

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
October 10, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 10, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. V. Rugeley
Ms. M. Jaensson	Ms. D. Sullivan
Mr. J. Jarrett	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

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

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 September 12, 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 \$203,798.64 and the Book Bills in the amount of \$103,554.61 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 \$1,696.12 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 \$1,742.94 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.

**STAFF REPORT:**

Hoopla Services. Mr. Engelbert introduced Reference Librarian, Anthony Deminico. Mr. DeMinico provided a demonstration of a new service called Hoopla. It is a streaming digital media service for libraries and their patrons. It includes audio books, movies, music, and more. It differs from other digital services the Library offers in that an unlimited number of patrons can borrow an item simultaneously, and the Library is charged a unit price every time a patron downloads or streams a title. KCPL patrons can “check out” ten items a month.

**REPORTS OF COMMITTEES:**

Ad Hoc Building Committee. Ms. Morgan reported that the Committee met to review the final four site options for the new main library. The Committee requires additional information about one of the sites under consideration before further discussions can result in a recommendation to the Board.

**OLD BUSINESS:**

Personnel Committee. Revisions to Policy #104 Hours of were presented as a recommendation of the Personnel Committee at the September meeting of the Board. The revisions resolve issues of employee compensation for work on Sundays. Action was deferred until the October meeting. Upon a motion duly made and carried the Board approved the Policy as revised below with Dr. Bailey opposed.

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM  
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 EMPLOYMENT  
POLICY NO. 104

EFFECTIVE DATE: October 10, 2016

SUBJECT: Hours of Work

POLICY: It is the policy of the Library to establish the time and duration of working hours as required by public service needs, work load, efficient management of human resources and any applicable laws.

COMMENT:

- (1) The normal workweek is 12:01am, Monday to 12:00 midnight, Sunday and consisting of thirty-seven and one half (37.5) hours. The normal workday will consist of seven and one half (7.5) hours of work with an unpaid meal period. Rest or break periods are considered as time worked.

- (2) Each Department Head/Branch Manager will determine the schedule of hours for their employees. The employees will be informed of their daily schedule of hours of work and their meal and break periods. Changes that are considered necessary or desirable to meet the needs of the department/branch will be made.
- (3) Non-exempt employees (those employees who are subject to the overtime provisions of the Fair Labor Standards Act) are required to submit timesheets accurately reporting hours worked during each pay period to the supervisor. The supervisor shall approve timesheets and timely submit them to the Accounting office.
- (4) All non-exempt employees will be paid time and a half for all time worked in excess of forty (40) hours in a workweek. Employees are not permitted to work overtime without the prior approval of their supervisor and the Manager, Human Resources. Holidays and paid leave are not considered as time worked in the calculation of overtime.
- (5) The use of compensatory time to pay for overtime can only be used for the situations outlined below. Any exceptions will require the approval of the Manager, Human Resources.

### **ANNUAL BOOK SALE**

Full time employees (both exempt and non-exempt) will earn one and one half (1.5) hours of compensatory time for each hour worked at the Annual Book Sale provided they have worked a thirty-seven and one half-(37.5) hour schedule during the established work week.

### **ANNUAL STREET FAIR**

Full time employees (both exempt and non-exempt) will earn one and one half-(1.5) hours of compensatory time for each hour worked at the Annual Street Fair provided they have worked a thirty-seven and one half-(37.5) hour schedule during the established work week.

When employees earn compensatory time, they will need to complete form SW1109 and have their supervisor sign it. When employees use compensatory time, they will need to complete form SW1004. Compensatory time must be used before annual or personal leave.

- (6) **SUNDAY PUBLIC SERVICE WORK** - When full-time employees are scheduled for Sunday Public Service Work, they will only be scheduled for thirty (30) hours from Monday through Saturday of that workweek. If they fail to work as scheduled on a Sunday, they will be charged with a day (7.5 hours) of leave, as well as a day of absence.

A part-time employee will be paid at an hourly rate for hours worked on Sundays determined in accordance with the following formula: (a) (i) 7.5 divided by (ii) the number of hours that the Library is operating on the applicable Sunday, multiplied by (b) such part-time employee's regular rate of pay. However, if the Library is operating on a Sunday for more than 7.5 hours (which is not currently contemplated), then a part-time employee's hourly rate for Sunday work will be such employee's regular rate of pay.

By way of example, if the Library is operating on a Sunday for 4.5 hours, and a part-time employee's regular rate of pay is \$10.00 per hour, then such employee would be paid at a rate of \$16.67 per hour for the Sunday work ((a) (i) 7.5 divided by (ii) 4.5, multiplied by (b) \$10.00).

By way of further example, if the Library is operating on a Sunday for 6.5 hours, and a part-time employee's regular rate of pay is \$10.00 per hour, then such employee would be paid at a rate of \$11.54 per hour for the Sunday work ((a) (i) 7.5 divided by (ii) 6.5, multiplied by (b) \$10.00).

Approved by a resolution of the Board of Directors on October 10, 2016.

**NEW BUSINESS:**

Appointment of Ad Hoc Audit Committee. Ms. Jaensson appointed an Ad Hoc Audit Committee responsible for reviewing and scoring proposals submitted by firms wanting to conduct the fiscal year 2015-2016 audit of KCPL, including the Library Foundation of Kanawha County, Inc. The Committee includes: Mr. Albert, Dr. Bailey, Ms. Jaensson, Mr. Jarrett, Ms. E. Lord, Mr. Thomas, Mr. Withrow, Alan Engelbert and Kim Runion. The Committee will forward a recommendation to the Board for final action.

Other. Dr. Blackwell requested it be recorded in the minutes his compliments to KCPL staff members Ms. Tammy Parker and Ms. Debbie Edelman for their service when he visited the Mobile Library. Dr. Blackwell expressed concern that the addition of a Mobile Library stop at Bridge Elementary reduced service in the Town of Clendenin from every week to every other week. Mr. Engelbert will investigate and report to the Board.

There being no further business the meeting was adjourned

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President

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Secretary