

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
March 11, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 11, 2019 at 4:00 PM in the Meeting Room at the Sissonville Branch Library.

KCPL Board of Directors' members present were Dr. Mickey Blackwell, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Anne Silbernagel, Ms. Debra Sullivan, Mr. James Withrow

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. April Wallace, Assistant Director; Mr. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities and Security Manager; Ms. Terry Wooten, Marketing and Development Manager; Ms. Susan Murphy, Circulation Services Supervisor; Ms. Michelle Ross, Sissonville Library Branch Manager; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Dave Pray, Owner's Representative; Ms. Diane Slaughter, Sissonville Library Advisory Board Treasurer; Ms. Carolyn Reed, Sissonville Library Advisory Board Secretary; Mr. Danny Decker, Sissonville Library Advisory Board member; Ms. Kassie Decker, Sissonville Library Advisory Board member; Ms. Joann Jones, Sissonville Library Advisory Board member; and Mr. Mike Summerlin, Sissonville Library Advisory Board member.

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 February 11, 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 \$204,210.73 and the Book Bills in the amount of \$73,486.34 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 \$1,988.29 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 \$499.75 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

Ms. Grover welcomed all in attendance and thanked the Sissonville Branch Library Advisory Board for graciously hosting the meeting of the Board of Directors. She reminded Board members that it was decided to host some of the Board meetings at different locations throughout the system to give members of the Board of Directors an opportunity to visit facilities in person and to meet members of branch advisory boards.

Ms. Grover has had regular meetings with the Building Committee, the Personnel Committee, Finance Committee, Public Services Committee, Library Foundation Board, The Friends of The Library group, architects and Owner's Representative for the renovation project, department heads from the Main Library, branch managers during Cabinet meetings, Participative Organizational Council (POC), and five Synerteams (New Main Communication, Safe Environment,

Compensation & Evaluation, Temporary Location, and Newsletter). All of these meetings are over and above associated with the position of Library Director.

The month began with Library Legislative Day on February 4, which included Ms. Anne Silbernagel being honored as the Library Champion 2019 by the West Virginia Library Commission and with Ms. Silbernagel also being recognized on the floor of the House of Delegates by Delegate Moore Capito that same morning.

Fundraising efforts and plans for the Main Library renovation project are taking shape. The Building Committee continues to meet throughout the month to discuss various topics. The Temporary Location Synerteam analyzed possible options for a temporary location for the Main Library during the renovation process.

Efforts are under way to pursue New Market Tax Credits. A team comprised of Ms. Grover, Ms. Terry Wooten, Ms. Michelle Ross, Ms. Elizabeth Fraser, Mr. Andrew Stanley, Mr. Joshua Myers, and Ms. Ellie Frazier have prepared a presentation to be shared with interested Community Development Entities (CDEs).

A systemwide contest was announced to gain insight into library staff's "wish list" or dreams for the New Main renovation project. *The Presidential Award for Excellence in Creativity* was presented to the Popular Materials Department at the Staff Development Day on February 27, 2019.

Ms. Grover reported that a team of library representatives met with Mayor Amy Goodwin on February 21, 2019. She has offered her support of the New Main Library renovation project and procurement of a temporary location.

On February 26, 2019, the Library made a public announcement concerning a donation of \$525,000 from the family of John Ray towards the new Capital Project. Mayor Goodwin was also in attendance for this event.

Ms. Grover shared her thanks to Ms. Marsha Alford, Ms. April Wallace, and Ms. Sara Caswell for their hard work in organizing Staff Development Day 2019. She also extended thanks to the Board members who were able to attend.

The Personnel Committee met on February 19, 2019 to discuss the next steps in the personnel compensation and evaluation process.

The Finance Committee met on February 20, 2019 to discuss finds and pledges that have been made and renewed towards the Capital Project thus far.

The Public Services Committee met on March 11, 2019, before the Board of Directors meeting, and discussed digital pop-up libraries, establishing a regular monthly meeting date and time, and facilities issues at some branch locations.

Monthly Statistics

Available upon request.

Reports of Committees:

- Building Committee

- The Building Committee met with Silling and HBM Architects on Friday, March 8, 2019. The Owner's Representative, Mr. Dave Pray, explained that this meeting was to finalize plans for the space and café. Mr. Pray and a team of library staff took a tour of the Main Library to determine what was needed in a temporary location. The Board was informed that it will likely be April before they receive word about the New Market Tax Credits. A pre-application for State Historic Tax Credits has not been assessed by the Department of Interior as of the time of this meeting. Mr. Dave Pray is continuing to work on building plans to present to the Building Committee, then the entire Board of Directors. He also commented that there is a lot of activity and positive forward movement. He is hopeful that the project will be bid this year.

Old Business:

New Business:

- Hotspot Announcement

Starting March 25, 2019 Kanawha County Public Library will begin circulating Wi-Fi Hot Spots. KCPL will be the first library system in the state of WV to launch a program of this nature. Branch Managers will be introduced to these devices at the Cabinet meeting on Wednesday, March 20, 2019. The Marketing Department is working with the Library Director and IT Manager to create flyers and marketing strategy. The two weeks between March 25, 2019 and April 6, 2019 will serve as a “test run” of this initiative with a big public announcement taking place at the beginning of National Library Week on April 7, 2019.

We will have 20 T-Mobile wireless hotspots for a free 3-month trial period. If we choose to keep the devices, the cost per device will be \$29.40 with the Truly Unlimited data plan. This would be a total of \$588.00 a month, and \$7,056.00 per year. Quotes from other service providers offered monthly plans of around \$800.00 per month and \$10,000.00 per year.

T-Mobile offers a customer control panel that will allow us to suspend service to a specific device for any reason. It also gives the opportunity to restore service without any additional fees.

These devices will circulate for 2 weeks. They are “holdable”, but patrons will not be able to renew them. There will be a fine of \$1.00 per day that the device is late (up to a maximum of \$20.00). During the pilot program, the Main Library will have 9 devices. Riverside will have 3 hotspots to share among Riverside, Glasgow, Marmet, and the Bookmobile. St. Albans and Cross Lanes will each have 2 devices per location. Clendenin, Dunbar, Elk Valley, and Sissonville will have one device per location. In the event of this project becoming a success, the library could consider additional devices for the system.

Ms. Grover and IT Manager, Mr. Teddy Claypool, answered questions from meeting attendees.

- Directors’ Award Recipient

After a conversation with Board President, Monika Jaensson, and Assistant Director, April Wallace, Ms. Grover has decided to implement a monthly award to recognize staff members who excel in customer service, having a positive attitude in promoting the Library’s mission, and being an exemplary team player. One different member of the KCPL staff will be honored at each monthly Board meeting. Criteria for this award and the nomination process will be shared with staff so they may be able to nominate co-workers for this honor.

This month, Susan Murphy, Circulation Services Supervisor at the Main Library has been chosen as the March recipient of the Directors’ Award.

Additional Comments:

Board President, Monika Jaensson, shared with the Board that some of the committees have been restructured.

There being no further business, the meeting was adjourned.

President

Secretary