

MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS

HELD ON  
June 11, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 11, 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. B. King
Dr. K. Bailey	Ms. J. Pauer
Dr. M. Blackwell	Ms. S. Poffenbarger
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Mr. J. Withrow
Mr. J. Jarrett	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. April Wallace, Assistant Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing Manager; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Terri McDougal, Children's Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Ms. Nelle Chilton of the KCPL Foundation and David Pray of PrayWorks LLC.

Ms. Jaensson presided. The Director served as Secretary. Ms. Jaensson reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 14, 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 \$120,441.17 and the Book Bills in the amount of \$56,079.52 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 \$3,426.63 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 \$47,859.59 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:** 2018 Board Retreat: Ms. Jaensson requested the Board address this issue before the rest of the agenda to be considerate of Ms. Chilton’s time. Ms. Chilton introduced herself to the Board and shared her family’s business story and use of an outside facilitator to improve relations. Ms. Chilton gave an overview of the instructions and technique used by at their family’s business retreat. Ms. Chilton showed a video overview of the process by the Adizes Institute

Ms. Jaensson explained her recommendation that the Board undertake this specific retreat. Given the many changes happening at the library, this provides a perfect opportunity to engage in this type of program. Ms. Chilton graciously offered to pay the expense for the Board to participate in this exercise. The Board thanked Ms. Chilton for her generous offer and will discuss the timing and participation in this process.

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

Finance Committee. The Personnel Committee and the Finance Committee each met over the past month to review the 2018/2019 Budget and the Finance Committee has forwarded the proposed 2018/2019 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made and approved that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the KCPL 2018/2019 Budget as distributed to the Board of Directors in the amount of \$8,360,789 in the General Fund and \$6,600,000 in the Construction Fund for a total of \$14,960,789.

The St. Albans Lighting project has been completed. Mr. Engelbert recapped the original agreement between KCPL and the St. Albans Branch Advisory Board. In recognition of the decreased energy costs and all the support the Advisory Board has contributed over the years, the Committee recommends the Board of Directors waive any reimbursements laid out in the original agreement. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Board of Directors of Kanawha County Public Library (KCPL or the Library) and the St. Albans Public Library Board, Inc. (the Advisory Board) jointly agreed in January 2017 to undertake a project to replace all lighting in the St. Albans Branch with energy-efficient fixtures and light bulbs; and

WHEREAS, the Library agreed to purchase and install all fixtures and the Advisory Board agreed to reimburse the Library for the purchase costs net of any rebate received by the Library as a result of the project; and

WHEREAS, the purchase cost of the fixtures and bulbs was \$16,260.41 and the rebate was \$1,414.02 for a net of \$14,846.39; and

WHEREAS, the project has resulted in dramatic improvement in light levels throughout the building while reducing energy consumption by an average of 38% when comparing February through May of 2018 to the same months in 2017; and

WHEREAS, the project is one of many undertaken by the Advisory Board that have made the St. Albans Branch and the entire KCPL system better for patrons, among them the donation of parking lots, the purchase and installation of a digital sign and extensive work with the City of St. Albans that has resulted in improved funding and restoration of service hours;

NOW, THEREFORE BE IT

RESOLVED, that in recognition of the ongoing benefit to KCPL of the reduction in energy consumption and in thanks and gratitude for the many other contributions the Advisory Board has made to KCPL over many years, the Board of Directors hereby agrees to waive any reimbursement by the Advisory Board for the costs of this project; and be it further

RESOLVED, that the Board of Directors hopes that the Advisory Board will apply the same level of imagination, thoughtfulness and social responsibility demonstrated by the lighting project in using the funds to further the purposes of the St. Albans Branch and the Kanawha County Public Library system.

Support Services/Building Committee. Mr. Albert called upon Mr. David Pray to provide the update. Mr. Pray serves as the owner's representative for KCPL. Mr. Pray spoke about the review of documents he completed to get up to date on the project. He also has been reviewing the requirements for available tax credits. He visited the library in Columbus, Ohio and was very impressed.

Membership Committee. Mr. Engelbert reported that reappointment of Stephanie Haden and Anne Silbernagel to the KCPL Board was approved by the Kanawha County Board of Education at their meeting of June 4, 2018. Ms. Jaensson reported that the Committee will be submitting one more re-appointment request soon.

Ad Hoc Director Search Committee. Mr. Thomas reported that Mr. John Keister has provided four candidates for initial phone interviews with Mr. Thomas and Ms. Alford. The Committee will meet later this week to discuss the process for candidate visits and formal interviews.

Ad Hoc Nominating Committee: Mr. Albert reported that the Nominating Committee reviewed the by-laws and had discussed the slate of officers to put forward to the Board. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2018-2019:

Ms. Monika Jaensson	President
Mr. Ben Thomas	First Vice President and Treasurer
Ms. Stephanie Haden	Second Vice President and Secretary
Mr. John Jarrett	Assistant Treasurer
Ms. Elizabeth Lord	Assistant Secretary

Mr. Albert reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

**NEW BUSINESS:** Establish Time, Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 6, 2018 at 9am at the Main Library, 4<sup>th</sup> Floor Board Room.

Establish Date, Time and Place, Continuation of the Annual Meeting: A motion was made and carried that the regular July meeting would take place on Monday, July 9, 2018 at 4pm at the Main Library, 3<sup>rd</sup> Floor Ray Room. The continuation of the Annual Meeting, including a special presentation, will be Monday, August 13, 2018, at a location to be determined.

Retirement Resolution: Julie Spiegler: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

### Retirement Resolution for Julie Spiegler

WHEREAS, Ms. Spiegler was employed by the Kanawha County Public Library in March 1990 and has submitted her intent to retire effective June 30, 2018; and

WHEREAS, Ms. Spiegler served as a Library Assistant from March 1990 until May 1996; and

WHEREAS, Ms. Spiegler served as Library Operations Supervisor I – Audio Visual Department Head from May 1996 until October 2005; and

WHEREAS, Ms. Spiegler served as the Cross Lanes Branch Manager from October 2005 until her retirement; and

WHEREAS, Ms. Spiegler received her Master of Library Science degree in 1995 while employed at KCPL using the education assistance fund and was one of the first graduates of the distance learning program offered by the University of South Carolina; and

WHEREAS, Ms. Spiegler 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 recognizes with deep appreciation Ms. Spiegler'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. Spiegler a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this 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. Julie Spiegler.

There being no further business the meeting was adjourned.

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President

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Secretary