

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 10, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 10, 2018 at 4:00 p.m. in the John V. Ray Room of the Main Library.

The following Board Members were present:

Mr. M. Albert	Ms. B. King
Dr. K. Bailey	Ms. C. Morgan
Dr. M. Blackwell	Mr. B. Thomas
Ms. M. Jaensson	Mr. J. Withrow
Mr. J. Jarrett	

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. Tim Venitsanos, Facilities Manager, Ms. Kim Runion, Accounting Services Coordinator, Mr. Teddy Claypool, IT Manager, Ms. Sarah Mitchell, Main Library Public Services Manager, and Ms. Lois Payne, Development Assistant.

Also present was Mr. David Pray, Owner's Representative for the Main Library Building Project.

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

Ms. Jaensson opened the meeting with a request for a moment of silence in memory of long time board member and former board president Mr. John L. Ray, who passed away August 17, 2018.

Approval of Minutes. Upon motion duly made, seconded, and adopted, the minutes of the August 12, 2018 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 \$141,444.21 and the Book Bills in the amount of \$71,206.63 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 \$ 178.60 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 \$39,198.06 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.

Acting Director's Report. Our Annual Board meeting was held in August. Tom Heywood presented to attendees the plan for the New KCPL and provided a detail account of the fundraising efforts. The foundation is doing a fantastic job raising the funds needed to build our new Library

Terry Wooten and the Foundation invited all previous donors and current donors to a Donors Reception held at Jackson Kelly Law Firm. At this meeting Jody Driggs gave a visual presentation of the new building layout and Tom Heywood provided information about the fundraising efforts and the progress of the campaign.

Survey was started at St Albans to establish the frequency of using Wi-Fi after hours. Facilities is in the process of having additional lighting installed, cameras and tree removal to assist with making St Albans a less attractive place for the public who are not there to use the library for the intended purpose. Anne Silbernagel, Cheryl Morgan, St Albans Manager, Tim Venitsanos and the Acting Director met with the Police Chief and Adv. Board Chair. The results of that meeting will be discussed with our new director before final decisions are made regarding the Wi-Fi decision.

Riverside recently learned when school was back in session with the hours of school changing they would lose some teen population using the library. The Branch manager and the programming specialist are in the processing of coming up with creative measures to attract and keep teens engaged in library activities.

Several KCPL branches held celebrations to honor 100th birthday of NASA Scientist Katherine Johnson. The Interim Director attended an unveiling of her sculpture ceremony held at West Virginia State University Sat Aug 25th

Finance Committee met to discuss the purchasing new vehicles for KCPL. Later in this meeting a discussion regarding vehicle purchase will be brought before the board.

The Interim Director established a Morale Improvement Team. This team was established to assist in improving staff morale between staff at main and in the branches. This team is being led by Teddy Claypool, Seth Newell and Michele Ross. Staff members from Charleston, Riverside and St Albans serve as team members. The team's first event is a staff appreciation dinner and welcome the New Director on Friday Sept 21st. This team will solicit feedback from

other staff members on ways to improve staff morale. Throughout the year the team will continue to encourage staff by highlighting their accomplishments and the value they represent to the organization. Any board members who wish to attend, please contact the acting director to ensure you are included in the count for the caterer. The event will begin at 5pm in Charleston. The branches will close at 4pm to ensure branch staff can arrive at the event by 5pm. The notice to close early has already been posted to ensure the public was appropriately notified.

REPORTS OF COMMITTEES:

Finance Committee Report. Mr. Albert reported that due to the condition of the current library vehicles, the Finance Committee recommends that new vehicles be purchased. Mr. Venitsanos described the condition of the current library fleet; the van has failed its annual inspection and that repairs will cost in excess of \$9,500.00 and the trade in value is only \$1,500.00. The Impala would need to have a new fan speed control switch and new tires that would cost approximately \$1,500.00. Both vehicles are 2006 models. The Finance Committee recommends purchasing a new fleet through the West Virginia State Purchasing System. Motion was duly made and the following resolution was passed by acclamation:

RESOLUTIONS APPROVING VEHICLE PURCHASES

WHEREAS, the Kanawha County Public Library (KCPL or Library) owns two vehicles, a 2006 Chevrolet Impala, with 79,000 miles on the odometer, and a 2006 Dodge Caravan, with 78,500 miles on the odometer, both of which are currently out of service and not available for use by the Library because of their age and condition and the need to make substantial repairs to those vehicles; and

WHEREAS, because of the condition and state of repair of these two vehicles, the KCPL is currently incurring the cost of leasing a vehicle in order to have a vehicle for KCPL use; and

WHEREAS, in order for the KCPL to avail itself of the opportunity to purchase two vehicles at a favorable price under the West Virginia State Purchasing System, the Assistant Director and Interim Director, April Wallace, and Tim Venitsanos, Facilities Manager of the Library, met with the Finance Committee of the KCPL Board of Directors (Board) to consider a proposal for and to request the timely purchase of vehicles to replace the two vehicles currently owned by the Library; and

WHEREAS, the Finance Committee undertook a full discussion of the status of the current vehicles, including (i) the wisdom and reasonableness of spending a significant amount of money to repair two vehicles that were clearly approaching the end of their useful life, (ii) the opportunity to purchase two vehicles at favorable prices under the State Purchasing arrangements, and (iii) the financial condition of the KCPL and its ability to make the purchases; and

WHEREAS, pursuant to prior Board action several years ago, the Director may reallocate up to 10% of any line item of the KCPL budget to another line item without Board approval so as to allow the Library to efficiently conduct its business (the Prior Board Action); and

WHEREAS, based on all of the foregoing, the Finance Committee authorized the Interim Director to proceed to make arrangements for the purchase of the vehicles described below; and

WHEREAS, the Finance Committee has forwarded to the Board a recommendation that the Board (i) approve the purchase of replacement vehicles, (ii) ratify, adopt and confirm the actions of the Finance Committee authorizing such purchase of the two vehicles discussed in these resolutions and (iii) approve a suggested disposition of the two vehicles being replaced.

NOW, THEREFORE, BE IT RESOLVED THAT the Board hereby approves the recommendation of the Finance Committee for the purchase a 2019 GM Chevrolet Equinox, 1XX26-1XY2 from Bob Robinson Chevrolet, Inc. at a price of \$21,966.00 and hereby ratifies the Finance Committee's approval, pursuant to the Prior Board Action, of the purchase of a 2019 FCA Dodge Grand Caravan, RDTKH 52, from Stephens Auto Center at a price of \$20,928 with each vehicle being purchased under the State purchasing process available to the Library; and

BE IT FURTHER RESOLVED that the Board authorizes the Director or Assistant Director to dispose of the two current vehicles by selling or donating those vehicles, as is, to any charitable institution in the area that expresses an interest and need for the vehicles, with the proceeds, if any, to be included in the operating budget of the Library.

Building Committee Report. Mr. Pray reported that the Finance Committee, with the assistance of, Novogradac & Company, has explored securing tax credits for the project. It was determined that federal historic tax credits would not be feasible due to the fact that ownership of the building would have to be temporarily transferred to a for-profit entity and because of prior use issues. Tax credits through the State Historic Preservation Office and New Market tax credits will be pursued immediately since there will be no need to restructure ownership.

New Business: The Acting Director introduced new KCPL Director, Riti Grover and Sara Caswell, who is the new Administrative Coordinator. Both Ms. Grover and Ms. Caswell will begin their duties on September 11, 2018.

There being no further business the meeting was adjourned.

President

Secretary