

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 11, 2017

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 11, 2017 at 4 p.m. at the Main Library, 3rd Floor Ray Room.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. M. Jaensson	Ms. S. Poffenbarger
Mr. J. Jarrett	Ms. A. Russell
Ms. T. Jenkins	Ms. A. Silbernagel
Ms. B. King	Ms. D. Sullivan
Ms. B. Lord	Mr. B. Thomas
Ms. E. Lord	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.

Also in attendance were Ms. Julie Spiegler, Cross Lanes Branch Manager and Mr. William Peckol, President of Cross Lanes Branch Advisory Board.

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 November 14, 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 \$251,970.58 and the Book Bills in the amount of \$88,401.93 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 \$758.24 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 \$74,545.95 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:

Support Services/Building Committee. The Committee met recently to discuss multiple issues.

- a. Mr. Albert reported to the Board that the Cross Lanes Advisory Board has requested that a vending machine for beverages be installed outside of the branch for fundraising purposes. Mr. Peckol gave an overview of the arrangement with the vending company, details of which were previously distributed to the Board. The Committee recommends going forward on a trial basis. Upon a motion duly made and carried, the below resolution was approved. Mr. Peckol and Ms. Spiegler expressed their gratitude to the Board for this opportunity.

WHEREAS, the Cross Lanes Library Board, Inc. has submitted a request to contract with a vendor to install a vending machine for beverages at the exterior of the entrance to the Cross Lanes Branch of the Kanawha County Public Library; and

WHEREAS, the Support Services/Building Committee has reviewed the request, discussed it with the President of the Cross Lanes Library Board and recommends that the proposal be accepted on a trial basis;

NOW, THEREFORE BE IT

RESOLVED, that the Board grants a temporary license to Cross Lanes Library Board, Inc., a nonprofit corporation, such temporary license to be for a maximum term of one year for the use of reasonable space at the exterior entrance to the Cross Lanes Branch Library for the placement of a single vending machine for fund-raising purposes of the nonprofit corporation; and be it further

RESOLVED, that the temporary license shall expire automatically at the end of one year unless extended by action of the Kanawha County Library Board (KCPL Board) and shall, in any event, be revocable at any time prior to that one year at the sole discretion of the KCPL Board; and be it further

RESOLVED, that the Cross Lanes Library Board shall supply a written financial report on the proceeds of the vending machine at five months and at eleven months after the installation of the machine to the Cross Lanes Branch Manager who will forward the report along with the Manager's written commentary about the success of the trial installation of the machine and any operational or service issues involved with the machine; and be it further

RESOLVED, that at the request of the Cross Lanes Library Board, which must be received a minimum of thirty (30) days prior to expiration, extension of the license beyond the initial one year period may be considered by the KCPL Board dependent on the overall success of the trial installation of the vending machine.

- b. Mr. Albert reported that the Committee has been working with Silling & Associates to finalize Amendment D to the Agreement dated February 8, 2016. There are some issues still being negotiated before it can be brought to the Board for final approval. The Committee requests a Special Meeting of the Board be scheduled to take the matter up. Upon a motion duly made and carried, the Board agreed to table the issue and scheduled a Special Meeting of the Board for Monday, December 18th at 4pm.
- c. Library staff, collections, services and operations will have to relocate to temporary quarters during the renovation and expansion of the main library. The Committee recommends contracting with West Virginia Commercial LLC to help locate available space for lease to serve as temporary quarters during the construction period. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library Board of Directors in November 2017 approved a project to completely renovate and expand the Main Library located at 123 Capitol Street; and

WHEREAS, the Board has been advised by Silling Architects that the renovations and additions that comprise the project can be accomplished in the most cost effective, efficient and safest manner for patrons and staff if the contents of the Main Library be completely removed and Library service be provided through temporary quarters for the duration of construction; and

WHEREAS, the Board has determined it is in the best interests of the Library to secure the professional assistance of a broker to assist in the identification and evaluation of potential commercially-available sites within the City of Charleston to serve as temporary quarters and to assist in leasing of the site the Board may determine best meets the needs of the community for library service for the duration of the construction process;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby accepts the proposed Professional Services Agreement with West Virginia Commercial, LLC, Charleston, West Virginia, and 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.

Personnel Committee. Ms. Pauer reported to the Board on the recent meetings of the Committee. The Committee has met multiple times to discuss staffing issues and structure.

- a. Ms. Toni Blessing is retiring as Associate Director in January. The position will be advertised nationally as the Assistant Director. Mr. Engelbert and Ms. Alford will be assisted by Board members in the selection process. Please contact Ms. Pauer if you are interested in participating in the process.
- b. The Committee recommends that an additional Collection Specialist Librarian position be added to take on most collection development duties now performed by Ms. Blessing, and the budget be adjusted accordingly.

Finance Committee. Ms. E. Lord reported that the Committee met recently to discuss various issues.

- a. The Committee recommends the 2017/2018 budget be adjusted to add the Collection Specialist Librarian position in the amount of \$18,759 including salary and benefits. This amount is estimated for four months of employment through 6/30/2018. The position will be included in the 2018-2019 proposed budget going forward. Upon a motion duly made and carried, the adjustment was approved.
- b. The excess levy that currently helps support the three public libraries in Kanawha County expires in 2020. Due to the timing of future elections the Committee recommends that the Kanawha County Board of Education be requested to put renewal of the levy on the ballot of a regular election in 2018. After discussion it was moved and seconded that the President and Director, with assistance of counsel, undertake such steps and execute such documents as may be necessary to put renewal of the existing excess levy for libraries on the ballot in 2018. Motion carried with Mr. Jim Withrow abstaining.
- c. The Committee recommends that the Library issue a Request for Proposal (RFP) for RFID tags and equipment necessary to ready KCPL's collections of physical items to be circulated and managed using RFID technology, equipment and software compatible with KCPL's Sirsi system. Upon a motion duly made and carried, the Director was authorized to develop and issue an RFP and bring the results back to the Board.

Public Services Committee.

- a. Ms. Silbernagel reported on investigations into possibilities for establishing a temporary branch facility on the Town of Clendenin. The Committee recommends entering into negotiations to lease from 25054 A New Clendenin Inc. space in the former Middle School located at 107 Koontz Ave in Clendenin. Mr. Engelbert has identified existing sources of collection, shelving, furniture, computers and so forth that can be used to establish the temporary branch once a lease is negotiated, and the cost for necessary staff remains in the current budget. On behalf of the Board, Ms. Jaensson expressed a special thank you to Ms. Silbernagel and the Committee and staff for their hard work and passion for this project. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Clendenin Branch building of the Kanawha County Public Library was badly damaged and its contents completely destroyed in the flood of June, 2016; and

WHEREAS, the Library has provided service to the people of the Clendenin area through a temporary branch located at some distance from Clendenin and through weekly stops by the Mobile Library; and

WHEREAS, the Board's Public Services Committee has toured and explored the viability of many possible locations within Clendenin to establish a temporary Branch Library that would better meet the needs of area residents while allowing the Library to assess the ongoing need for service in that area; and

WHEREAS, the Committee has determined that a space comprising approximately 3,300 to 3,400 sq. ft. on the first floor of the former Middle School located at 107 Koontz Avenue, Clendenin, West Virginia, 25045 is the best available space for establishing a temporary Branch; and

WHEREAS, the not for profit owner of the building, 25045 A New Clendenin Inc., has agreed in principle to build out the space in accordance with the needs of the Library and to lease it to the Library at a monthly rent of \$1,500, with all other terms and conditions subject to negotiation and acceptance by the Board of Directors; and

WHEREAS, existing fiber optic service now runs past the building and can be brought into the building when needed and will be subject to federal E-Rate discounts; and

WHEREAS, the Director and other Library staff have identified library materials, shelving, tables and chairs and other furnishings and computers and hubs and routers, that can be made available to furnish and equip the temporary Branch without requiring major additional expenditure; and

WHEREAS, flood insurance on the contents placed in the temporary branch can be obtained despite the space having flooded in June 2016; and

WHEREAS, staff still employed by the KCPL have been assigned other duties, but the staffing costs and operational costs for the former Clendenin Branch were maintained in the Budget adopted by the Board so that no additional funds for these purposes will be necessary to establish a temporary branch;

NOW, THEREFORE BE IT

RESOLVED, that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to enter into negotiations with 25045 A New Clendenin Inc., PO Box 421, Clendenin, West Virginia 25045 for the build out and lease and occupancy of designated space in the former Middle School located at 107 Koontz Avenue, Clendenin, West Virginia, 25045 on such terms and conditions which they deem in the best interest of KCPL but subject to final approval by the Board.

- b. The Committee recommends adoption of the Wheeled Devices, Bags and Personal Items Policy that governs and limits the size and quantity of personal items brought into KCPL facilities by patrons. The policy will help to ensure a safe, healthy and secure environment at all KCPL facilities. After discussion, the previously distributed policy was amended for clarity. Upon a motion duly made and carried, the below Policy was approved as amended, effective February 1, 2018.

Kanawha County Public Library is committed to providing the best possible customer service in an open, inviting, and pleasant environment. For the health, safety, and comfort of our patrons and staff and to ensure access to Library collections and services, the following limits are placed on wheeled devices, bags and other personal items that may be brought into the library and onto Library property.

All wheeled devices are prohibited inside the library and on library property with the following exceptions:

- Wheelchairs, walkers, and similar devices to assist those with medical needs;
- Wheeled carts smaller than 24" x 36";
- Strollers for use in transporting babies and toddlers who accompany an adult;
- Wheeled cases or devices needed to transport equipment, publications, etc. of people presenting programs in reserved Library meeting spaces;
- Wheeled devices that have received prior approval of Library staff.

“Bags” include but are not limited to suitcases, backpacks, briefcases, duffel bags, sleeping bags, bed rolls, plastic bags, purses, diaper bags, courier bags, and computer bags.

Patrons may not bring more than three (3) bags of any sort into the Library whose total volume may not exceed a size greater than 24" x 24" x 24". Exceptions may be made for bags that have received prior approval from staff and bags needed to transport equipment, publications, etc. of people presenting programs in reserved Library meeting spaces.

The Library reserves the right to prevent any object or personal belonging to be brought onto Library property or into Library buildings.

Patrons must keep personal belongings with them at all times. The Library is not responsible for unattended personal belongings. Unattended items will be removed by Library staff and may be disposed of at the conclusion of the business day on which they are removed.

OLD BUSINESS: None.

NEW BUSINESS:

Updated Standing Committee Assignments. The new standing Committee assignments were previously distributed to the Board. Please contact Ms. Jaensson with any questions or requests for changes.

Retirement Resolution for Ms. Sharon Patton. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Patton was employed by the Kanawha County Public Library in April 1996 and has submitted her intent to retire effective December 29, 2017; and

WHEREAS, Ms. Patton has served as a Library Assistant II at the Clendenin Branch Library from April 1996 until July 1999; and

WHEREAS, Ms. Patton has served as a Payroll and Accounting Specialist from July 1999 until her retirement; and

WHEREAS, Ms. Patton 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. Patton'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. Patton 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. Sharon Patton.

There being no further business the meeting was adjourned.

President

Secretary