

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
October 9, 2017

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

The following Board Members were present:

Mr. M. Albert	Ms. B. King
Dr. K. Bailey	Ms. C. Morgan
Ms. M. Jaensson	Ms. S. Poffenbarger
Mr. J. Jarret	Mr. B. Thomas
Ms. T. Jenkins	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; Ms. Sarah Mitchell, Main Library Public Services Manager; Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; 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 September 11, 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 \$85,108.83 and the Book Bills in the amount of \$100,262.66 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 \$121.54 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 \$122,551.40 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:**

Public Services Committee. At his invitation Mr. Engelbert and Committee Chair Ms. Silbernagel met with Adjutant General Hoyer and local Clendenin community leaders to explore options for both temporary and permanent space to operate a branch library in Clendenin. Mr. Engelbert provided a preliminary report on discussions and investigations to date including a possible location for temporary service, available resources and potential obstacles; and the possibility of partnering to develop a permanent facility. After much discussion among the Board, the members agreed to continue to explore the possibilities for a temporary and/or permanent Clendenin Branch.

Personnel Committee. Mr. Engelbert provided an overview of recent and upcoming staff changes at KCPL. A resolution was previously distributed to the Board outlining some changes to the Personnel budget forwarded as a recommendation of the Personnel Committee. Board member Mr. Albert expressed concerns over adjustments proposed that would affect the budget without approval from the Finance Committee. After much discussion, the below resolution was approved as amended.

WHEREAS, in order to improve the security and safety of patrons and staff at the Cross Lanes Branch of the Kanawha County Public Library, the Library wishes to restore to the Budget a part-time (12 hours per week) Branch Security Officer position at the Cross Lanes Branch that had been previously eliminated from the Budget.

NOW, THEREFORE BE IT

RESOLVED, that the 2017-2018 personnel budget be amended to include the Branch Security Officer position in the amount of \$8,677 including salary and benefits.

Members of the Personnel and Finance Committees agreed to meet to further discuss additional changes and possible staff additions.

Ad Hoc Building Committee. Ms. Morgan provided a report to the Board. The Committee met on October 3, 2017 and plans to have another meeting in early November. Based on the extensive, careful and comprehensive analysis the Committee has performed over many months in conjunction with Silling Architects and HBM, the Committee hopes to present a final recommendation on a Main Library project for the Board to consider at its meeting in November.

**OLD BUSINESS: None**

## **NEW BUSINESS:**

Establish Time and Date for November Board Meeting. A motion was made and carried that the regular November meeting (November 13, 2017) be cancelled. The November KCPL Board meeting will be held on Tuesday, November 14, 2017 at 9:30 a.m. in the 3<sup>rd</sup> floor Ray Room, Main Library in Charleston. Any changes to this time will be properly noticed.

There being no further business the meeting was adjourned.

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President

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Secretary