

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
February 12, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 12, 2018 at 4 p.m. at the Main Library, 3<sup>rd</sup> Floor Ray Room.

The following Board Members were present:

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

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; and Mr. Seth Newell, Technical Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance were Ms. Susie Azevedo, District Representative for Congressman Mooney, Mr. Marc Slotnik, County Attorney for the Kanawha County Commission and Mr. Jody Driggs of Silling Architects.

Mr. Thomas presided. The Director served as Secretary. Mr. Thomas reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 8, 2018 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 \$189,070.22 and the Book Bills in the amount of \$98,144.53 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 \$3,624.66 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 \$8,644.65 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.

**NEW BUSINESS:**

Request from Kanawha County Commission to designate Sissonville Branch Library as a Polling Place for Early Voting. Mr. Marc Slotnik addressed the Board to provide an overview of plans to expand early voting throughout the county, which will take place from April 25<sup>th</sup> through May 5<sup>th</sup>, 2018. The Kanawha County Commission believes that the meeting room of the Sissonville Branch Library would provide the most convenient option for “Community Voting” in that area of the County. Mr. Engelbert verified that the meeting room could be made available for this purpose during that period, that operational issues caused by differences between polling hours and Library open hours could be successfully addressed and that parking and patron access would not be negatively affected. In response to a question, Mr. Slotnik stated that it might be necessary to rekey the lock to the meeting room during early voting to ensure security of ballots.

Upon a motion duly made and seconded, the Board accepted the request from the Kanawha County Commission to designate the Sissonville Branch Library as a polling place during the early voting period of April 25, 2018 – May 5, 2018 and to make the meeting room available for the purpose.

**REPORTS OF COMMITTEES:**

Finance Committee. The Committee met recently and discussed bids received for the RFID Tag and Equipment project, phase one. Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library (KCPL) is proud of the service it currently provides patrons while constantly seeking to enhance and improve service; and

WHEREAS, the Library wishes to improve the patron experience by effectively controlling inventory of library materials, enhancing the security of collections and providing patrons with the option to check out materials themselves or to continue to utilize staff as they may choose; and

WHEREAS, proven technology to achieve these service goals in the form of radio frequency identification (RFID) tags and the equipment and software necessary to utilize them in a library setting is now readily available, standardized, economical and interoperable across all common integrated library systems such as is in use at the KCPL; and

WHEREAS, the KCPL has elected to pursue a two-step process for implementing RFID by first purchasing, installing and programming RFID tags on all physical library materials owned by the KCPL, while contemplating purchase of self-checkout units for patron use, associated security gates and other necessary equipment and software at a later date; and

WHEREAS, pursuant to authorization by the Board of Directors a Request for Proposal (RFP) was issued to obtain bids for RFID tags, software and equipment necessary to complete the first step of the process for implementing RFID; and

WHEREAS, five responses were timely received from vendors that complied in all respects with the terms and conditions of the RFP; and

WHEREAS, it is in the best interests of the KCPL to accept the lowest bid submitted in response to the RFP;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors accepts the bid from PV Supa Inc. 2600 Technology Drive, Suite 200, Plano, Texas 75074 in the amount of \$73,320 for three staff stations, two mobile tagging stations, 530,000 tags, 40,000 AV tags, necessary software, shipping, installation and training; and be it further

RESOLVED, that the Library Director be, and hereby is, authorized and directed to enter into an agreement with PV Supa for the first step of the process for implementing RFID take such steps as may be necessary to carry this resolution into effect in order to complete the project as bid; and be it further

RESOLVED, that the Board contemplates issuance of an additional RFP to secure bids for the purchase of self-checkout units, security gates and other equipment and software necessary to fully implement RFID at such time as it may be most timely and appropriate.

Public Services Committee. Mr. Engelbert provided an update on the Clendenin branch temporary quarters. The Board voted in December to pursue establishment of a temporary facility in the former Clendenin Middle School. Library Staff have done a formal layout of the space intended for the purpose and discussed it with the 25045 Group and representatives from the Kanawha County Commission, which is providing funds and labor toward the build out of the space. Chris Winton has drafted a lease and negotiations of final lease terms have begun with 25045. Responsible County Commission staff is estimating it will take 90 days from February 8<sup>th</sup> to complete all of the work necessary to build out the space at which point it may take about two weeks for the Library to move in and open to the public. The Committee will continue to provide updates to the Board.

Support Services/Building Committee. Mr. Engelbert reported that the staff, board members and architects have continued to meet to review and discuss the interior plans for the new main library.

Mr. Albert reported that the Committee also had discussed the need to look into hiring an owner's representative for the new main library project. Information was previously distributed to the Board for review.

Upon a motion duly made and carried, the below resolution was passed.

WHEREAS, the Kanawha County Public Library (KCPL or the Library) intends to undertake a construction project that will involve the complete renovation of the existing 61,000 square foot Main Library building, construction of additions totaling approximately 20,000 square feet and construction of a pedestrian bridge or "skyway" connecting the Library to a City-owned multi-story parking structure at an estimated total project cost of \$27 million; and

WHEREAS, as part of its fiduciary responsibilities to the citizens of Kanawha County and to the many private donors who will make the construction project possible, the KCPL Board of Directors wishes to ensure that the project is designed, specified, constructed, managed, and completed to the highest standards, in an efficient and cost-effective manner, and in compliance with all of the contractual terms and conditions of the construction documents and governing law; and

WHEREAS, the Board of Directors has determined that these goals can be best achieved by contracting with a qualified, independent "Owner's Representative" or consultant to provide the Library with technical advice, represent the Library's interest with the architects and contractor(s), review project specifications and drawings in the Design Development phase through completion of construction, make periodic site inspections, ensure proper project documentation and filing, review change orders, architect's supplemental instructions, submittals, shop drawings, pay requests, etc., furniture, fixture, and equipment (FF&E) coordination (especially quantities), develop and oversee completion of punch lists and compilation of warranties, certify substantial completion and completion of the project with the architects, and duties of a similar nature; and

WHEREAS, an Expression of Interest (EOI) document has been drafted to solicit qualified firms or persons to perform the duties of the Owner's Representative;

NOW, THEREFORE BE IT

RESOLVED, that the President and Library Director be, and hereby are, with the advice and assistance of Counsel, authorized and directed to issue the EOI and to take any additional steps or actions necessary to carry into effect the foregoing resolution; and be it further

RESOLVED, that the responses to the EOI be reviewed by the Support Services/Building Committee of the Board and a recommendation be brought to the Board for its consideration.

**OLD BUSINESS: None.**

**NEW BUSINESS:**

Appointment of a Library Director Search Committee. Per Board President Monika Jaensson's request, Mr. Thomas appointed Dr. K. Bailey, Ms. D. Sullivan, Ms. B. Lord, Ms. C. Morgan, and Ms. J. Pauer to the Search Committee. Mr. Thomas will serve as Chair and KCPL Human Resources Manager, Ms. M. Alford, will serve as a non-voting ex-officio member.

There being no further business the meeting was adjourned.

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President

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Secretary