

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 11, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 11, 2017 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. E. Lord
Dr. K. Bailey	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarret (via phone)	Ms. D. Sullivan
Ms. Betty King	Mr. B. Thomas

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; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; Anthony DeMinico, Reference Librarian; and 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 August 10, 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 \$150,420.97 and the Book Bills in the amount of \$116,389.69 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 \$1,716.72 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 \$527.01 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. The Committee met recently to review the proposed carry over adjustments to the 2017-2018 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 2017/2018 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	\$ 2,649.00
Automation Equipment	Automation	\$ 124.50
Automation Supplies	Administration	\$ 379.28
Bookmobile maintenance	Bookmobile	\$ 1,025.64
Building Repair & Maintenance	St. Albans	\$ 2,500.00
Contractual Services - Internet	Automation	\$ 1,875.00
Copier Expense	Administration	\$ 503.98
Furniture & Equipment	Administration	\$ 4,781.41
Furniture & Equipment	Children's	\$ 1,247.08
Furniture & Equipment	Dunbar	\$ 5,198.39
Furniture & Equipment	Marmet	\$ 79.96
Housekeeping Supplies	Facilities	\$ 260.57
Housekeeping Supplies	Elk Valley	\$ 9.74
Housekeeping Supplies	Glasgow	\$ 48.70
Housekeeping Supplies	Sissonville	\$ 19.48
Miscellaneous Expense	Administration	\$ 120.00
Postage	Administration	\$ 487.00
Programing	Children's	\$ 656.00
Programing	Marketing	\$ 1,400.00
Programing	Public Services	\$ 753.00
Supplies	Administration	\$ 377.06
Supplies	Children's	\$ 3.46
Supplies	Marketing	\$ 398.74
Supplies	Reference	\$ 35.51
Supplies	Tech Services	\$ 1,800.36
Supplies	Cross Lanes	\$ 237.81
Supplies	Elk Valley	\$ 24.93
Supplies	Glasgow	\$ 85.07
Supplies	Marmet	\$ 10.76
Supplies	Riverside	\$ 100.47
Supplies	Sissonville	\$ 30.61
Supplies	St. Albans	\$ 148.18
Uniforms	Facilities	\$ 2,006.82
Flood Expense	Elk Valley	\$ 1,974.99
	SUBTOTAL	\$ 31,353.50

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	\$	19,532.32
Flood Expense - FEMA	Clendenin	\$	433,671.20
Flood Expense - Insurance	Clendenin	\$	600,000.00
	SUBTOTAL	\$	1,053,203.52
Grand Total		\$	1,144,045.41

The Committee also reviewed the Lease Addendum for the Crossings Mall property. A copy was previously distributed to the Board for review. Upon a motion duly made and carried, the Board approved the Addendum to Lease between Tara Retail Group LLC and Kanawha County Public Library Board and that the appropriate Officers of the Board are hereby authorized to execute the Addendum on behalf of the Board.

The Committee recommended to the Board a funds transfer from BB&T Pershing Elite to BB&T Investments. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, certain funds received from the Estate of Donald Eugene Conwell are in an account at BB&T (the "Account"); and

WHEREAS, the custodian of the account is Pershing Advisor Solutions; and

WHEREAS, the Board of Directors deems it advisable to transfer the funds to BB&T Securities, LLC, as custodian of the Account;

NOW, THEREFORE BE IT

RESOLVED, that any duly elected officer of the KCPL board of Directors together with another duly elected officer of the KCPL Board of Directors is authorized and empowered to do any of the following with respect to the Account:

1. Give written or oral orders in the Account for the purchase, sale, or other disposition of stocks, bonds and other securities,
2. Deliver to and received from BB&T Securities, LLC, on behalf of the Kanawha County Public Library monies, stocks, bonds and other securities,
3. Order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers of persons.

4. Make, execute and deliver any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred.

AND BE IT FURTHER

RESOLVED, that the appropriate officers are hereby authorized and empowered to execute and deliver the form of Corporate & Non-Corporate Resolution to BB&T Securities LLC.

Membership and Board Development Committee. Ms. A. Silbernagel reported that the committee met recently and conducted interviews with potential new Board members. Ms. Silbernagel provided a summary bio on Ms. Toinette Jenkins whose information was previously distributed to the Board. Upon a motion duly made and carried, the below resolution was passed.

RESOLVED, that Ms. Toinette Jenkins be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2019.

Public Services Committee. Ms. Silbernagel reported that the Committee met to discuss the return of library service to Clendenin. The Committee is looking at several options for either a temporary or permanent location or both. The Committee will continue to update the Board on its progress.

Ad Hoc Building Committee. Ms. Morgan reported that the Committee continues to meet. She feels they are in the final phase of fact finding for the site locations. Members of the Committee traveled to the Columbus, Ohio area to tour two libraries: Columbus Metropolitan Public Library's Main Library and Grove City Library.

OLD BUSINESS: None

NEW BUSINESS:

Retirement Resolution for Ms. Peggy Triplett. Upon a motion duly made and carried, the below resolution was approved by acclamation.

WHEREAS, Ms. Triplett was employed at the St. Albans Branch by the Kanawha County Public Library in January 1991 and has submitted her intent to retire effective September 29, 2017; and

WHEREAS, Ms. Triplett has served as a Library Assistant I from January 1991 until May 1995; and

WHEREAS, Ms. Triplett has served as a Library Assistant III from May 1995 until June 2008; and

WHEREAS, Ms. Triplett has served as Branch Administrative Specialist from July 2008 until her retirement; and

WHEREAS, Ms. Triplett has served as the St. Albans Acting Branch Manager multiple times over her career, and

WHEREAS, Ms. Triplett fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Triplett's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Triplett a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Peggy Triplett.

There being no further business the meeting was adjourned.

President

Secretary