

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

Held on:
November 12, 2018

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 12, 2018 at 4:00 PM in the Community Room of the St. Albans Branch Library.

The following Board Members were present:

Dr. M. Blackwell	Ms. C. Morgan
Mr. J. Jarrett	Ms. A. Silbernagel
Ms. B. King	Mr. B. Thomas

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. April Wallace, Assistant Library Director; Ms. Marsha Alford, Human Resources and Employee Learning Manager; Mr. Teddy Claypool, Information Technology Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Tim Venitsanos, Facilities and Security Services Manager; Ms. Terry Wooten, Marketing and Development Manager; and Ms. Sara Caswell, Administrative Coordinator.

Also in attendance were Mr. Dale Withrow, St. Albans Library Advisory Board President and St. Albans City Council member; Mr. Walter Hall, St. Albans Vice Mayor; and Ms. Rebecca Goodwin, Programs Committee Chairperson for the St. Albans Library Advisory Board.

Mr. Thomas, Board First Vice President and Treasurer, presided over the meeting in the absence of the Board President. Mr. Thomas reported that a quorum was present.

Approval of Minutes

Upon motion duly made, seconded, and adopted, the minutes of the October 9, 2018 meeting were approved as distributed to the Board.

Approval of Bills

General Bills and Book Bills: In accordance with Bylaws and on a motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$199,836.93 and the Book Bills in the amount of \$91,263.07 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Special Funds: The Library Director submitted bills to be paid from Special Funds in the amount of \$6,209.56 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$6,699.73 duly certified and approved in accordance with the Bylaws, and on a 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 began her report expressing gratitude and congratulations to all in attendance for the support showed to KCPL with the passage of the library levy on November 6, 2018. The levy passed with 37,505 votes in support of the county's libraries.

The month of October was full of preparation for the 2018 West Virginia Book Festival, held on October 26th and 27th, at the Charleston Coliseum and Convention Center. This event highlighted authors, such as Debbie Macomber, Dennis Lehane, John Scalzi, David Grann, and Kwame Alexander. This event also featured writing workshops; a used book sale; which raised \$29,279; a Market Place for authors and vendors; a Wordplay area for children's activities; and a Storybook Costume Parade. The Friends of The Library generously provided funds for plastic bags to give out to festival attendees. It was also noted that during the first three hours of the used book sale, over 1,200 individuals purchased items. Ms. Grover then asked Ms. Wooten, Marketing Department Manager, to give more highlights from the West Virginia Book Festival.

Ms. Grover attended Director's Academy at the West Virginia Library Commission (WVLC) on October 15th and 16th to learn about WVLC as an organization, library laws, and services provided by WVLC in support of libraries throughout the state. She also attended a session for library service center directors by WVLC on Oct. 18th at the West Virginia Culture Center. It was an excellent opportunity to learn about KCPL's obligations as a library service center.

Fine Free Week was observed on October 22-28 with many patrons taking advantage of the opportunity to bring back overdue items without fines.

Ms. Grover informed the Board about a quarterly programming report that will be presented in the near future, which will include statistics and highlights from programming throughout the system. Ms. Wallace, Assistant Library Director, will compile the report that will be presented to the Board every quarter, beginning January 2019.

West Virginia Library Association (WVLA) held their annual Fall Conference on November 7th through November 9th, with six KCPL staff members attending. Those attending were the Library Director; the Assistant Library Director; Sarah Mitchell, Head of Public Services; Terri McDougal, Head of Children's Services; and Children's Librarians, Cathy Mason and Mary Cravens.

Ms. Grover touched on the security enhancements implemented at the St. Albans Branch Library and noted that other branches were interested in the new security features. St. Albans Library Advisory Board President, Mr. Dale Withrow commented that the added security

features have helped immensely. He then introduced Mr. Walter Hall, St. Albans Vice Mayor. Mr. Hall stated that he appreciated the KCPL Board of Directors making the effort to come to St. Albans.

A group of twenty-three individuals, comprised of library staff and board members, attended the SYNDAG workshop on Oct. 29th and 30th, conducted by consultants from The Adizes Institute. A SYNDAG is a detailed synergistic diagnosis of an organization. The group identified Potential Improvement Points (PIPs) and placed the PIPs in patterns to better understand the emerging story. A Participative Organization Council (POC) of ten members from the original group has been created and will meet with Adizes consultants on November 15, 2018 to discuss how to move forward with the information gathered from the SYNDAG.

The new library vehicles were purchased under the State Contract and are both 2019 models. The Chevrolet Equinox was procured for \$21,966.00 from Bob Robinson Chevrolet, and the Dodge Grand Caravan was purchased for \$20,928.00 from Stephens Auto Center. The old library vehicles will be donated to Ben Franklin Career Center, Carver Career and Technical Center, or Garnet Career Center. The 2006 Chevrolet Impala has 77,687 miles, and the 2006 Dodge Caravan has 76,938 miles.

Ms. Grover closed her report with warmest wishes for a happy Thanksgiving to all in attendance.

Monthly Statistics

October 2018 Statistics

Checkouts/Renewals	
	Physical Collection
Charleston	17,304
Mobile Library	2,701
Clendenin	1,358
Cross Lanes	3,864
Dunbar	4,993
Elk Valley	6,370
Glasgow	384
Marmet	800
Riverside	2,959
Sissonville	4,164

St. Albans	7,800
Subtotal 1:	52,697
Digital Collection	
WVDeli	15,614
Freegal Downloads	1,002
Freegal Streaming	3,346
Hoopla	2,820
RBDigital	792
Subtotal 2:	23,574
Total:	76,271

New User Registered	
New Registered Users - KCPL	455
New Registered Users - KCS	166
Total:	621

Systemwide Programming	
Number of Programs	118
Total Program Attendance	2,066

It was suggested that monthly statistics numbers be added to the meeting minutes. A board member asked if it would be possible to view last month's statistics numbers alongside the current month's numbers. Ms. Grover explained that it could be done, but it would not be especially beneficial, since monthly conditions and occurrences would not be the same. It was also mentioned that it might be helpful to see statistics from the same month one year prior. These suggestions will be taken into consideration for the next meeting.

Reports of Committees:

1. Building Committee (Benjamin Thomas, Committee Chair):

The Building Committee met on November 7, 2018. Fundraising for the New Main Renovation Project is ongoing. Mr. David Pray, the Owner's Representative, is pursuing two tax credit avenues – state tax credits and New Market Tax Credits, with the assistance of counsel

from Stites and Harbison, PLLC. Mr. Thomas reported that Mr. Pray is still working with Silling Architects concerning the air rights to the bridge from the Summers Street Parking Garage to the renovated library building.

Mr. Thomas stated that with the speed of the building process, the Board will soon be asked to consider providing authority to appropriate individuals to be able to make decisions as they need to be made, instead of having to wait for monthly meetings of the Board of Directors, and essentially holding up the entire process.

The Building Committee will continue to meet on a monthly basis to stay up-to-date on the building renovation project.

Old Business:

1. Acquisition of new vehicles for KCPL per the Board’s approval (Tim Venitsanos, Facilities and Security Manager)

Both new vehicles have been received and are working and in use. The rental vehicle was immediately returned when the first of the new vehicles arrived.

New Business:

1. New Board Committee Assignments (Monika Jaensson, Board President; Riti Grover, Library Director)

A copy of the new Board Standing Committee Assignments was shared with the Board of Directors. Many of the monthly committees have started or are planning to start meeting every month. Please reach out to your Committee Chairperson if you haven’t heard anything concerning your committee(s).

2. Venues for Future Board Meetings (Monika Jaensson, Board President; Riti Grover, Library Director)

In an attempt to familiarize the Board of Directors with the library system and its various locations, a rotating schedule has been devised for upcoming Board of Directors meetings. The meeting locations will alternate between the Main Library in Charleston and branch libraries throughout the system, as indicated in the schedule below:

**KCPL Board of Directors
Meeting Location Schedule**

October 8, 2018	Charleston
November 12, 2018	St. Albans
December 10, 2018	Charleston
January 14, 2019	Cross Lanes
February 11, 2019	Charleston

March 11, 2019	Sissonville
April 8, 2019	Charleston
May 13, 2019	Elk Valley
June 10, 2019	Charleston
July 5, 2019	Dunbar
August 12, 2019	Charleston

Additional Comments:

Ms. Grover encouraged Board members to sign up to attend a Holiday Open House at locations throughout the library system coming up in the first couple weeks of December if able to do so.

Ms. Goodwin asked about the possibility of extending Saturday operational hours at the St. Albans Branch Library, and she was told that could be discussed more in depth during a Public Services Committee meeting.

There being no further business, the meeting was adjourned.

President

Secretary