

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
November 14, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Mr. B. Thomas
Mr. J. Jarrett	Mr. J. Withrow
Ms. S. Poffenbarger	

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

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

Representatives from AEP were in attendance to present a check for \$2,000 from their "Read to Me" fund for flood recovery efforts at KCPL. The Board expressed its thanks for this generous gift.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 10, 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 \$151,045.47 and the Book Bills in the amount of \$114,040.90 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 \$253,234.69 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 \$7,802.19 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:**

West Virginia Book Festival. Ms. Wooten provided the Board with a recap of the Book Festival. It was a successful event and we received positive feedback. The Market Place was very well attended. The art contest that was based on author Matt de le Pena's book, Last Stop on Market Street, had over 400 participants. The Book Sale raised approximately \$30,000.

**REPORTS OF COMMITTEES:**

Ad Hoc Audit Committee. Mr. Thomas reported that the Committee met recently to discuss, evaluate and score proposals from firms wanting to conduct the FY 2016 audits of KCPL, which will include the Foundation. Based on the review and scoring of proposals, it is the recommendation of the Committee to retain Perry & Associates as the auditors for KCPL.

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

WHEREAS, the Kanawha County Public Library Board desires to have an audit conducted of the Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for fiscal year 2015/2016; and

WHEREAS, the Board's Ad Hoc Audit Committee has solicited proposals, has scored and evaluated the proposals according to State guidelines and recommends acceptance of the proposal from Perry & Associates in the amount of \$17,000;

NOW THEREFORE BE IT

RESOLVED, that the Board adopts the recommendation of the Committee to contract with Perry & Associates to conduct the above-referenced audit and authorizes the Director to enter into a contract for those services in accordance with the proposal.

Finance Committee. Mr. Thomas reported that the Committee met recently to discuss and review the request and recommendation for a new copier unit for the Administration Office. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, Kanawha County Public Library needs to replace the 12-year-old networked copy/scan/fax unit in the Administration area; and

WHEREAS, multiple quotes for new units were solicited and received; and

WHEREAS, the KCPL wishes to accept the quote that best meets the needs of the Library for functionality, scalability to meet future needs, initial purchase cost, ongoing operational costs and reliable service;

NOW THEREFORE BE IT

RESOLVED, that the quote from Aaron's Products, Inc. be accepted to supply a Toshiba e-Studio 4555c in the amount of \$8,523 ; and be it further

RESOLVED, that Contingency funds be used for this purpose and the 2016-2017 Budget be revised accordingly.

Support Service/Building Committee. A proposal from ZMM Architects was the only response received to an RFP issued for a project to upgrade lighting at the Dunbar Branch. The Board members discussed the need for architectural services and for the architect to provide construction oversight.

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

WHEREAS, the Kanawha County Public Library (Library) wishes to upgrade the lighting at its Dunbar Branch located at 301 12th Street Mall, Dunbar, West Virginia; and

WHEREAS, the KCPL requires the use of the services of a qualified architectural/engineering firm to provide professional design and construction phase services for this lighting project; and

WHEREAS, the Library issued an "Expression of Interest" document and directly solicited responses from three qualified local firms, which solicitation resulted in the timely receipt of an expression of interest from ZMM Architects and Engineers;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has received a report from the Support Services/Building Committee and authorizes the Committee, on behalf of the Library, to enter into scope of work and contract negotiations with ZMM, Architects and Engineers, Charleston, West Virginia, and return to the Board with the results of those negotiations for the Dunbar Branch lighting project and that the President, Director, and other officers of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Mr. Engelbert will discuss the scope of services and fee with ZMM and bring the results back to the Board for consideration.

Ad Hoc Building Committee. Ms. Jaensson reported that the Committee is continuing to review information on the final four sites for a Main Library project. The Committee recommends that a survey of asbestos and hazardous material at the Main Library be undertaken to identify cost of remediation as part of the assessment of project options. The Board approved a motion authorizing Mr. Engelbert, with assistance of counsel, to proceed with development and issuance of an RFP for this project.

The Board discussed the Foundation's interest in hiring a firm to assist in communication with the public regarding the Main Library project and with fundraising efforts.

After much discussion, upon a motion duly made and carried, the below resolution was approved as amended.

WHEREAS, the Kanawha County Public Library (Library) and the Library Foundation of Kanawha County, Inc. (Foundation) have worked diligently and in close cooperation to plan and bring to fruition the expansion and enhancement of the services of the Library through a Main Library capital project; and

WHEREAS, the Foundation wishes to contract with a firm to assist in communication with the public and in fund raising efforts necessary to help make the vision of the Board of Directors for the Main Library a reality; and

WHEREAS, the Board endorses the interest of the Foundation to secure these services and has cooperated with the Foundation in the development and issuance of an "Expression of Interest" (EOI) document and assisted in the direct solicitation of three local firms qualified to provide these services; and

WHEREAS, The Manahan Group located at 222 Capitol Street, Charleston, West Virginia timely submitted a proposal in response to the EOI which meets the needs of the Library and the Foundation;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has reviewed the proposal submitted by The Manahan Group and recommends that the Foundation enter into a contract with The Manahan Group; and be it further

RESOLVED, that the Library extends its full cooperation and support to the Foundation and The Manahan Group as we work together to bring to the people of Kanawha County a library facility that can efficiently and effectively deliver service for decades to come.

**OLD BUSINESS: None**

**NEW BUSINESS: None**

There being no further business the meeting was adjourned

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President

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Secretary