

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 13, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 13, 2018 at 4:00 p.m. in the John R. Ray Room of the Main Library.

The following Board Members were present:

Mr. M. Albert	Ms. B. King
Dr. K. Bailey	Ms. B. Lord
Dr. M. Blackwell	Ms. C. Morgan
Ms. S. Haden	Ms. J. Pauer
Ms. M. Jaensson	Ms. D. Sullivan
Ms. T. Jenkins	

KCPL staff members present were Ms. April Wallace, Acting Library Director, Ms. Marsha Alford, Human Resources Manager, Ms. Terry Wooten, Marketing and Development Manager, Mr. Joshua Myers, Virtual Services Specialist and Ms. Lois Payne, Development Assistant.

Ms. Jaensson presided. The Acting Library 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 July 6, 2018 meeting and the July 26, 2018 special meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$287,857.05 and the Book Bills in the amount of \$75,155.17 were approved and transmitted by the Acting Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Acting Library Director submitted bills to be paid from Special Funds in the amount of \$4,904.59 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Acting Library Director submitted bills to be paid from the Construction Fund in the amount of \$48,606.58 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Introduction of new Cross Lanes Branch Library Manager. The Acting Director introduced Brittany Rothausen as the new branch manager of the Cross Lanes Branch Library. Ms. Rothausen replaces Julie Spiegler who retired June 30, 2018.

Acting Director’s Report. KCPL participated in the FestivALL Street Fair in June. Children enjoyed a photo booth, art activities and games on the Library Plaza. The Friends held their Annual Bake Sale and the event was well attended. Additionally The Library Book Sale was also a huge success

Clendenin Library held their Official Ribbon Cutting and Open house in June. Kent Carper, Kaye Summers, a Representative from Senator Machin’s office and host of elected officials were on hand to participate in this event. Alan Engelbert, our previous director assisted in cutting the ribbon to open the newly remodeled branch. The Advisory Board provided refreshments, and the Clendenin Health Center set-up a kids table with activities.

The Asst. Director and Children’ Services visited the Bob Burdette Center. The Children’s staff did a story time and provided books for the children. This was a summer reading initiative from KCPL for the center’s Summer Camp program. This camp is a passionate project for our KCPL Board President Monika Jaensson and the staff were happy to attend and bring joy to the children attending this camp for the summer. Each child took a book home to keep.

The Asst. Director toured the four director candidates around the Kanawha County Library facilities to meet and greet staff. Accompanied by board member Ken Bailey, all candidates visited the branches and enjoyed lunch at various Charleston restaurants.

Thank you to Marsha Alford for all her hard work with the director’s candidate preparation. Marsha set-up accommodations, meals, Board of Director’s meet and greets and ensured that all

candidates were comfortable during their interview process. KCPL Administration is very appreciative of all her efforts to make sure this was a smooth process.

The Asst. Director, Teddy Claypool and Sarah Mitchell traveled to Cincinnati OH and Lexington KY to visit Maker Space Technology labs located in library facilities. The purpose of this tour was to prepare for the Maker Space being planned for Charleston. The team reported they were intrigued by the technology and the possibilities for Charleston. Both labs were busy and well used by the community. A detailed report has been submitted to Monika Jaensson, KCPL Board Chair for her review. Please see Monika for additional details regarding the team's report.

Summer reading results for KCPL: Libraries in eastern Kanawha County had a successful SLC program (Glasgow, Marmet, Mobile and Riverside). Total enrollment for the childcare centers was 491. The Crafts in the Parks program were very successful. Adult enrollment was up for all locations. Elk Valley reported that it was nice to be back in their building for summer programs after having SLC interrupted over the last two years. The most popular programs the branches reported were Dakota and Friends, Dino, The Repco Reptile and Farmer Minor and his reading pig Daisy. Cross Lanes Branch got very acquainted with Farmer Minor's pug dog Tea Cup. Tea Cup was accidentally left behind and the new manager Brittany at Cross Lanes cared for the pug until Farmer Minor returned to pick her up. Our VolunTeen Program was very successful, all branches reported the teens were a huge asset to all the branches this summer. All branches ended their programs with a celebration for children the last week of summer reading. Overall all branches reported a successful summer reading

Children's Services hosted A Royal event. The Children's and Marketing Departments and staff did an outstanding job preparing for the International Pageants contestants' visit. The Asst. Director greeted all the ladies upon arrival and the ladies were escorted to the children's area where they participated in various activities. Children arrived to play at different stations set-up and had an opportunity to meet and take pictures with many of the contestants.

Terry Wooten announced that the West Virginia Book Festival was named as one of Southern Living's Best Fall Book Festivals in the south. Sarah Mitchell, during the Annual Meeting, will speak more about the wonderful author lineup for this year's Festival.

Asst. Director, Tim Venitsanos, Michelle Ross and KCPL board members Anne Silbernagel, and Cheryl Morgan met with the Police Chief of St Albans and Advisory Board Chair for the St

Albans Branch to discuss the WI-FI concerns for the St Albans location. After meeting the group is looking into other alternatives before making a decision regarding the WI-FI. Currently they are looking at more lighting, camera installation and landscaping in hopes this will reduce some of the issues of persons hanging around the facility after hours. This is an ongoing process and this group will continue to meet to come up with the best possible solution for St Albans and staff.

Additionally St Albans had an elevator issue recently. Tim Venitsanos approved the repair of the elevator including additional approval from the Interim Director. However; due to the age of the elevator the discussion may be brought forth regarding the possibility of replacing the elevator due to age and the many repairs that have occurred over the years.

NEW BUSINESS:

Building Committee Report. Mr. Albert reported that due to the complexity of securing tax credits for the building project, Novogradac & Company has been engaged to provide professional consulting services in regards to proposed new market tax credits and historic tax credits with the assistance of David Pray, who serves as Owner's Representative. Motion was duly made and the following resolution was passed by acclamation:

Ratification of Engagement of Novogradac & Company LLP

WHEREAS, at its March 12, 2018, meeting the Board of Directors of the Kanawha County Public Library (the "Library") acknowledged its interest and fiduciary responsibility to pursue all possible sources of funding that may be available to renovate the Mail Library (the "Project"), and

WHEREAS, at the same meeting the Board of Directors directed and authorized the President of the Board to identify the contract with or in other ways secure the services of the specialized legal, financial, architectural and other professionals necessary to prepare and submit applications for tax credits on an hourly or lump sum basis, provided that any such applications shall be brought before the Board at its next regular Board meeting; and

WHEREAS, the Board further granted the President the authority to authorize these professionals to proceed with provision of those services on an agreed-upon basis and cost under existing agreements or under new or additional agreements as necessary; and

WHEREAS, Prayworks, the Library's Owner's Representative in the Project, has been assessing the ability for the Library, as a quasi-governmental entity, to obtain the benefit of the state and federal tax credits, and recommended that Novogradac & Company LLP, an accounting firm with extensive expertise in such tax credits, be retained to determine whether the Library would be eligible for such benefits, and further to provide other consultation in regards to structuring transactions relating to monetizing any such tax credits and other matters relating to state and federal tax credits; and

WHEREAS, Novogradac has presented an engagement letter to the Library by which it will provide accounting and tax services, consultation and advice to the Library to determine whether it is possible for the Library to obtain meaningful benefit from Historic Tax Credits in particular, and other necessary or desired advice and counsel regarding the structure of transactions relating to monetizing any such tax credits; and

WHEREAS, pursuant to the authority provided by the Board of Directors and referenced above, the President of the Board, on behalf of the Library, has entered into an engagement with Novogradac to provide advice and counsel regarding the structure of any transaction that may benefit the Library in obtaining Historic Tax Credits and related transactions, which transactions remain subject to authorization by the Board of Directors

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Library ratified the engagement of Novogradac & Company LLP, on the terms and conditions set forth in the engagement letter executed by the President and attached hereto as Exhibit A.

Search Committee Report. Ms. Jaensson reported that Riti Grover has accepted the position of Director and will start on September 11, 2018

Retirement Resolution: Mary Jane Hicks: Upon a motion duly made and seconded, the following resolution was passed by acclamation.

Retirement Resolution for Ms. Mary Jane Hicks

WHEREAS, Ms. Hicks was employed by the Kanawha County Public Library in April 1990 and has submitted her intent to retire effective August 20, 2018; and

WHEREAS, Ms. Hicks served as a Library Aide in the Circulation Department at the Main Library in Charleston from September 1990 until June 1992; and

WHEREAS, Ms. Hicks served as a Library Assistant II – Bookmobile Support Assistant from June 1992 until April 2006; and

WHEREAS, Ms. Hicks served as the Bookmobile Services Coordinator from April 2006 until her retirement; and

WHEREAS, Ms. Hicks 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. Hicks’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. Hicks 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. Mary Jane Hicks.

There being no further business the meeting was adjourned.

President

Secretary

Kanawha County Public Library: Reimagine Your Library

Ms. Jaensson welcomed everyone and thanked them for coming to the continuation of the Annual Meeting of the Kanawha County Public Library.

Ms. Jaensson introduced Marketing & Development Manager, Terry Wooten. Ms. Wooten gave a brief overview of the authors who are scheduled to appear at the 2018 West Virginia Book

Festival which will be held on October 26 and 27 at the Charleston Civic Center. Ms. Wooten reported that Debbie Macomber, Dennis Lehane, John Scalzi, Kwame Alexander, and David Grann will be the featured authors for 2018.

Mr. Tom Heywood, President of The Library Foundation of Kanawha County, Inc., provided an update on the Reimagine Your Library campaign. Mr. Heywood reported that there is great excitement about the campaign and that many community leaders are on board and providing assistance with fund raising and donor cultivation.

Mr. George Manahan, of The Manahan Group, announced that we will be reintroducing the Loving My Library campaign for the levy election on November 6. Loving My Library proved to be incredibly popular during the last levy campaign and that the yard signs from 2014 have been saved and will be updated for reuse.

In closing, Ms. Jaensson thanked all of the people who work for and support the library and reiterated the excitement of the capital and levy campaigns. The meeting was adjourned.