing money. The evaluation took place around Halloween of 2023. The hope is that they will show improvement as the market changes towards the end of the year.

Mr. Winton is currently working with the library to update agreements regarding these accounts.

The Library mobile app is experiencing issues, an issue with KCPL's automation vendor has caused worldwide outages for many Libraries' with similar projects.

Money earned at the 2023 West Virginia Book Festival is now being distributed as grants throughout the KCPL system. Each branch and department will be able to apply for money in the account for products and projects that help programming, technology, and customer service.

Mr. Claypool previewed a new feature (an accessibility tool) for the KCPL website. This tool allows users to adjust colors, brightness, and translate the page into over a hundred available languages.

### **Reports of Committees**

#### **1. Financial Affairs**

On behalf of the Financial Affairs Committee, Chair, Mr. Hurney, presented a resolution for the Library to retain the services of Suttle and Stalnaker. The Library will outsource the function of its unfilled CPA position to the Suttle. The money in the budget set aside for the Coordinator/CPA position that is unfilled will be re-distributed to cover the cost of this partnership. Mr. Hurney believes that the Suttle financial services will address the issues brought up in the Audit.

Under this agreement, Suttle and Stalnaker will assist with Accounts Payable, all tax filings, monthly financial reports, and they will also create and maintain a new capital assets ledger.

RESOLVED, that the Kanawha County Public Library approves the proposal offered by Suttle and Stalnaker to provide financial services to the accounting department; and be it further

RESOLVED, that the annual budget be adjusted, and that the money set aside for the Accounting Services Coordinator position be applied to cover the cost of the services now rendered by Suttle and Stalnaker.

Upon a motion made and seconded, the Board ADOPTED the motion as presented unanimously.

Ms. Connelly and Mr. Winton will review the final contract with Suttle.

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

Dr. Sullivan presented the draft of the 2024-2029 to the Foundation Board in early December. The Foundation Board were supportive, and the Draft will be presented for approval in the January Board meeting.

## **3. Library Foundation of Kanawha County**

Ms. Connelly explained that the Foundation Board is presently in transition as several long-time members are coming off the Board. New Foundation Board President, Mr. Bryan Cokeley created a small nominating committee and expects that a new slate of officers will be ready to fill roles in the new year.

Mr. Thomas, Mr. Polak, and Ms. Connelly then read the following resolutions into the record on behalf of the departing Library Foundation Members.

### **Service Resolution for Mr. Thomas Heywood**

WHEREAS, Mr. Tom Heywood has expressed his intent to resign from the Library Foundation of Kanawha County Board of Directors effective January 1, 2024; and

WHEREAS, Mr. Heywood has been a faithful, dedicated, and invaluable member of the Library Foundation Board since 2000; and

WHEREAS, Mr. Heywood has served as the President of the Library Foundation Board since 2004; and

WHEREAS, During Mr. Heywood's tenure on the Library Board, the Kanawha County Public Library system saw the implementation of many improvements and advancements in library service. Thanks to his tireless fundraising efforts, the Re-Imagine Your Library campaign was a success. The Foundation helped raise 32 million dollars for a re-modeled and revitalized Main Library; and

WHEREAS, Mr. Heywood was instrumental in the conception and construction of the Otis Laury Nutritional Literacy Center, the project established a dedicated space in the New Main Library and an endowment for collection and programs promoting health and well-being for all West Virginians; and

WHEREAS, Mr. Heywood has given selflessly of his time and expertise to the continued benefit of the library and system; and

WHEREAS, Mr. Heywood has been a source of wise counsel and diligent insight to the Kanawha County Public Library community;

NOW THEREFORE BE IT

RESOLVED, That the Kanawha County Public Library Board of Directors wishes to express its heartfelt appreciation to Mr. Heywood for his twenty-three years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and a copy be given to our esteemed colleague, Mr. Tom Heywood.

#### **Service Resolution for Ms. Mary Kay Bond**

WHEREAS, Ms. Mary Kay Bond has expressed her intent to resign from the Library Foundation of Kanawha County Board of Directors effective January 1, 2024; and

WHEREAS, Ms. Bond has been a faithful, valuable, and dedicated member of the Foundation Board since she began her tenure in 2003; and

WHEREAS, Ms. Bond was a tireless advocate for developing a life-long love of reading to children all across the state, through her work as a founding member and long-time executive director of Read Aloud West Virginia. Ms. Bond was instrumental in creating a long and fruitful collaboration between the Kanawha County Public Library and Read Aloud WV that continues today; and

WHEREAS, Ms. Bond was a key member of the Library Foundation Board during the Re-Imagine Your Library Campaign; and

WHEREAS, Ms. Bond has given selflessly of her time and expertise to the continued benefit of the Library;

NOW THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors wishes to express its heartfelt appreciation to Ms. Mary Kay Bond for her twenty years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and a copy be given to our esteemed colleague, Ms. Bond.

#### **Service Resolution for Mr. Steve Wehrle**

WHEREAS, Mr. Steve Wehrle has expressed his intent to resign from the Library Foundation of Kanawha County Board of Directors effective January 1, 2024; and

WHEREAS, Mr. Wehrle stepped into the spot on the Foundation Board held by his late Aunt, Martha Gaines Wehrle, in 2008; and

WHEREAS, Mr. Wehrle continued his Aunt's legacy as a tireless advocate and ally to the Kanawha County Public Library community; and

WHEREAS, Mr. Wehrle was instrumental in beginning a fruitful partnership between the Martha Gaines and Russell Wehrle Memorial Foundation and the Kanawha County Public Library which led to substantial funding for the Re-Imagine Your Library campaign; and

WHEREAS, Mr. Wehrle was an endless source of kindness and generosity to the Kanawha County Public Library, often asking his colleague, Mr. Tom Heywood, "how much do we need?" and then helping generate the funds; and

WHEREAS, Mr. Wehrle has given selflessly of his time and expertise to the continued benefit of the Library;

NOW THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors wishes to express its heartfelt appreciation to Mr. Steve Wehrle, for his fifteen years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and a copy be given to our esteemed colleague, Mr. Wehrle

#### **Service Resolution for Mr. William Porth**

WHEREAS, Mr. William Porth has expressed his intent to resign from the Library Foundation of Kanawha County Board of Directors effective January 1, 2024; and

WHEREAS, Mr. Porth has been a member of the Library Foundation Board since 2008; and

WHEREAS, Mr. Porth was a key member of the Library Foundation Board during the Re-Imagine Your Library Campaign; and

WHEREAS, Mr. Porth has given selflessly of his time and expertise to the continued benefit of the Library;

NOW THEREFORE BE IT

RESOLVED, That the Kanawha County Public Library Board of Directors wishes to express its heartfelt appreciation to Mr. William Porth, for his fifteen years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and a copy be given to our esteemed colleague, Mr. Porth

Each resolution was ADOPTED unanimously without further discussion.

#### **New Business**

1.

Mr. Thomas called the Board's attention to the 2024 Committee Roster distributed in the packet. Each board member traditionally serves on at least two committees each fiscal year. Calendars for the committee schedule, Board meeting schedule, and KCPL's Operating Calendar for the 2024 year were also included in the packet.

There being no further business, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:58 P.M.