

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 12, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Dr. K. Bailey	Ms. J. Pauer
Dr. M. Blackwell	Ms. V. Rugeley
Mr. J. Jarrett	Ms. A. Russell
Ms. B. Lord	Ms. A. Silbernagel
Ms. E. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Seth Newell, Technical Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Thomas presided. The Director served as Secretary. Mr. Thomas reported that a quorum was present.

Mr. Thomas introduced Mr. Ted Streit, Kiwanis District Governor for West Virginia and Mr. Michael Dempsey, President of the Kiwanis Club of West Charleston. They presented KCPL with a check for \$3,500 from the Corporate Regatta Fundraiser held in June as part of FestivAll. Mr. Thomas thanked the Kiwanis Club and expressed the library's appreciation and desire to work together again next year.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the August 8, 2016 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 \$197,313.11 and the Book Bills in the amount of \$102,594.71 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 in the amount of \$2,400.42 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 \$49,451.07 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:

Support Services/Building Committee. Mr. Engelbert continues to work with FEMA and insurance adjusters on reimbursement for flood related issues at the Clendenin and Elk Valley Branches. Costs to establish the “Elk Valley Express” branch have been submitted to FEMA. We are awaiting a report on the extent of flood damage to the building at Clendenin to submit to our insurance carrier and FEMA. Requested information on the contents of Clendenin and their value have been submitted. No time frame for a decision on reimbursement for losses has been provided to this point.

There is still no access to the Elk Valley Branch at the Crossings Mall. We are continuing service at the former Elk Valley Branch location. The Mobile Library is providing service at Clendenin from 2:00-6:00 p.m. on Friday afternoons.

There are funds in the adopted budget to upgrade lighting at the Dunbar Branch, particularly in the meeting room. The Committee authorized Mr. Engelbert to develop and release an EOI to solicit architectural, engineering or consultant firms to provide professional services necessary to develop the project scope, specifications, etc. The responses will be evaluated by the Committee and a recommendation brought to the Board.

The St. Albans Branch Advisory Board has requested new energy efficient lighting for the branch. KCPL will develop and issue an RFP for this project. The St. Albans Advisory Board will reimburse KCPL for the final cost when the project is completed. The Advisory Board will be invited to participate in discussion of the responses to the RFP prior to the award of the contract

Finance Committee. The Committee met recently to review the proposed carry over adjustment to the 2016-2017 Budget. This is a process that is completed yearly. Mr. Engelbert explained the requests the Board.

Upon a motion duly made and carried, the below resolution was approved.

RESOLVED, that the fiscal year 2016/2017 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Advertising	Marketing	\$ 250.00
Automation Equipment	Automation	\$ 21,781.20
Automation Repair & Maintenance	Automation	\$ 2,388.60
Automation Supplies	Administration	\$ 3,488.79
Book festival	Marketing	\$ 3,420.00
Bookmobile maintenance	Bookmobile	\$ 448.28

Building Repair & Maintenance	Facilities	\$	3,460.00
Building repair & maintenance	Cross Lanes	\$	557.70
Copier Expense	Administration	\$	196.60
Contractual Services - Internet	Automation	\$	9,400.00
Furniture & Equipment	Public Services	\$	2,772.42
Furniture & Equipment	Cross Lanes	\$	481.30
Furniture & Equipment	Dunbar	\$	44.80
Furniture & Equipment	Riverside	\$	67.19
Furniture & Equipment	Sissonville	\$	270.59
Housekeeping Supplies	Facilities	\$	1,778.06
Housekeeping Supplies	Glasgow	\$	49.50
Miscellaneous Expense	Administration	\$	90.00
Printing	Marketing	\$	1,100.00
Programming	Public Services	\$	600.00
Staff Travel	Administration	\$	131.00
Supplies	Administration	\$	1,781.83
Supplies	Automation	\$	156.75
Supplies	Public Services	\$	138.51
Supplies	Tech Services	\$	1,608.90
Supplies	Cross Lanes	\$	93.32
	SUBTOTAL	\$	56,555.34

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS

Administration		\$	28,000.00
Clendenin		\$	3,799.84
Cross Lanes		\$	557.70
Elk Valley		\$	3,750.00
Nitro		\$	171.61
Sissonville		\$	3,959.24
Marmet Construction		\$	19,250.00
	SUBTOTAL	\$	59,488.39

OTHER

Collection Materials	Nitro	\$	12,900.00
	SUBTOTAL	\$	12,900.00

Grand Total **\$ 128,943.73**

The Committee also reviewed the West Virginia Library Commission grant for flood relief. Upon a motion made and carried, the Board approved the acceptance of the grant in the amount of \$10,733 and modification of the current budget to reflect the funds received.

Personnel Committee. Ms. Pauer explained to the Board the Committee has met multiple times to discuss the issue of employee compensation for Sunday hours. Per the current Policy #104 Hours of Work, full-time and part-time employees are not compensated on the same basis for work on Sundays. The committee previously distributed an updated policy that would address this issue and resolve the situation. After much discussion among the board members, a motion was made and carried, with Ms. Morgan opposed, that Board action on the matter be deferred until a question raised regarding how the matter was listed on the published Agenda could be satisfied.

OLD BUSINESS: None

NEW BUSINESS:

Volunteer Resolution. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Library Club;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2016 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other. Mr. Blackwell wanted to thank the Board on behalf of the Elkview and Clendenin communities for their support and dedication during the flood recovery. He also personally thanked the staff for their continued excellent customer service.

There being no further business the meeting was adjourned

President

Secretary