MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 8, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library
was held on Monday, June 8, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert  Ms. V. Rugeley
Dr. K. Bailey  Ms. A. Russell
Ms. E. Lord  Ms. A. Silbernagel
Ms. C. Morgan  Mr. S. Smith
Ms. J. Pauer  Dr. R. Stuart
Ms. S. Poffenbarger  Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Katie Murray, Children’s Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were St. Albans Branch Advisory Board members Ms. Rebecca Goodwin, Ms. Cay Hoh, and Ms. Sandy Foster along with St. Albans Advisory Board Teen Representative, Mr. Tyler Walker.

Ms. Morgan 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 11, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of $35,748 and the Book Bills in the amount of $81,409.87 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $2,023.01 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.
Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,449.12 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Special Recognition – Tyler Walker. Ms. Morgan welcomed our guests from St. Albans and asked Dr. Stuart to please introduce Tyler Walker. Mr. Walker has been very active at the St. Albans Branch since a young age, including work as a Volunteer and currently as Student Representative on the Advisory Board. He will be leaving in the fall to attend M.I.T. on a scholarship. Mr. Walker spoke to the Board about his love of the library and how much it means to him. The Board congratulated him on his accomplishments and wished him well on his future endeavors.

Directors Report:
Mr. Engelbert gave a report on activities for the month, including:

- As mentioned in the last meeting, early indications from the FCC are that all Priority 2 E-Rate application will be approved. KCPL received notification that the installation portion of our application for “Network Switches and Wireless Equipment” has been approved. We are still waiting for confirmation that the actual network switches will be also approved.

- The Teen Zone/AV Department project continues to move forward. It is a major project involving many stages and will continue throughout the summer. The next step is to remove all carpet and flooring material, which began today. We are using the hallway of the fourth floor for temporary storage of some items while this process continues. A special thank you to Susan Murphy who has taken on this project as part of her new duties as Interim Circulation Services Supervisor, and to the Popular Materials staff and to the Facilities staff who are working together to accomplish much of the work involved.

- Architectural drawings and the Project Manual for the Boiler replacement project have been received from ZMM and advertisements for bids have been placed. A mandatory pre-bid conference is scheduled for June 17th, with bid proposals due on June 25th. A meeting of the Building Committee will be scheduled for the week of July 6th to review bids received.

- The Mobile Library has been off the road multiple times in May due to maintenance issues. The bus has been subject to a recall notice and continues to have problems with the coolant system and with the “heater core” that force it off the road. KCPL has been reimbursed for previous repairs and will continue to seek reimbursement as appropriate. However, the repeated mechanical problems are damaging the reliability and reputation of the Mobile Library service.
Staff Report: Summer Library Club.

Katie Murray and Terry Wooten provided the Board with an update on the 2015 Summer Reading Clubs. KCPL offers programs for all age groups. The Children’s Club runs from May 30th – August 1st. The Teen and Adult clubs run from May 26 - August 31st. Funds for all giveaway items and grand prizes for each club were donated by the Friends of the Library Foundation.

The Children’s Summer Library Club has already registered almost 900 participants, with a goal of 2,500. It is entitled “Every Hero has a Story.” Participants receive a chart to color in that goes up to a combination of 60 books and experiences. Children become eligible for prizes as they progress through the program, and those who complete it will receive a KCPL backpack and be eligible for the grand prize drawing of a Kindle Fire.

The Teen program is entitled “Unmask!” Teens simply read or listen to a total of 10 books. Everyone who completes Unmask! will be included in prize drawings. The grand prize is an iPod Nano. Secondary drawings include movie tickets and three gift cards to Southbridge Grand Prix Fun Center.

The Adult program is entitled “Escape the Ordinary.” It encourages adult to explore books about extraordinary people, places, and activities. Participants receive a Bingo-style card with challenges to complete including attendance at KCPL events and programs. All participants that achieve a “Bingo” will receive a color-changing stein and are eligible for the grand prize drawing of a $200 gift certificate to the any West Virginia State Park.

Ms. Wooten reminded the Board of additional upcoming KCPL events. The Kiwanis Corporate Regatta will take place on Monday, June 22nd at 11:30 on the Library Plaza. Small wooden boats will be decorated and raced around the fountain. Proceeds from the race will benefit KCPL. The Street Fair is scheduled for Saturday June 27th and will include visits from Superheroes, the Friends bake sale, used book sale held in the Ray Room, family friendly entertainment, and many other activities.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects. Ms. Morgan recapped the most recent meeting of the Ad Hoc committee, which is continuing to move forward with efforts to re-imagine the new Main Library building project with respect to size and possibly location. The committee recommends that professional assistance in the form of a site evaluator be obtained to assist in identifying possible options for sites for the new Main Library. A draft of an Expression of Interest for Site Evaluation (EOI) was previously distributed to the Board for review. Upon a motion made, seconded and carried the Board approved that the EOI be issued with responses due at 4:00 p.m. on June 26, 2015.
Ad Hoc Nominating Committee. Ms. Rugeley reported that the Nominating Committee met in May. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2015-2016:

Ms. Cheryl Morgan  
President

Ms. Jennifer Pauer  
First Vice President

Ms. Monika Jaensson  
Second Vice President

Mr. Alan Engelbert  
Secretary/Treasurer

Ms. Rugeley 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.

Joint Personnel and Finance Committee: The Personnel Committee and the Finance Committee have met both individually and jointly over the past month to review the 2015/2016 Budget and forward the proposed 2015/2016 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, seconded and approved that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2015/2016 be approved and adopted in the amount of $7,936,876 in the General Fund and $1,062,500 in the Construction Fund, for a total of $8,999,376.

OLD BUSINESS: None

NEW BUSINESS:

Establish Date, Time and Place, Continuation of the Annual Meeting: By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 3, 2015, at 8am at the Main Library, 4th Floor Board Room. The continuation of the Annual Meeting will be Monday, August 10, 2015, at 7pm at the Cross Lanes Branch Library. Please note that a regular Board meeting will be held on Monday, July 13, 2015, at 4pm at the Main Library, 3rd Floor Ray Room.
NEW BUSINESS:

Resolution in Honor of Ms. Nelle Chilton. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Nelle Chilton has chosen not to seek reappointment to the Kanawha County Public Library Board of Directors at the expiration of her term on June 30, 2015; and

WHEREAS, Ms. Chilton had been a faithful, dedicated and invaluable member of the Board of Directors since 1986; and

WHEREAS, During Ms. Chilton’s tenure on the Board of Directors the Kanawha County Public Library saw the implementation of many improvements and advancements in library service such as additional communities served by branch facilities, new branch facilities, computer catalog and electronic information resources, the rise of the Internet and a revolution in access to and the provision of information, long range planning, and the expansion of other aspects of the library such as staff training, the number and formats of materials available in the collection and types and numbers of programs for children, teens and adults, and events such as the West Virginia Book Festival and Annual Street Fair; and

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

WHEREAS, Ms. Nelle Chilton has been a source of wise counsel and diligent insight to The Library Board;

NOW THEREFORE BE IT

RESOLVED, that it is with deep regret that the Board of Directors accepts that Ms. Nelle Chilton has chosen not to seek reappointment to the Kanawha County Public Library Board of Directors and be it further

RESOLVED, That the Board wishes to express its heartfelt appreciation to Ms. Chilton for her twenty-nine 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 that a copy be given to our esteemed colleague, Ms. Nelle Chilton.

There being no further business the meeting was adjourned.

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President

__________________________________
Secretary