

**MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS**

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 8, 2018 at 4:00 PM in the John V. Ray Room of the Main Library.

The following Board Members were present:

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

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. April Wallace, Assistant Library Director; Ms. Marsha Alford, Human Resources Manager; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities and Security Manager; Mr. Teddy Claypool, IT Manager; Ms. Lois Payne, Development Assistant; and Ms. Sara Caswell, Administrative Coordinator.

Also present was Mr. David Pray, Owner's Representative for the Main Library Building Project; Mr. James Seiffert and Mr. Jack Seiffert, representatives from Stites and Harbison PLLC, New Market Tax Credit counsel; Jody Driggs, representative from Silling Architects; Mr. Dale Withrow, St. Albans Branch Library Advisory Board president; and Mr. Roger Mullins, Clendenin community member.

Ms. Jaensson presided and reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded, and adopted, the minutes of the September 10, 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 \$137,318.56 and the Book Bills in the amount of \$103,326.92 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$4,818.00 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 Library Director submitted bills to be paid from the Construction Fund in the amount of \$16,249.66 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.

Director's Report. Ms. Grover expressed her gratitude to Board Members, staff, and community members for the warm welcome that she has received since starting here at KCPL. Since starting here she has met one-on-one with all managers and supervisors, made contact with West Virginia Library Commission, and visited all of the branch libraries with April Wallace during the library's first Staff Appreciation week, where they delivered snacks to branch staff members. Ms. Grover congratulated the Morale Improvement Team (MIT) on organizing and implementing Staff Appreciation Week from September 17-21, with a staff dinner held on Friday, September 21. Ms. Grover invited the Assistant Director to share feedback received from staff about the appreciation event. Ms. Wallace reported that MIT received positive and constructive feedback from staff about this event. Feedback indicated that staff appreciated seeing Board members attend the staff appreciation dinner to show support of the library and its personnel. It was a great start to improving morale among staff at KCPL.

Ms. Grover recognized Ms. Nelle Chilton for her generous donation of \$22,500.00 that will help fund a Synergistic Diagnostic Workshop (SYNDAG) for members of the library's Board of Directors and staff members from across the library system to attend on October 29 and 30. This workshop will offer an opportunity for staff to actively participate in some major outcomes, such as enhanced collaboration, cooperation, and teamwork by creating a sense of purpose and focus throughout our library system.

Ms. Grover then introduced Mr. Dale Withrow, the president of the St. Albans Branch Library Advisory Board. Mr. Withrow updated the board on the improved lighting, security cameras, and the secure Wi-Fi connection now in place at the St. Albans library. He expressed his thanks to the Library Director, Ms. Grover; the Assistant Library Director, Ms. Wallace; and the Facilities and Security Manager, Mr. Venitsanos, for the prompt measures taken. He further thanked them for their help in installation of the above mentioned security features. In keeping with the security topic, Ms. Grover then pointed out that panic buttons have been installed at all service points of the Main Library, as an added security measure.

The Library Director gave an update on the sprinkler system leak that occurred at the Sissonville Branch Library on the evening of September 18, 2018. Facilities staff efficiently took care of the flooded meeting room and quickly repaired pipes to ensure the library's prompt opening the very next day.

The West Virginia Book Festival is on October 26th and 27th. The Marketing Department has been working hard to reach out to more individuals with brochures, posters, billboard, banners, via the event's website, and countless other ways.

Lastly, Ms. Grover mentioned that the West Virginia Library Association's (WVLA) Annual Fall Conference is coming up on November 7-9 at the Stonewall Resort. The Library Director, Ms. Grover; Ms. Wallace, the Assistant Library Director, and several staff are planning to attend and bring back many new ideas.

Monthly Statistics: Ms. Grover presented physical and digital circulation statistics, new library card statistics, and programming statistics from the month of September 2018. She hopes this will become a regular part of her report to the Board of Directors.

REPORTS OF COMMITTEES:

Building Committee Report. Mr. David Pray reported to the Board that he had solicited proposals from five firms with experience pertaining to New Market tax credits (NMTC). Stites and Harbison, PLLC has been engaged for this service after Board President, Ms. Jaensson's, approval.

Old Business: None

New Business: Mr. James Seiffert was introduced to the Board as the representative of Stites and Harbison, PLLC. Mr. Seiffert expressed his thanks for the opportunity to work with KCPL. He explained that his firm has worked on 27 deals pertaining to NMTC that have generated \$350 million. He explained how the NMTC program is a way to generate private capital to community service projects in underserved areas. He is looking to secure \$27 million in tax credits for a \$5.4 million net benefit.

Jody Driggs drafted a submission to the National Park Service (NPS) to allow KCPL to be in compliance with NPS standards. Mr. Pray clarified that these are related to the State Tax Credits through the West Virginia State Preservation Office.

Ms. Jaensson presented a request that has been submitted to the City Council Planning Commission for the air rights for the bridge to the parking building in the Main Library renovation project. The air rights proposal is pending review by the city attorney.

Ms. Jaensson asked for a motion to ratify items A, B, and C under New Business. Upon motion duly made, seconded, and adopted, the Board unanimously voted to ratify the above items.

Ms. Sullivan suggested that KCPL look into participating in Neighborhood Improvement Program tax credit program. She also suggested contacting the Fusion Center, which is ran by the Department of Homeland Security, regarding possibly having risk assessment evaluations performed at the Main Library and the branches of KCPL.

There being no further business, the meeting was adjourned.

President

Secretary