

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 12, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 12, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. V. Rugeley
Dr. M. Blackwell	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel
Ms. B. Lord	Ms. D. Sullivan
Ms. E. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow
Ms. J. Pauer	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Tricia Stringer, Administrative Coordinator.

Representatives from Silling Architects were also in attendance.

Ms. Jaensson presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 8, 2017 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$245,831.25 and the Book Bills in the amount of \$128,658.55 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$3,259.30 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$16,765.61 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee. The Personnel Committee and the Finance Committee each met over the past month to review the 2017/2018 Budget and the Finance Committee has forwarded the proposed 2017/2018 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made and approved that the following resolution be adopted.

WHEREAS, the Board of Directors of the Kanawha County Public Library adopts an annual budget intended to allocate available resources to provide service across Kanawha County; and

WHEREAS, the Personnel and Finance Committees of the Board have reviewed the budget proposed by the Director for the 2017/2018 fiscal year and recommend its adoption by the Library's Board of Directors;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the KCPL 2017/2018 Budget as distributed to the Board of Directors in the amount of \$8,117,716 in the General Fund and \$1,106,000 in the Construction Fund for a total of \$9,223,716.

Support Services/Building Committee. The Committee met recently to receive an update and discuss the St. Albans Branch Sign Project. Mr. Albert provided an overview of the project and reviewed the previously distributed material with the Board. Upon a motion duly made and carried, the Board approved the following resolution.

WHEREAS, the St. Albans Public Library Board, Inc. (the Advisory Board) proposes at its expense to procure and install a digital, programmable sign (the Sign) to promote the hours, programs, services and events at the St. Albans Branch specifically or concerning the Kanawha County Public Library (KCPL or the Library) generally as may be appropriate; and

WHEREAS, upon installation and successful testing of the Sign, the Advisory Board proposes to donate the Sign and, in conjunction with the vendor of the Sign, transfer the

warranty that is part of the purchase agreement between the Advisory Board and the vendor to KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept this proposed donation according to the terms of this Resolution;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL is willing to and shall accept the proposed donation of the Sign upon the following conditions: (1) KCPL must approve the final design, appearance and location of the Sign in writing prior to it being ordered, fabricated and installed; and (2) the Advisory Board will obtain at its cost and expense all necessary approvals, permits, and easements to allow the Sign to be erected and operated at its proposed location which is on property of the City of St. Albans, to allow electrical or other utility connections necessary to connect the Sign to the Branch Library by underground connection, and to remove trees, vegetation, or any other signs or obstructions; and be it further

RESOLVED, that the KCPL agrees to provide electric power to the Sign from the Branch Library through a qualified contractor at KCPL expense and upon the completion, testing, and acceptance of the Sign by the KCPL, KCPL will operate and manage the sign and any content displayed, and will insure and maintain the Sign as its own property; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation for the Advisory Board's indefatigable efforts and diligence in developing this Sign project, in working with the City to obtain the necessary approvals, and in making this generous contribution to the benefit of the KCPL system; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation to the City of St. Albans for its approval of this important community project; and be it further

RESOLVED, that the Director and other officers of the KCPL, with the assistance of Counsel, are authorized and directed to take all steps necessary to complete this project and to accept the Sign and to execute on behalf of the Library any agreements or documents necessary in order to carry this Resolution into effect.

Ad Hoc Building Projects Committee. The Committee met recently to continue discussing the new main library project. Ms. Morgan explained to the Board that the Committee feels that the scope of work for Phase One to be completed by Silling Architects needs to be expanded. Details have been previously distributed to the Board. After discussion, a motion was duly made and approved that the following resolution be adopted.

WHEREAS, the Board of the Kanawha County Public Library (KCPL), either directly or through its Ad Hoc Building Projects Committee, has had under consideration and investigation for an extended period of time a proposal to consider the possible renovation of the Main Library or the construction or relocation to a new site of the Main

Library to serve the citizens of the City of Charleston and Kanawha County and other stakeholders of the KCPL; and

WHEREAS, the Board of Directors has diligently pursued various alternatives, including the examination of numerous locations throughout the City, assessed the size, scope, cost, and efficiency of renovation to the Main Library and of alternative locations and has identified and investigated numerous options in conjunction with its architectural team and site evaluator and has progressively reduced options under consideration; and

WHEREAS, as part of its due diligence investigation and consistent with its fiduciary responsibilities, the Board has determined that it is in the best interests of the Library and the various stakeholders of the Library for the Ad Hoc Building Projects Committee to present the recommendation of the best option in a thorough, careful and in depth manner and to present a fully informed and final recommendation to the Board; and

WHEREAS, because of the significance of the decision regarding the future of the KCPL site and in order to present the most effective, informative and meaningful presentation to the Board and the stakeholders of the Library for the final decision of the Board, the Board believes a coordinated and reasonably detailed recommendation should be brought forward as a recommendation of the Building Committee;

NOW, THEREFORE BE IT

RESOLVED, that, in order to assist the Ad Hoc Building Projects Committee to present an effective, informative and meaningful recommendation to the Board about site selection and construction, the Board has reviewed, approved and hereby accepts Amendment C: Professional Design Services for Phase One, Additional Services as presented by Silling Associates, Inc. in Association with HBM Architects dated June 12, 2017 including additional services and deliverables at the hourly rates and not-to-exceed limitation stated in Amendment C.

OLD BUSINESS:

Ad Hoc Nominating Committee: Mr. Albert reported that the Nominating Committee had discussed the slate of officers to put forward to the Board. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2017-2018:

Ms. Monika Jaensson	President
Mr. Ben Thomas	First Vice President
Ms. Stephanie Haden	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Ms. Morgan reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

NEW BUSINESS:

Establish Time, Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 7, 2017 at 9am at the Main Library, 3rd Floor Ray Room.

Establish Date, Time and Place, Continuation of the Annual Meeting: A motion was made and carried that the regular July meeting (July 10, 2017) be cancelled. The continuation of the Annual Meeting will be Monday, August 14, 2017, at 6pm at the Elk Valley Branch Library, provided the facility has been reopened by that date.

Retirement Resolution: Miriam Thornton: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Thornton was employed by the Kanawha County Public Library in May 2009 and has submitted her intent to retire effective July 3, 2017; and

WHEREAS, Ms. Thornton has served as a Library Assistant II in the Popular Materials Department from May 2009 until her retirement; and

WHEREAS, Ms. Thornton fulfilled the responsibilities of her position in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Thornton's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Thornton 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. Thornton.

Resolution in Honor of Service – Ms. Virginia Rugeley. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Virginia Rugeley has resigned from the Kanawha County Public Library Board of Directors effective June 30, 2017; and

WHEREAS, Ms. Rugeley had been a faithful, dedicated and invaluable member of the Board of Directors since 1980, including distinguished service as Board President from 1996-1999; and

WHEREAS, During her thirty-seven year tenure on the Board of Directors, Ms. Rugeley has helped to shape the services of the Kanawha County Public Library during a period of sweeping change that saw the construction of new branch

facilities, the card catalog replaced by the online catalog, typewriters replaced with personal computers, reference books replaced with databases, a vast array of formats of materials becoming an integral part of library service, and the revolutionary changes wrought by digitization, high speed data communication and the Internet; and

WHEREAS, Ms. Rugeley has given selflessly of her time, has been a thoughtful advocate for the best possible service for all people, and brought to the Board an impressive intellect, wisdom, graciousness, good humor and great enthusiasm; and

WHEREAS, Ms. Rugeley has been a source of wise counsel and insight to the Library Board;

NOW, THEREFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Ms. Rugeley from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Ms. Rugeley for her thirty-seven years of faithful service and dedication to the Library; and be it further

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

There being no further business the meeting was adjourned.

President

Secretary