

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
January 14, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 14, 2019 at 4:00 PM in the Meeting Room of the Cross Lanes Branch Library.

KCPL Board of Directors' members present were Dr. M. Blackwell, Ms. Stephanie Haden, Ms. M. Jaensson, Mr. J. Jarrett, Ms. T. Jenkins, Ms. B. King, Ms. J. Pauer, Ms. A. Silbernagel, Mr. B. Thomas, and Mr. J. Withrow.

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

Ms. Jaensson, President of the Board of Directors, presided over the meeting. Ms. Jaensson reported that a quorum was present, and the meeting was brought to order.

Approval of Minutes

Upon a motion duly made, seconded, and adopted, the minutes of the January 14, 2019 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 \$239,055.59 and the Book Bills in the amount of \$48,442.90 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 \$316.65 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 \$25,046.39 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

Library Director Grover again thanked the esteemed Board of Directors for attending Holiday Open Houses throughout the library system in December 2018. It was encouraging for staff and members of the community to see Board members present at the events.

Ms. Grover informed the Board that Library Day at the Legislature is scheduled for Monday, February 4, 2019 at the Capitol Rotunda. Tables and information will be set up in the Rotunda from 11:00 AM until 4:00 PM. Later that same evening a Legislative Reception will be held at the Great Hall in the Culture Center from 5:00 PM to 7:00 PM. Tickets are available for \$25 from Sara Caswell in the Administration office at the Main Library. Ms. Grover stressed the importance of these advocacy efforts for the future of enhanced library services in our library and throughout the state. She shared the legislative goals set forth by the West Virginia Library Commission and the West Virginia Library Association.

Ms. Grover shared that the date of the next *A Tisket, A Tasket, A Literary Basket* auction event, which is scheduled for Saturday, April 27, 2019 at Temple Israel. This event has been one of the main fundraising events for The Friends of The

Library. Last year's basket auction raised more than \$39,000.00 for our library system. She encouraged Board members to help in any way if possible.

Staff Development Day 2019 has been scheduled for Wednesday, February 27, 2019 at the Holiday Inn Hotel and Suites in South Charleston. A detailed agenda will be shared as soon as it's available.

The library's integrated software system (SirsiDynix) will be undergoing a routine upgrade on January 15, 2019 that would take 1-3 hours and would be complete before staff arrives that morning.

The library was one of the recipients of a threat email that was sent to numerous organizations and businesses throughout Charleston and the country on December 13, 2018. The Charleston Police Department was immediately informed, and the police and bomb squad were at the library within minutes. The building was inspected with the aid of trained canines and reported "all clear". Since this incident, we have been in contact with the Fusion Center to learn about the multitude of services they offer, including threat assessment.

Ms. Grover and a team of KCPL managers met with Assured Partners, library insurance providers, on January 10, 2019. The insurance agent is reviewing coverage and premiums. If any modifications are made to existing coverage, the Board of Directors will be notified.

Ms. Grover informed the Board about the 'Book Sale Grant' requests that programming staff had an opportunity to request funds from. During the Used Book Sale at the West Virginia Book Festival, a total of \$29,279.00 was raised. These proceeds were distributed throughout the system for twelve requests to cover some regular programming and some new initiatives that will be launched throughout the year. Staff who requested these funds were notified of the status of their request on January 9, 2019. Ms. Silbernagel added that Book Sale funds are not the only avenue of funding for programming. She informed the Board that The Friends of The Library receive many requests monthly for programming needs. She encouraged staff to continue sending those requests to The Friends.

Library Director Grover met with Mr. Chris Hatten, Senior Curator of the Huntington Museum of Art on December 12, 2018 to discuss future collaboration opportunities and to seek suggestions for the safe keep of some pieces of art owned by KCPL during the relocation and renovation project.

Synerteams continue to meet concerning PIPs (Potential Improvement Points) identified during October's SYNDAG session with Adizes Worldwide. The Participative Organizational Council (POC) met most recently on January 8, 2019 for an all-day session. New synerteams are forming as needed to address issues, and personal assignments are being assigned as well. Staff are receiving regular communications from the Director concerning these synerteam and POC meetings, and we are receiving consistent and positive feedback from staff. Some have even expressed an interest in becoming a part of upcoming synerteams. Ms. Grover explained that we are about to enter the next phase of the Adizes process, which is referred to as the Mission Action Plan. Board members will be requested to participate. This phase will evaluate services and missions for the future. A board member asked if members of the public or representatives from the City would be allowed to participate. This will be mentioned to the Adizes consultants for their opinion on this matter.

Ms. Grover concluded her Director's Report with an update on the Building Committee. They have been meeting regularly, during monthly and weekly huddles. Ms. Grover and Ms. Jaensson will be traveling to San Diego along with Mr. James Sieffert of Stites and Harbison, LLC for meeting with CDEs pertaining to New Market Tax Credits. Paperwork is being put into place in anticipation of the renovation project ahead.

Monthly Statistics

December 2018 Statistics

Checkouts/Renewals			
	Physical Collection		
	Oct. 2018	Nov. 2018	Dec. 2018
Charleston	17,304	15,545	13,668

Mobile Library	2,701	1,480	1,822
Clendenin	1,358	1,287	993
Cross Lanes	3,864	3,597	3,051
Dunbar	4,993	4,952	4,010
Elk Valley	6,370	6,154	6,128
Glasgow	384	260	202
Marmet	800	853	750
Riverside	2,959	2,770	2,712
Sissonville	4,164	3,939	3,294
St. Albans	7,800	7,032	6,188
Subtotal 1:	52,697	47,869	42,818
Digital Collection			
WVDeli	15,614	14,970	14,948
Freegal Downloads	1,002	872	835
Freegal Streaming	3,346	2,752	2,729
Hoopla	2,820	2,781	2,923
RBDigital	792	1,216	870
Subtotal 2:	23,574	22,591	22,305
Total Circulation (Physical & Digital):	76,271	70,460	65123

New Users Registered			
	Oct. 2018	Nov. 2018	Dec. 2018
New Users Registered - KCPL	455	319	208
New Users Registered - KCS	166	107	39
Total:	621	426	247

Programming			
	Oct. 2018	Nov. 2018	Dec. 2018
Number of Programs	118	112	119
Total Program Attendance	2,066	1,258	2,964

Reports of Committees:

1. Building Committee (Mr. Benjamin Thomas)

Mr. Thomas presented the following resolution to the Board of Directors for approval:

Resolution for Renovation Project Executive Committee

WHEREAS, by Resolution passed on November 14, 2017, the Board of Directors authorized the renovation and expansion of the Main Library Building at 123 Capitol Street in Charleston at an estimated cost of \$27,000,000 (the "Main Renovation Project");

WHEREAS, by further Resolutions the Board of Directors has advanced the Main Renovation Project including by engagement of Construction Project Owner's Representative and Special Construction Counsel to work with the Board and the Board's Architect and legal counsel;

WHEREAS, the Board wishes further to advance the Main Renovation Project and has considered implementing procedures to manage and control the Project, especially in light of the significant technical and financial issues

which may arise, including change orders which may become necessary during the construction of the renovations;

WHEREAS, the President of the Library has created and will soon constitute, pursuant to her authority under the Bylaws of the Library, the "Renovation Project Executive Committee," being an ad hoc special committee, with the express purpose being to assist in the detailed management of the Renovation Project, to gather and evaluate facts and options on the Project, to make recommendations for change orders and implement change orders on the Project, to keep other committees of the Library and the Board as a whole informed on an on-going basis of the status of the Project, and to allow the Board to maintain oversight and control, all within the parameters of a properly budgeted and Board-approved project plan;

THEREFORE, IT IS RESOLVED that the Board ratifies, authorizes and approves the President's action in creating the Renovation Project Executive Committee and hereby recognizes the same;

RESOLVED that the Board directs the Renovation Project Executive Committee, once constituted, in consultation with the Building Committee, to prepare and submit to the Board for its consideration and action thereon a proposed Board Approved Project Plan for the Main Renovation Project which, among other things, shall set forth a description of the scope of the work anticipated for the Main Renovation Project, a proposed total project budget (including costs, expenses, and contingencies) to include sources and projections on how the budget will be funded, and a proposed plan of decision-making authority on the Project including delegation of proposed authority to officers, committees, or others to allow responsible and efficient management of the Main Renovation Project and oversight by the Board of Directors.

It was agreed that some minor wording would be changed in the resolution, before it would be included in the minutes. A motion was made and accepted to amend the resolution. Then a motion was made and passed to accept the amended resolution. It was discussed that the Building Committee would still continue to meet monthly and that there would be a process for which the Project Executive Committee would report back to the entire Board of Directors.

The Building Committee is not to the point of being able to make an announcement about the Main Library's temporary location during the renovation project. They have discussed pros and cons of different locations. There will be a meeting in the near future with Mr. David Pray, the Owner's Representative, to discuss options for the temporary location. It was decided that this meeting would be open to members of the Board of Directors.

Ms. Grover and Ms. Jaensson are preparing for a trip to San Diego to meet with CDEs for New Market Tax Credits. In addition, the Library Foundation Board has been working tirelessly to continue fundraising efforts.

Old Business:

There was no old business to discuss.

New Business:

1. Retirement Resolution for Ms. Linda L. Irving

Board President Jaensson read Ms. Irving's retirement resolution before the Board:

*Retirement Resolution for
Ms. Linda L. Irving*

WHEREAS, Ms. Linda Irving was employed by the Kanawha County Public Library on August 13, 1979 and has submitted her intent to retire effective January 25, 2019; and

WHEREAS, Ms. Irving served as a part-time Junior Clerk in the Extension Department from August 13, 1979 until February 1, 1982; and

WHEREAS, Ms. Irving served as a full-time Junior Clerk in the Extension Department from February 1, 1982 until July 21, 1999; and

WHEREAS, Ms. Irving served as a Library Assistant II at the Riverside Branch Library from July 21, 1999 until her retirement; and

WHEREAS, Ms. Irving 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. Irving'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. Irving 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 this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Irving.

Approved by the Board of Directors at its meeting on the 14th day of January 2019.

A motion was made to accept Ms. Irving's retirement resolution, and the motion passed.

2. Quarterly Programming Report (Ms. April Wallace, Assistant Library Director)

Ms. Wallace pointed out that this report gives staff a chance to compile statistics for normal programming, as well as passive programming. It also gives staff an opportunity to record their observations about programming or conditions that may have added to or detracted from a certain program. This is meant to be a tool that staff can share and learn from.

Additional Comments:

There were not additional comments or concerns brought before the Board of Directors.

There being no further business, the meeting was adjourned.

President

Secretary