

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
February 11, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 11, 2019 at 4:00 PM in the John V. Ray Room at the Main Library in Charleston.

KCPL Board of Directors' members present were Dr. M. Blackwell, Ms. Stephanie Haden, Ms. M. Jaensson, Mr. J. Jarrett, Ms. T. Jenkins, Ms. Cheryl Morgan, Ms. J. Pauer, Ms. S. Poffenbarger, Ms. A. Silbernagel, Ms. D. Sullivan, 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; Mr. Tim Venitsanos, Facilities and Security Manager; Ms. Terry Wooten, Marketing and Development Manager; Ms. Ashley Dover, Documents/Foundation Collection Librarian; Mr. Andrew Stanley, Teen Services Librarian; 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 \$174,270.77 and the Book Bills in the amount of \$66,166.57 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 \$4,323.53 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 \$14,292.75 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

The NMTC Conference held in San Diego on January 23rd and 24th was attended by the Board President and Library Director. Consultants from Stites and Harbison, were with them as they met with numerous Community Development Entities (CDEs) and presented our upcoming project, its concept, design, and the community impact. We received some very encouraging responses from the CDEs. We need to be mindful of the fact that receiving NMTC is contingent upon the allocations to the CDEs from the federal government. Also keep in mind that the recent government shutdown could slow the allocation process to some degree.

The January Cabinet meeting held on January 16th with branch managers and department heads from Main was very productive as we discussed the programming, new criteria for statistical compilations, and book sale grants. The managers were encouraged to share the educational and entertaining initiatives for which they received Book Sale Grant money, so that others would be motivated to think outside the box.

Tim Venitsanos and I met with our account manager from Appalachian Power Company. Upon our discussion with him, we found that some simple changes in our billing structure could save at least a couple of thousand dollars at the Main

Library itself. Those changes have been implemented already. I hope to give the respected Board an update as we have some months of data to confirm this objective.

A fire drill was successfully conducted on January 22nd. Facilities and Security staff ensured that our building was vacated in just four minutes. Staff has also been informed about the places within the building that do not have ideal alarm coverage, and a process has been put in place to ensure that the entire building will be emptied safely.

A team from Perry Associates was here on January 30th to conduct our annual audit. This year we had a team of about 7 individuals for one day. Their preliminary comments were positive, but we have not yet received their official report. This report will be shared with the Finance Committee first and then with the Board as I receive it.

The Synerteam on Temporary Locations met on January 11th and 18th to discuss extensively the pros and cons of different scenarios and ‘must haves’ at all times for continual function and services rendered at the Main Library. We will be reviewing the document that has been prepared with all of the members of this Synerteam, the Building Committee members, and the Owner’s Representative, Mr. Pray, tomorrow at a meeting from 2:00-4:00 PM. The final recommendation will be presented to the Building Committee for their consideration before the next phase of finding locations is launched.

Preparations for Staff Development Day have been in full swing. Efforts are being made to organize an engaging and educational event on February 27th. Marsha Alford gave more specific details of the plans for Staff Development Day to the Board.

In our continued efforts to encourage, support, and recognize the hard work our staff puts in to making KCPL the best in library services, I would like to congratulate Ashley Dover and Andrew Stanley, on behalf of the Board, for their commitment to successfully complete their degree. Ashley Dover earned her Master’s in Library and Information Science with an emphasis in information technology. Andrew Stanley completed his MLIS and is the library’s Teen Services Librarian. Ms. Dover and Mr. Stanley look forward to utilizing their degrees and experience in reaching out to the communities that they serve, through our resources and programming.

Monthly Statistics

Available upon request.

Reports of Committees:

1. Building Committee:

Mr. Dave Pray, Owner’s Representative, and Mr. Jody Driggs and Mr. Brian Estep, architects, were in attendance. Mr. Pray explained that additional details relating to the renovation project at the Main Library would likely come in March.

2. Membership Committee:

Ms. Silbernagel reminded members of the Board to send names of potential Board members to the Membership Committee in order to fill the spot left when Mr. M. Albert retired from the Board of Directors for KCPL.

Old Business:

There was no old business to discuss.

New Business:

1. Check Presentation by Kiwanis Club of West Charleston

Mr. Robert Claar, president of the Kiwanis Club of West Charleston joined the Board of Directors at the beginning of the meeting to present a check for \$3,500.00 to KCPL. Funds were generated by the Library’s

participation in the Corporate Regatta that takes place every summer on the Main Library's front plaza. This donated amount will be used solely for the Summer Library Club.

2. Marshall University Foundation

In the Ms. Grover's report, she informed the Board about a meeting held with Mr. Thomas Heywood, the Library Foundation Board President and the Marshall University Foundation. She thanked MUF for facilitating the smooth transfer of funds to KCPL.

Additional Comments:

One Board member inquired as to what this coming summer library club's theme was, and it is *A Universe of Stories*.

There being no further business, the meeting was adjourned.

President

Secretary