

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
May 9, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 9, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Dr. R. Stuart
Ms. B. Lord	Mr. B. Thomas
	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Melissa Burchett, St. Albans Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

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 April 11, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$157,056.01 and the Book Bills in the amount of \$95,193.71 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 of \$1,864.17 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 \$49,924.21 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:**

**Ad Hoc Building Projects Committee.** Ms. Morgan provided an update to the Board regarding the activities of the Committee which are currently focused on project definition and siting of the Main Library. Silling & Associates has prepared a narrative analysis of six sites for the Committee to review. The Committee will meet on May 16<sup>th</sup> to discuss the analysis and attempt to narrow the choices down to the final three. Members of the Committee and Silling have met with Charleston city officials and CURA to update them on the project and explore how the City and the Library might work together to harmonize the goals of the Library and the City in carrying out the project.

**Personnel and Finance Committees.** The Personnel Committee and the Finance Committee met over the past month to review the 2016/2017 Budget and forward the proposed 2016/2017 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. Ms. Morgan addressed the Board regarding salary adjustments. 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 in an equitable manner and consistent with the Board's fiduciary responsibilities; and

WHEREAS, the Personnel and Finance committees of the Board are charged with reviewing the budget proposed by the Director and the committees meeting jointly have carefully and at length considered and discussed the budget proposed for the 2016/2017 fiscal year; and

WHEREAS, as a result of this review the 2016/2017 Proposed Budget includes reasonable and necessary adjustments to salaries for exempt and non-exempt employees using the "Compensation Management Recommendations for Kanawha County Public Library" received in October 2015 as a guideline and a tool only and with implementation of salary adjustments subject to review of the Board President; and

WHEREAS, such adjustments in wages equal 1.14% for full-time professional staff, 1.56% for full-time paraprofessional staff and 1.27% for part-time paraprofessional staff and total wage adjustments equaling 1.35%;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the 2016/2017 Budget in amount of \$8,045,940 in the General Fund and \$581,000 in the Construction Fund, for a total of \$8,626,940.

The Board was previously made aware of issues regarding funding provided by the City of St. Albans to support Library operations. Ms. Morgan provided the Board with an overview, history and current status of the financial arrangements between KCPL and the City of St. Albans. Over the past five years, the City of St. Albans has been underfunding its obligation to provide support per an agreement observed since 1962. The City also has not paid to KCPL the amount included in its budget for the current fiscal year and has sharply reduced budgeted support for the 2016/2017 fiscal year from \$97,258 to \$50,000. Mr. Engelbert and Board member Ben Thomas met with St. Albans elected officials in an attempt to resolve the issue but were not successful. The reduced support from St. Albans is reflected in the 2016/2017 KCPL budget that was adopted during today's meeting. Ms. Morgan charged the KCPL Board's Public Services Committee to meet and discuss ways to adjust services provided at St. Albans proportionate to the reduction in support with the objective of minimizing the disruption in services and programming. Ms. Morgan asked that the Committee provide a recommendation to the full Board at the June 13<sup>th</sup> meeting.

**Membership Committee.** Ms. Brooke Lord reported that the Committee met to discuss new members and the reappointment of Directors whose terms expire as of July 1, 2016. Ms. Lord provided a brief overview of candidate Ms. Debra Sullivan, whose information had been previously distributed to the Board.

Upon a motion duly made and carried, with Mr. Withrow abstaining, the Board approved the following resolution.

RESOLVED, that Ms. Debra Sullivan be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Dr. Michelle Foster for the term ending June 30, 2020.

Mr. Mike Albert and Ms. Susan Poffenbarger have agreed to be recommended for reappointment for a six year term.

Upon a motion duly made and carried, with Mr. Withrow abstaining, the Board approved the following resolution.

RESOLVED, that Mr. Michael Albert and Ms. Susan Poffenbarger be recommended to the Kanawha County Board of Education for another six year term as Directors of the Kanawha County Public Library, with such six year terms to end June 30, 2022.

Both resolutions will be forwarded to the Board of Education for their approval.

Dr. Ramon Stuart announced to the Board that he would complete his current term through June 30, 2016 but will not seek reappointment as he will be relocating to Georgia for a new position. The Board thanked Dr. Stuart for his service and wished him all success in the future.

**Ad Hoc Nominating Committee.** Mr. Albert reported that the Committee met and discussed the Board Officer positions and candidates. The Committee will have a recommendation at the June Board meeting.

**OLD BUSINESS: None**

**NEW BUSINESS:**

Board Committee Appointments. Ms. Morgan noted to the Board members that a new Standing Committee Assignment sheet was available. This sheet included committee assignments for the newest members. If Board members have any questions or concerns regarding committee appointments, please contact Ms. Morgan.

There being no further business the meeting was adjourned.

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President

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Secretary