

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
April 8, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 8, 2019 at 4:00 PM in the John V. Ray Room at the Main Library.

KCPL Board of Directors' members present were Dr. Kenneth Bailey, Dr. Mickey Blackwell, Mr. John Jarrett, Ms. Toinette Jenkins, Ms. Elizabeth Lord, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Susan Poffenbarger, Ms. Angelia Russel, Ms. Anne Silbernagel, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. April Wallace, Assistant Director; Ms. Marsha Alford, HR Manager; Mr. David Blake, Sissonville Branch Library Children's Specialist; Mr. Teddy Claypool, IT Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Kim Runion, Accounting Supervisor; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Dave Pray, Owner's Representative; Mr. Jody Driggs, architect; Ms. Jodey Altier, auditor.

Mr. Benjamin Thomas, First Vice President & Treasurer, presided over the meeting in the absence of the Board President. Mr. Thomas 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 March 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 \$65,178.66 and the Book Bills in the amount of \$77,945.10 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 \$967.56 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 \$20,715.99 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's monthly report to the Board consisted of the following:

Statistics for March 2019 were presented. Following the discussion on reformatting the spreadsheet early this year, we have been presenting the comparison of the current month with that of last year's.

Library patrons have very positively responded to the new Wi-Fi hot spots. All the devices have been checked out within a day and have a long hold list. The thought of increasing the number of units to meet the overwhelming demand of hot spots is something to be considered and discussed in the future.

The Building, Personnel, Finance, and Public Services committees met on April 3rd, March 19th, March 27th, and April 8th respectively. Reports from all of the committee chairs plus the audit presentation by Jodey Altier from Perry & Associates will follow the Director's report.

There has been an increased awareness of improving systemwide communication about projects undertaken by KCPL. As has been noted before, Synerteams have been formed to address areas in which there could be potential improvement. With the passage of time we realized there is so much more that could be included in our communications and that an internal systemwide newsletter could meet that need. A new Synerteam has been created to develop a format of our proposed newsletter.

The Library Director and IT Manager, Mr. Teddy Claypool, attended an Integrater's training session presented by consultants from the Adizes Institute from March 25-29, 2019. It was a very rigorous, but insightful training session that provided a more in-depth understanding of the Adizes methodology.

As a follow-up to the discussion at the January Board meeting regarding seeking grants for the Adizes Phase II, the Library Director informed the Board that Ms. Ashley Dover, Document/Foundation Collection Librarian, will now be working on the communication and application for grant requests for the same.

In celebration of National Library Week, the Library has organized programs and activities for all ages, introduced the new marketing initiative to highlight our new Wi-Fi hotspot service, and the Morale Improvement Team organized systemwide staff appreciation activities throughout the week of April 7-13, 2019. Thanks were extended to Dr. Mickey Blackwell, Board member, for suggesting a collaboration with WVReads. It will be taken into consideration for the next school year.

The recipient of the Directors' Award for April 2019 is Mr. David Blake, Branch Children's Specialist at the Sissonville Branch Library. David was a member of the Popular Materials staff at the Main Library before joining the Sissonville staff a few months ago. Outstanding customer service, community oriented programs, and positive attitude have earned him this award.

Monthly Statistics

Available upon request.

Reports of Committees:

- Finance Committee

Finance Committee chair, Ms. Elizabeth Lord, thanked the auditors' team of Perry & Associates and Ms. Kimberly Runion, Accounting Supervisor, for their diligence to the auditing process. Ms. Jodey Altier, auditor with Perry & Associates, was in attendance to explain and answer any questions regarding the audit completed earlier in the year.

Upon a motion duly made, seconded, and adopted, the auditor's report presented on April 8, 2019 was approved as distributed to the Board.

- Personnel Committee

Personnel Committee chair, Ms. Jennifer Pauer, reviewed with present Board members some aspects of the 2015 compensation study that have already been implemented. Personnel Committee members have been working on a plan to bring to the Board in the near future.

- Building Committee

Mr. Benjamin Thomas, Board Vice President, and Mr. David Pray, Owner's Representative, gave updates on the following: New Market Tax Credit process and the architects' progress.

- Public Services

Committee Chair, Ms. Silbernagel, introduced representative from Baker & Taylor to Board. He delivered a presentation the Public Services Committee about pop-up libraries.

Last year over \$12,000 was spent on renting portable air conditioning units for the Riverside Library during the summer, due to the unreliability of the air conditioning at Riverside High School, which affects the public library housed therein. This committee has discussed purchasing three units for a total of around \$8,000.

Old Business:

- **Quarterly Programming Report** (Ms. A. Wallace, Assistant Library Director)
This report will be presented next month, due to the public announcement concerning a major donation to the Capital Project from the AEP Foundation.

New Business:

- **Directors' Award Recipient** (Ms. R. Grover, Library Director; Ms. A. Wallace, Assistant Library Director)

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, Mr. David Blake, Sissonville Branch Library Children's Specialist, has been chosen as the April recipient of the Directors' Award.

- **Public Announcement of Donation Made by AEP to Library Foundation for Capital Project**

Mr. Thomas Heywood, Library Foundation Board President, gave some comments about the Capstone Campaign. He thanked AEP for the read aloud program in which they participate. Mr. Benjamin Thomas introduced Mr. Chris Beam with the AEP Foundation and announced their additional \$250,000 donation in addition to a previous donation of \$500,000 to the Library's renovation project.

Additional Comments:

The Executive Committee of the Board of Directors released to an executive session in the Library's Board Room following the donation announcement.

There being no further business, the meeting was adjourned.

President

Secretary