

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
February 13, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 13, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Russell
Mr. J. Jarrett	Ms. A. Silbernagel
Ms. E. Lord	Ms. D. Sullivan
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director of Public Services; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, Information Technology 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 January 9, 2017 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 \$252,616.13 and the Book Bills in the amount of \$89,307.34 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 \$5,252.41 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 \$6,356.65 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.

Mr. Engelbert introduced the new Information Technology Manager, Mr. Teddy Claypool. The Board welcomed Mr. Claypool and he expressed his enthusiasm for this new opportunity with KCPL.

#### **REPORTS OF COMMITTEES:**

Support Services/Building Committee. Mr. Albert reported that the Committee met recently to review bids received for the St. Albans Branch lighting project. He provided a brief overview of the project and read the previously distributed resolution to the Board. Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) has issued a Request for Proposals (RFP) to replace t12 light fixtures and bulbs at the St. Albans Branch Library with LED Light Fixtures and Bulbs; and

WHEREAS, four firms timely submitted bids in response to the RFP; and

WHEREAS, it is in the best interests of the KCPL to accept the low bid from a firm whose proposal complies with the specifications and quantities required by the RFP; and

WHEREAS, the bid received from Graybar of Charleston, West Virginia is the low bid and conforms in all respects to the requirements of the RFP;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL accepts the bid from Graybar of Charleston, West Virginia in the amount of \$15,379.79; 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; and be it further

RESOLVED, that a rebate in the amount of \$2,550 be applied for at the completion of the installation of all fixtures and bulbs purchased through this bid and that the St. Albans Branch Advisory Board reimburse the KCPL for the cost of the fixtures and bulbs net of rebate

Ad Hoc Building Committee. Ms. Morgan reported that the Committee has continued discussions regarding the final options for the Main Library. The Committee feels it needs additional information before it can arrive at a recommendation.

**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