

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
May 13, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 13, 2019 at 4:00 PM at the Elk Valley Branch Library.

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

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. April Wallace, Assistant Director; Ms. Marsha Alford, HR Manager; Mr. Tim Venitsanos, Facilities/Security Manager; Ms. Ellie Teaford, Branch Manager at Elk Valley Branch Library; Ms. Lora Ward, Acting Branch Manager/Branch Children's Coordinator at St. Albans Branch Library; Ms. Sarah Mitchell, Main Library Public Services Manager; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Ms. Dorothea Fuqua, Elk Valley Advisory Board member; Mr. Dave Pray, Owner's Representative; Mr. Jody Driggs, architect with Silling; Mr. Sunil Dovedy and Mr. Joaquin Koloffon, Adizes International consultants.

Ms. Monika 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 April 8, 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 \$270,411.05 and the Book Bills in the amount of \$122,762.40 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 \$11,303.50 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 \$153,365.16 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

After the successful launch of the KCPL's Wi-Fi Hotspot lending service, preparations for the Pop-up Library initiative are progressing. Public Services chairperson, Ms. Anne Silbernagel, Ms. April Wallace, Mr. Seth Newell, and Ms. Grover, the Library Director, visited a proposed site on April 29, 2019. The library is also working on adding another digital resource, called Kanopy. This collaboration with Kanopy will give our patrons access to over 30,000 documentaries, classic, and indie films that can be viewed over desktop, mobile devices, and Roku by patrons of all ages.

To enhance and strengthen the library's community participation and collaboration, Ms. Grover had opportunities to represent the library within some respected community organizations, the Vandalia Rotary Club and the Charleston Area Alliance's Community Development Committee.

Accounting Services Coordinator, Ms. Kim Runion, Assistant Director April Wallace, and Ms. Grover, the Library Director, met with Heather Gillenwater, Chief Grants Monitoring Specialist, with WV DHSEM to learn about reporting obligations, updating them with the developments at the Clendenin Branch Library, and to request further guidance regarding the grant awarded to KCPL by FEMA. Required quarterly reports have been filled out per their guidance. Representatives from the library will meet with the Grants' Manager to discuss options for disbursement and utilization of funds provided for Clendenin Branch Library in the near future.

The Library has been invited to be a part of the committee working on Census 2020. Reference Services Supervisor, Elizabeth Fraser, has agreed to represent KCPL in this collaboration.

One of KCPL's annual obligations to WV Library Commission is to submit the completed Grant In Aid applications. Applications have been submitted on time after being duly signed by Ms. Grover and the Board of Directors President, Ms. Monika Jaensson. Ms. Grover expressed her gratitude to Board members for their timely advice to herself and Ms. Caswell, Administrative Coordinator, as they continue to become acquainted with their roles and processes unique to KCPL.

The Personnel Committee met on April 16, 2019 to further discuss the salary raises and the future evaluation process as mentioned by committee chair, Jennifer Pauer, in last month's meeting.

The Finance Committee Met on April 24th to review the expected income for fiscal year 2019-20, approve the contribution request letters and proposed expense budget. The contribution request letters have been sent to the various funding agencies.

Interviews for the Accounting/Payroll Specialist position were held on April 26, 2019 after the position became vacant early in 2019. The final steps of the hiring process are nearing, and it is expected that the selected candidate will begin around the end of May.

After the completion of another Basket Auction held on April 27, 2019, Ms. Grover expressed her gratitude to members of the Board of Directors, and most especially, to Ms. Anne Silbernagel, for her leadership in the Steering Committee of The Friends of The Library. The successful collaboration of the Friends and the Marketing Department resulted in an evening of getting together and raising approximately \$29,488.00. These are preliminary figures, as some checks are still being received in the mail.

Monthly Statistics

Available upon request.

Reports of Committees:

- **Finance Committee**
Ms. Grover made comments concerning the Finance Committee meeting in the Director's Report.
- **Personnel Committee**
Ms. Grover made comments concerning the Personnel Committee meeting in the Director's Report.
- **Building Committee**
Mr. Dave Pray addressed the topics of New Market Tax Credits (NMTC), the temporary facility, and the renovation process. Community Development Entities (CDEs) should be allocating NMTC funds soon. Mr. Pray and Mr. McCabe are still searching out locations for a temporary location for the Main Library during the renovation process. Mr. Jody Driggs, architect with Silling Architects, informed the Board that they are in the construction document phase. Bidding for the project could begin by the end of the year, with anticipated move to a temporary location in early 2020.
- **Public Services**
Members of the Public Services Committee visited the Ronald McDonald House location at CAMC Women and Children's Hospital as a potential location for a Pop-up Library. The staff at Ronald McDonald House seem very

supportive of the initiative. They will discuss the information with their director. This is something that would apply to a wide range of ages.

Reliability of the Bookmobile continues to be a concern. It has been out of use for 21 days throughout the month of March.

At the Dunbar Branch Library the floor at the main entrance of the building will need to be reconstructed.

The elevator at the St. Albans Branch Library may continue to present issues as the unit continues to age.

To help alleviate the air conditioning problem at the Riverside Public Library, the Board will authorize KCPL to purchase mobile air conditioning units, which is more cost effective than renting units. These units can also be used throughout the system once the air conditioning issue is resolved at Riverside.

Old Business:

- Assistant Library Director, April Wallace, presented the quarterly programming report. Things to note in this report was that Sissonville Branch Library served hot chocolate on days when school was out or weather was extremely cold; the Winter Reading program had 6,413 participate from January through March 2019; and Ms. Wallace and Ms. Grover have been evaluating programming throughout the system. Two new endeavors at the library include a community collaboration with the Elk River Backpack Blessings' summer initiative called Snack Packs and activities planned around the system for the 110th birthday celebration for KCPL.

New Business:

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

Each month a member of the KCPL staff - excelling in customer service, having a positive attitude in promoting the Library's mission, and being an exemplary team player - 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.

Congratulations to Ms. Lora Ward for being the recipient of the Directors' Award in May 2019. Ms. Ward exhibits hard work, dedication, team spirit, and positive attitude with everyone she serves. Ms. Ward and the St. Albans Branch Library have faced many staffing hardships in the past few months, yet Ms. Ward always remained positive and upbeat as acting Branch Manager. It takes the entire staff at St. Albans working together to excel, but Lora's smile and encouraging word lead the way. Thanks for all you do to continue making KCPL, and the St. Albans Branch Library, outstanding organizations in the community.

- **Snack Packs Program** (Ms. A. Wallace, Assistant Library Director)

Ms. Wallace informed the Board about the new collaboration between KCPL and Elk River Backpack Blessings (ERBB), which was initiated by Ms. Ellie Teaford, Elk Valley Branch Library Branch Manager. In conjunction with ERBB, KCPL and its locations will give out Snack Packs throughout the summer. Each location will designate one day per week for interested patrons to come into their respective libraries to pick up a Snack Pack (bag of snack foods for children while on summer break). The Library is providing the locations for patrons to pick up these Snack Packs, and ERBB delivers them on a regular schedule to the library locations for give-away.

- **Adizes Presentation** (Ms. Sunil Dovedy and Mr. Joaquin Koloffon, Adizes International Consultants)
Mr. Dovedy and Mr. Koloffon gave a brief overview of the process that KCPL has been a part of with Adizes International. We have implemented a Participative Organizational Council (POC) that oversees Synerteams (committees that work to resolve challenges, or (PIPs)). Ms. Grover and Mr. Claypool have been trained as "integrators" for this process.

The next phase of this process is called the Mission Action Plan (MAP). This step would require a session with members of the Board of Directors and the Participative Organizational Council (POC).

It was inquired as to how many stages there are in this process, and the Board was informed that there can be up to eleven stages, but that is dependent on the organization in question. KCPL may benefit from seven of these phases, and the need for the other four phases will be evaluated at a later time.

KCPL is in the process of working on a grant application that would assist in covering the remaining cost of this process with Adizes. Board members requested an informal meeting to include Board members and staff members who have been involved in the Adizes process to share information, thoughts, and opinions about the process so far.

This topic has been tabled until Board members have had a chance to read over the information from the soon-to-be-scheduled informal, informational session.

Additional Comments:

There were no additional comments.

There being no further business, the meeting was adjourned.

President

Secretary