

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
January 9, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 9, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. M. Blackwell	Ms. S. Poffenbarger
Ms. S. Haden	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Ms. D. Sullivan
Ms. B. Lord	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. Sarah Mitchell, Main Library Public Services Manager; 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 December 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 \$78,950.31 and the Book Bills in the amount of \$119,285.71 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 \$1,021.88 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 \$1,593.53 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:

Finance Committee. Mr. Thomas reported that the committee met recently to discuss outstanding issues. The Library applied for federal and state grant funds for flood relief. Our two applications have been approved. A check has been received in the amount of \$403,251.48 from the State of West Virginia for flood damage to the Elk Valley and Clendenin branch libraries, of which \$31,805.28 is allocated to Elk Valley and \$371,446.20 to Clendenin according to the terms of the grant awards. Upon a motion made and carried, the Board authorized the acceptance of these funds and modification of the 2016/2017 Budget as appropriate.

The Committee also reviewed proposed branch assessments for FY 2017/2018. A copy of the resolution was previously distributed to the Board for review. Mr. Engelbert explained how the amounts are calculated and answered questions from the Board. A motion was made, seconded and carried to amend the Resolution to include the Clendenin Branch on the resolution but to indicate the assessment is waived. Upon a motion duly made and carried, the resolution below was approved as amended.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2016 property valuations, multiplied by the same rate per \$100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions or assessments for the fiscal year 2017/2018:

	FY '16/17 Operating Budget	Current FY Contribution	Proposed Contribution 3.5%
<u>Clendenin</u>	<u>\$142,448</u>	<u>\$4,748 Waived</u>	<u>\$4,986 Waived</u>
<u>Cross Lanes</u>	<u>\$260,603</u>	<u>\$8,846</u>	<u>\$9,121</u>
<u>Elk Valley</u>	<u>\$283,099</u>	<u>\$9,462</u>	<u>\$9,908</u>
<u>Glasgow</u>	<u>\$28,394</u>	<u>\$972</u>	<u>\$994</u>
<u>Marmet</u>	<u>\$97,871</u>	<u>\$3,250</u>	<u>\$3,425</u>
<u>Riverside</u>	<u>\$218,960</u>	<u>\$7,527</u>	<u>\$7,664</u>
<u>Sissonville</u>	<u>\$252,562</u>	<u>\$8,310</u>	<u>\$8,840</u>

<u>Branch</u>			
<u>Support</u>			
<u>Subtotal</u>		<u>\$38,367</u>	<u>\$39,952</u>
	FY '16/17	Current FY	Proposed
	Operating	Budgeted	Assessment
	Budget		
<u>Dunbar</u>	<u>\$287,091</u>	<u>\$63,000</u>	<u>\$79,954</u>
<u>St. Albans</u>	<u>\$436,293</u>	<u>\$50,000</u>	<u>\$121,587</u>
<u>TOTAL</u>		<u>\$151,367</u>	<u>\$241,493</u>

Support Services/Building Committee. Mr. Albert reported that the Committee met recently to review issues as listed on the Agenda. Mr. Albert gave a brief summary of the topics discussed, reviewed previously-distributed resolutions regarding each issue and answered questions from the Board.

Main Library Hazardous Materials Survey. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) has requested Qualifications (RFQ) and Proposals (RFP) from experienced firms to conduct comprehensive hazardous materials investigation and testing of the Kanawha County Public Library's Main Library located at 123 Capitol Street in Charleston, West Virginia, to provide recommendations for the abatement or mitigation of hazardous materials that may be identified and to provide cost estimates for the abatement or mitigation of all hazardous materials identified; and

WHEREAS, five firms qualified to conduct the investigation and testing for hazardous materials have timely submitted responses in accordance with the requirements and deadlines stated in the RFQ/RFP document issued by the KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept the low Proposal from a firm qualified and capable of performing the work in accordance with the requirements and deadlines stated in the RFQ/RFP document issued by the KCPL;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL accepts the proposal submitted by Terradon Corporation of Nitro, West Virginia for a lump sum fee in the amount of \$6,865; and be it further

RESOLVED, that the President and Director 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.

Donation of Land to Kanawha County Public Library. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, in 2001 the St. Albans Public Library Board, Inc. (the Advisory Board) purchased three parcels of land in the immediate vicinity of the St. Albans Branch of the Kanawha County Public Library (KCPL) and developed the land to serve as parking lots for the patrons and staff of the St. Albans Branch; and

WHEREAS, the parking lots have contributed greatly to the use and success of the St. Albans Branch Library and are very important to the continued provision of Library service to the people of St. Albans; and

WHEREAS, to ensure that the parking lots always remain available to enhance the services provided by the KCPL and to reduce the financial burden on the Advisory Board to maintain and insure the lots the Advisory Board has acted to donate the parcels and all improvements to the KCPL; and

WHEREAS, it is in the best interests of the KCPL to accept this donation;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors hereby accepts the donation of land as specified in deed 2529 891 and all improvements thereon with thanks and appreciation for this gift and for all of the other contributions the Advisory Board has made to help provide excellent service to the people of the City of St. Albans and to all the people served by the KCPL system; and be it further

RESOLVED, that the President and Director 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.

Lighting Retrofit, St. Albans Branch. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the St. Albans Public Library Board, Inc. (the Advisory Board) wishes to donate funds up to \$25,000 to allow for the purchase of energy-efficient fixtures and light bulbs sufficient to permit replacement of all lighting in the St. Albans Branch; and

WHEREAS, it is in the best interests of the KCPL to accept this donation; and

WHEREAS, it is understood that qualified KCPL staff members will perform the work necessary to install energy-efficient fixtures and light bulbs;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors hereby authorizes the Director to develop and release a Request for Proposal document to solicit quotes to supply energy-efficient fixtures and light bulbs in quantities to be specified, and which shall also incorporate any rebates for which the project is eligible; and be it further

RESOLVED, that the KCPL will pay the costs of any proposal the KCPL Board of Directors may vote to accept and will be reimbursed for these costs by the St. Albans Public Library Board, Inc. (the Advisory Board) net of any rebates received by the KCPL; and be it further

RESOLVED, that the KCPL Board of Directors expresses its thanks and appreciation for this generous contribution by the Advisory Board.

Acceptance of a Proposal for Dunbar Branch Lighting Project. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library (the “KCPL”) 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 KCPL 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; and

WHEREAS, the Board of Directors authorized the President and Director 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

WHEREAS, ZMM has submitted a “Dunbar Branch Library Lighting – Design and Construction Phase Services Proposal” dated December 5, 2016 which delineates the scope of work to be performed for a fee, billed hourly, not-to-exceed twelve thousand dollars (\$12,000), and which scope of work and fee has been reviewed by the Support Services/Building Committee and is recommended for acceptance by the Board of Directors;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby accepts the Dunbar Branch Library Lighting – Design and Construction Phase Services Proposal (the “Proposal”) and authorizes the President and Director, with the advice and assistance of Counsel, to take all actions necessary to engage ZMM under the terms and conditions of the Proposal; and be it further

RESOLVED, that any further work to be performed in the Dunbar Branch lighting upgrade project, and any other expenses associated with such project, including all bids obtained by ZMM or the Library to perform such additional work and incur such additional expenses, remain subject to the review and approval of the KCPL Board of Directors.

Addendum to Lease for Elk Valley Express Facility. Upon a motion duly made and carried, the Board approved an addendum to the existing lease agreement with O.V. Smith & Sons to continue operations at the Elk Valley Express location on a month to month basis at a monthly rent of \$1,500.

Ad Hoc Building Committee. Ms. Morgan reported that the Committee has continued discussions regarding the final three options for the Main Library. The Committee feels it needs additional information and requested that Silling Architects perform additional services under the existing Phase One contract at a fee of \$30,000. Upon a motion duly made and carried, with Mr. J. Withrow voting no, the Board approved the previously distributed Amendment B: Professional Design Services for Phase One, Additional Services related to the Existing Main Library Building.

OLD BUSINESS: None

NEW BUSINESS: WVLA Legislative Goals / Library Legislation Day. Mr. Engelbert provided a brief overview of the previously distributed West Virginia Library Association's 2017 Legislative Goals. Library Day at the Legislature is scheduled for Monday, February 27, 2017. Mr. Engelbert will make appointments with legislators and hopes that Board members will join him. There will be displays from libraries around the state in the Rotunda from 11:00 a.m. until 4:00 p.m. and a reception that evening in the West Virginia Library Commission Reading Room in the Culture Center from 5:00 p.m. until 7:00 p.m. Ms. Stringer has tickets to the reception available for purchase. Upon a motion duly made and carried, the Board voted to endorse the WVLA's Legislative Goals.

There being no further business the meeting was adjourned.

President

Secretary