

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
October 14, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 14, 2019 at 4:00 PM in the John V. Ray Room of the Main Library.

KCPL Board of Directors' present were Dr. Mickey Blackwell, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Brooke Lord (via phone), Ms. Jennifer Pauer, Ms. Angelia Russell, Ms. Anne Silbernagel, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. Marsha Alford, Human Resources Manager; Mr. Teddy Claypool, IT/Automation Manager; Mr. Al Garbosky, Janitorial Coordinator; Mr. Stan Howell, Marketing & Development Manager; Ms. Kelly Pennington, Reference Specialist; Ms. Michelle Ross, Manager at Sissonville Branch Library; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant Library Director; and Ms. Sara Caswell, Administrative Coordinator.

Also present were Mr. Jody Driggs, library architect with Silling Architects; and Mr. David Pray, Owner's Representative.

Ms. Jaensson presided and reported that a quorum was present. The meeting was then brought to order.

Approval of Minutes

Upon motion duly made, seconded, and adopted, the minutes of the September 9, 2019 regularly scheduled meeting and from the Special Meeting on September 17, 2019 were both approved as distributed to the Board.

Approval of Bills

General Bills and Book Bills: In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$317,170.81 and the Book Bills in the amount of \$96,585.31 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 \$2,466.99 duly certified and approved in accordance with the Bylaws and on 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 \$332,789.72 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Director's Report

1. Directors' Award Recipient

Mr. Al Garbosky was chosen as the Directors' Award recipient for the month of September 2019. Al has been serving KCPL for the past 21 years. Mr. Garbosky displays all of the criteria presented to be selected for this award. Regardless of what goes on in his personal life, Al's devotion to his work remains steadfast. As a valued member of the Facilities Department, he has been a team player

throughout his time with KCPL Mr. Garbosky gave a few words thanking the Director and expressing his sadness that she would be leaving KCPL.

2. Additional Funds Brought In

During the September 10th meeting of the Board of Trustees of the Claude Worthington Benedum Foundation, the trustees authorized a grant payable to the Library Foundation in the amount of \$40,000.00 to continue operational improvements in the delivery of library services. This is in response to our application submitted to request funding for the Mission Action Phase of organizational transformation with Adizes International. This would not have been possible without Ms. Betty King, member of our Board of Directors, who brought her insight, wealth of knowledge, and guidance as we navigated through the process of completing the grant application. The Director also extended her sincere thanks to Ms. Ashley Dover, Reference Librarian, for her dedication and hard work in completing and submitting the grant application.

The Mardi Gras Casino & Resort hosted a fundraiser for county libraries, called *Wine on the Wall*. This event was held on Thursday, August 29, 2019. A total of \$3,720 was raised to be distributed equally between 14 county libraries represented at the event. KCPL had representation from every branch and would receive a \$500 donation for each of the KCPL locations. Ms. Michelle Ross, Manager at the Sissonville Branch Library, shared more details from this event.

The annual Used Book Sale at the West Virginia Book Festival brought in \$24,567 in a single day. Last year's sales had generated a close \$24,260. The proceeds from the book sale are used to cover the programming costs throughout the system.

3. Upcoming Administration Changes

Per the discussion at the last Personnel Committee meeting, Director Grover informed the Board that Assistant Library Director, Ms. April Wallace, is being included in all regularly scheduled meetings, such as committee meetings, Foundation meetings, Friends of The Library meetings, and others as required. This will help in knowledge transfer and enable her to maintain continuity in discussions in the next year. She is also being included in major decisions regarding personnel and facilities.

4. Sharing of Resources

Last year, KCPL welcomed Mr. Chris Hatten, Senior Curator at the Huntington Museum of Art, to the Main Library to assess some pieces of art that the library owns. Last month a request was received from Mr. Hatten to lend the Ruger Donoho painting that had been given to KCPL by Mr. Arthur Dayton. Mr. Stan Howell, Marketing Director, gave the Board more details on this request.

5. West Virginia Book Festival

The West Virginia Book Festival was held at the Charleston Coliseum and Convention Center on October 4-5, 2019. Attendance was estimated to be around 3,500 visitors who enjoyed meeting with several popular authors, including national bestsellers such as James Patter, Salina Yoon, Orson Scott Card, and Denise Keirnan. Festival goers also attended informative workshops, participated in activities for children in the Word Play area, enjoyed exhibits and vendors in the Marketplace, and restocked personal bookshelves from the annual used book sale on Saturday. Mr. Stan Howell, Ms. April Wallace, and Ms. Michelle Ross gave more insight into this event.

At this point in the meeting, Board President Jaensson suggested moving onto Reports of Committees, due to time constraints and the need to call an Executive Session of the Board of Directors. The Director would finish her report to the Board at the conclusion of the Committee Reports. In order to adhere to the regular reporting format, the full content of Ms. Grover's report will follow:

6. Community Collaboration

Ms. Grover informed the Board of Directors about an event, *All Aboard*, being hosted by the Charleston Junior League at the Ronald McDonald House in Charleston on Saturday, October 22,

2019. KCPL's Mobile Library would be present at this event. Proceeds raised from this event will benefit the Children's Room at the Ronald McDonald House in Charleston.

7. Supply Issues

Concerns had been raised to the Director and other managers about some issues with the supply order and delivery process. This issue had been discussed at length in the Cabinet meeting held on July 17, 2019, where all managers and department heads were present. A team was formed to explore options and present a solution to correct this issue. A well-thought out proposal was presented by this team during the Cabinet meeting on September 18, 2019. The proposal includes a schedule by which branches and departments will order and receive their respective supplies. Mr. Tim Venitsanos, Facilities & Security Manager, explained and presented the proposal to the Board for comments.

8. Email Server Upgrade

The Library has upgraded their email server to Microsoft Exchange 2010. Due to the impending move to a temporary location during the Main Library's renovation project, it was determined that would be a better option to have a cloud server to limit disruption in accessing emails throughout the entire system during the move to and back from a temporary location. Mr. Teddy Claypool, IT/Automation Manager explained that this upgrade would allow us to access more services through the Microsoft Education edition. We are currently using the newest version of this software.

9. Insurance

Ms. Grover informed the Board that insurance paperwork for the upcoming year has been completed and signed by Board President Jaensson and has been given to Ms. Kim Runion.

Reports of Committees:

1. Building Committee [Mr. B. Thomas]

Mr. Thomas, as chairman of the Building Committee, made a motion that the Board Meeting go into Executive Session on the basis that the Board would consider matters involving or affecting the purchase, sale, or lease of property, advance construction planning, the investment of public funds, or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the Library. Staff members and other meeting attendees were excused as KCPL Board of Directors went into Executive Session, with Mr. Dave Pray, Owner Representative for the library; Mr. Jody Driggs, architect for the library; Mr. Christopher Winton, counsel for the library; Ms. Riti Grover, Library Director; and Ms. April Wallace, Assistant Library Director, remaining to present advice to the Board of Directors in advisory capacities.

At the close of the Executive Session, the Board re-entered the public session of the meeting, and KCPL staff and other attendees rejoined the meeting.

The draft resolution for putting the Main Library Renovation Project out for bid was adequately reviewed by the Board of Directors. Mr. Jim Withrow requested that the resolution be included verbatim in the meeting minutes. The resolution is as follows:

WHEREAS, the Board has received the report of the Ad Hoc Building Projects Committee concerning the New Main Library Remodeling Project;

WHEREAS, the Board believes that funds are currently available or will be available when needed in order to build and complete the Project, depending upon the bids which may be received and which may be negotiated with the contractor or others for the remodeling costs, furniture, fixtures, and equipment, and other costs of the Project;

WHEREAS, the Board believes it to be in the best interests of KCPL and its patrons to advance the Project by putting it out for bid or bids since the bid or bids which may be acceptable to the Board will need to be negotiated, finalized, accepted, and approved by the Board at a later date;

NOW, THEREFORE, BE IT RESOLVED, that the President, with the assistance of the Library Director, other officers, directors, committee members, the construction consultant, the architect, other consultants, and counsel, is hereby authorized, on behalf of KCPL, to place out for bid or bids the New Main Library Building Project, or any components thereof, as presented to the Board this day upon such terms and conditions, including timing schedules and deadlines, which the President deems in the best interests of KCPL, but conditioned upon and subject to the right of the Board to accept or reject any bids, to negotiate for a final contract with any accepted bidder, and to cancel any contract for the convenience of the owner.

2. Finance Committee [Mr. J. Withrow]

a. Ad Hoc Auditing Committee

The Ad Hoc Auditing Committee entertained two proposals from different accounting firms, Perry & Associates and Suttle & Stalnaker, to provide the library with auditing services in the upcoming year. Perry & Associates submitted a more cost-effective proposal. A motion and second was made to accept the proposal submitted by Perry & Associates. Motion carried. The resolution follows:

AD HOC AUDIT COMMITTEE RESOLUTION

WHEREAS, the Kanawha County Public Library Board desires to have audits conducted of the Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for fiscal year 2018/2019; and

WHEREAS, the Board's Ad Hoc Audit Committee has solicited proposals, has scored and evaluated the proposals according to State guidelines and recommends acceptance of the proposal from Perry & Associates in the amount of \$18,400 per audit;

NOW THEREFORE BE IT

RESOLVED, that the Board adopts the recommendation of the Committee to contract with Perry & Associates to conduct the above-referenced audit and authorizes the Director to enter into a contract for those services in accordance with the proposal.

3. Legal Affairs Committee [Mr. B. Thomas]

No report.

4. Membership Committee [Ms. B. Lord]

A letter to nominate Ms. Susan Chilton Shumate to the Kanawha County Public Library Board of Directors has been sent to the Kanawha County Board of Education for approval. Appreciation and thanks were expressed to Mr. Jim Withrow for his guidance during this process. Ms. Lord informed the Board that they are still continuing to work on filling two vacant seats. They hope to bring formal recommendations soon.

5. Personnel Committee [Ms. J. Pauer]

No report.

6. Public Services Committee [Ms. A. Silbernagel]

Ms. Silbernagel informed the Board that Phase 1 of the flooring repairs for the Dunbar Branch Library was scheduled for September 15-17, 2019. Phase 1 consisted of replacing tile at the main entrance of the building. Phase 2 will begin after the holiday season.

The committee continues to work on plans and gathering information for maintenance and/or replacement of the elevator at the St. Albans Branch Library.

Ms. Silbernagel reminded the Board that there would need to be a meeting concerning updating various library policies.

Discussion on the FEMA funds related to the Clendenin Branch Library was held.

The Library has been approached by an area restaurant owner who would like to lease parking spots owned by the Library on Hale Street. There are approximately 25 parking spots in question. It was determined that it would have to be a month-to-month deal. The Library could not sign a long term lease agreement. The Library had entered into a similar agreement in the past. Board President Jaensson requested that Mr. Winton, library counsel, review the previous contract that had been used in the past.

Old Business:

As was mentioned in the Membership Committee's report, Ms. B. Lord informed the Board that paperwork for nominating Ms. Susan C. Shumate to the Kanawha County Board of Directors has been submitted to the Kanawha County Board of Education for approval.

New Business:

No new business.

Board President Jaensson expressed her deep appreciation to members of the West Virginia Book Festival Committee, who tirelessly organized this fantastic event. She mentioned that for next year's West Virginia Book Festival, there would be an Author Selection Committee. This would include individuals from the Library Foundation Board, a City of Charleston, KCPL's Board of Directors, and the Charleston Gazette.

Ms. Jaensson also made note that the schedule of locations of the Board meetings would more than likely need to be revised due to moving to a temporary location. Board members inquired as to why Riverside Library was on the list of locations. Administrative Coordinator, Sara Caswell, was told that Riverside did not have a meeting room in which the meeting could be held. Some pointed out that they have held meetings at Riverside in the past, so Riverside Library would be a first alternative when the schedule is revised.

There being no further business, the meeting was adjourned.

President

Secretary