

**MINUTES OF A MEETING OF THE  
BOARD OF DIRECTORS**

Held on  
*June 10, 2019*

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 10, 2019 at 4:00 PM in the John V. Ray Room of the Main Library.

KCPL Board of Directors' members present were Dr. Kenneth Bailey, Dr. Mickey Blackwell, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Toinette Jenkins, Ms. Betty King, Ms. Elizabeth Lord, Ms. Cheryl Morgan, Ms. Jennifer Pauer, 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. Teddy Claypool, IT Manager; Mr. Tim Venitsanos, Facilities/Security Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Kim Runion, Accounting Services Coordinator; Ms. Terri McDougal, Children's Services Manager; Ms. Samantha Eck, Library Assistant II in Popular Materials; Mr. Kevin Kidd, Library Assistant II in Popular Materials; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Jody Driggs, architect with Silling; and Mr. Ryan Quinn, Charleston newspaper.

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 May 13, 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 \$200,943.50 and the Book Bills in the amount of \$119,660.61 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 \$3,311.71 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 \$10,522.04 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

KCPL's community collaborations are a major focus for Ms. Grover. Meetings this past month have included Charleston Area Alliance on May 1<sup>st</sup>; Rotary on May 15<sup>th</sup>; the Director of Step-by-Step, Michael Farmer, on May 17<sup>th</sup> and May 31<sup>st</sup>; CEO of YWCA, Ms. Debby Weinstein on May 30<sup>th</sup>; and attending The Greater Kanawha Valley Foundation Annual Report presentation on May 16<sup>th</sup> with Board President, Ms. Monika Jaensson. The Brown Bag Lunch and Concert, in collaboration with the Charleston Area Alliance, will be held on the Library's front plaza on Wednesday, June 12 from 11:30 AM-1:30 PM.

Interviews for the Adult Programming Librarian position and the Marketing & Development Manager were held on May 17<sup>th</sup> and May 23<sup>rd</sup> respectively. Final stages of the hiring process are nearing for both of these candidates, and they will be introduced to the Board of Directors very soon.

Per the request of Board members at the meeting in May, current Synerteams and the supervising committee, referred to as POC, met with Board members on May 20<sup>th</sup> for an overview of the Adizes process to this point. Thanks were extended to Ms. Morgan, Ms. Pauer, Dr. Blackwell, Ms. King, and Dr. Bailey for joining the meeting to hear staff input on the initiative taken to re-vamp the system from the inside out. Discussion will continue in the near future to strategize the next steps.

The grant application from the Benedum Foundation to cover the majority of the cost for the organizational transformation mentioned above, via the Adizes methodology, is being finalized. Thanks to Ms. King and Ms. Ashley Dover for their time and input toward this. Weekly meetings and an active conversation with the grant manager have allowed the library to keep the requirements and timeline of the submission on track. Additional smaller grant opportunities are being investigated to supplement the Benedum Foundation grant if it is awarded to the library.

The 2019 West Virginia Book Festival approaches with a great deal of excitement and enthusiasm. Preparations are in full swing as arrangements are being made to welcome national bestselling authors, James Patterson, Selina Yoon, Orson Scott Card, Anthony Harkins, Meredith McCarroll, and Denise Kiernan on October 3<sup>rd</sup> through 5<sup>th</sup>. Ms. Grover and the West Virginia Book Festival Committee visited the Charleston Convention and Civic Center on May 30<sup>th</sup> to review the layout and seating, etc.

The 2019 Summer Library Club and summer programming commenced on June 3<sup>rd</sup> along with the systemwide celebrations for the 110<sup>th</sup> birthday of KCPL. Ms. Wallace, Assistant Library Director, gave a summary of the 110<sup>th</sup> birthday celebrations from throughout the system, as well as programs presented by KCPL during the Street Fair and FestivALL in the month ahead. Locations around the system celebrated the library's birthday with picture displays, crafts, window displays, and birthday cards. Staff and patrons from throughout the system celebrated with refreshments and giveaways. The Friends of The Library graciously sponsored these events. On June 1, 2019 Clendenin Branch Library celebrated the birthday event along with their 1<sup>st</sup> year anniversary of being open in their new location after the flooding of 2016. Ms. Mitchell informed the Board of Directors about the Summer Library Club offerings for patrons of all ages. This year's theme is *A Universe of Stories*. Programming offered throughout the system includes galaxy pour painting for teens and adults, the gaming truck for tweens and teens, Dino Ed for younger children, and the Star Party at Camp Virgil Tate for families. This year, Beanstack, the database used to track summer reading statistics, is available in app form as well website. Ms. Mitchell informed the Board of Directors that each location around the system has a display to coincide with *1,000 Books Before Kindergarten*. This is a self-motivated program for families with young children to encourage them to read to their children. Also on June 20, 2019 the library will participate in ArtWalk and will be featuring the Star Party. The library's Bookmobile will participate in the parade for FestivALL. The Main Library will also host an annual book sale as part of the FestivALL events on Friday, June 28, starting at 8:00 AM.

A new digital resource, Kanopy, was launched at KCPL on May 24<sup>th</sup>. Kanopy offers more than 30,000 classic, documentary, and indie films, while also offering an exclusive kids' Kanopy collection. This digital resource will be especially useful as patrons travel and enjoy time off from work and school this summer.

Ms. Grover showed the Board of Directors the device that will power the Pop-up Library. Collaborations are in full swing with the Ronald McDonald House for the installation of the first pop-up library. This is a relatively new service in the library world, as this is a new device sold by Baker Taylor. The device was just received and will be tested in the following weeks, while Marketing materials are developed.

The Personnel Committee met and discussed the salary, benefits, and personnel budget for Fiscal Year 2019/20 on May 21<sup>st</sup>. Their recommendations were further presented to the Finance Committee on May 31<sup>st</sup>, and are being presented in the proposed budget.

Building Committee members and department heads met with the architects from Silling and HBM on May 16<sup>th</sup> which marked the restart of the conversation regarding the floor layouts, followed by a WebEx meeting attended by Ms. Grover and Ms. Wallace to introduce them both to the color palette approved by the Board in the past. The next meeting with architects and interior design professionals will take place on June 18<sup>th</sup>. This meeting will include all the architects, Building Committee members, and key staff personnel to discuss the potential furniture, fixtures, and equipment for the renovated facility.

During Staff Development Day, it was announced that every month a staff member will be selected as the recipient of the Directors' Award. The recipient for the month of June 2019 is Samantha Eck in the Popular Materials Department at the Main Library! If you have been with the library system for any amount of time, you know or have interacted with Sam! She has such a welcoming personality, with the public and staff alike. She continually offers her upbeat customer service skills at the Circulation Desk, in Zone 4, and in Control. Patrons will leave an encounter with Sam knowing things have been taken care of. She also assists with training new employees in the Popular Materials department by sharing her years of institutional knowledge with them. Thank you, Samantha, for putting a smile on everyone's face! Ms. Eck stated that she has really enjoyed her time at KCPL. She has been employed with the library for 28 years.

### **Monthly Statistics**

A copy is available upon request. It was mentioned that library programs seem to be more visible in the newspaper with the logo to draw attention to the events.

### **Reports of Committees:**

#### **- Building Committee**

Mr. Thomas gave a short update from the Building Committee. In early May there was a meeting with the architects and interior design teams. They discussed operational needs and ideas of how to serve the public. All of the ideas and suggestions will be brought to the Board of Directors for approval.

#### **- Finance Committee**

Ms. Lord introduced the proposed budget for fiscal year 2019/2020 to the Board of Directors. She expressed her gratitude to Ms. Grover, Ms. Runion, and the Finance Committee for their

dedication to this process. She then asked Ms. Grover to explain the proposed budget to the members of the Board in attendance.

The proposed budget for fiscal year 2019/20 is being will be presented with special consideration toward the following current and future initiatives being taken at KCPL for system-wide development:

- Enhancement of staff skill sets, training, and staff retention
- Optimization and development of collections (both print and digital)
- Repair and maintenance of buildings and equipment
- Improvement and enhancement of programs and services
- Moving into a temporary location in connection with renovation project at the Main Library

Ms. Lord, the committee chairperson, made a motion to adopt the proposed budget for the 2019/2020 fiscal year. A second was not required, and the motion passed. A complete copy of the proposed budget will be made available upon request.

Ms. Lord also made a motion to accept the resolution brought before the Board to move \$8,000 from contingency funds to cover expenses incurred from repairs needed for the Bookmobile. A second was not required, and the motion passed.

*RESOLVED, That the following transfer of funds be approved in relation to the FY 19/19 budget. Transfer \$8,000 from the contingency fund to vehicle maintenance to cover repairs on the mobile library.*

- **Membership Committee**

The Membership Committee chairperson reported that they have a list of about fifteen potential candidates for the two open Board of Directors seats. Another meeting of this committee is scheduled for Wednesday, June 12, 2019.

- **Personnel Committee**

No report.

- **Public Services**

The St. Albans elevator has been intermittently having issues. It is an older unit and the parts for it are no long made or able to be found. This will pose a problem as it continues to age and need repairs. The mobile air conditioning units have been installed at the Riverside Public Library. The Facilities department is waiting on quotes for the flooring issue at the Dunbar Branch Library, with hopes of having the issue resolved in July. A roof leak at the St. Albans Branch Library continues to be a concern. Glasgow Branch Library recently switched over to the password-protected Wi-Fi, in hopes of discouraging individuals from gathering around the library when closed to use the free Wi-Fi. The Mayor of Glasgow has expressed his gratitude for this. Due to the unreliability of the Bookmobile, a team has been formed to investigate practices of other libraries around the country and their bookmobile usage.

Due to the popularity of the wireless hotspot devices that patrons are able to check out, the Public Services committee mentioned looking into purchasing more devices to supplement the twenty already in circulation. KCPL has been in contact with Mr. Michael Farmer, with Step-by-Step, about the possibility of opening a small branch library on the Westside on the corner of 4<sup>th</sup> and Florida Streets, along with this possibly being a pop-up library location.

The Public Services Committee will not meet in July. The next meeting is scheduled for August 12, 2019 at 3:00 at the Dunbar Branch Library.

### **Old Business:**

#### **- Follow-up on Adizes Discussion**

Board members expressed how refreshing it was for staff and Board members alike to participate in such an open discussion regarding the work being done with consultants from Adizes International. Until this discussion took place, there was confusion about the process. Many staff members stated that they believed it was a beneficial process to continue with. They are a very professional group, good at getting the issues on the table, and they are very efficient at running meetings. The library is not bound to anything financially as of now. Some Board members would prefer to wait to hear about the status of the grant being applied for to aid in the cost of this undertaking. It was agreed that the Board would want to see the agreement for the next phase in writing before agreeing to anything further. There still seemed to be some unanswered questions or missing information. Some Board members expressed an interest in seeing some sort of proposal from Adizes that would map out remaining steps in this process.

The discussion was tabled until further information is available.

### **New Business:**

#### **- Confirming Details of Annual Meeting and Continuation**

It was decided that the Board's Annual Meeting would be held on Friday, July 5, 2019. There was brief discussion as to whether a quorum would be present since this is the day after the Independence Day holiday. It was determined there would be enough Board members in attendance. A continuation of this meeting has been scheduled for August 12, 2019 at the Dunbar Branch Library at 4:00 PM.

#### **- Nominating Committee Officers**

Board President, Ms. Jaensson, appointed Ms. King and Mr. Jarrett for the Nominating Committee to determine candidates for officer positions.

#### **- Retirement Resolution for Ms. Marilyn 'Mickey' Roark**

The retirement resolution for Ms. Marilyn 'Mickey' Roark was read before the Board.

*WHEREAS, Ms. Marilyn "Mickey" Roark was employed by the Kanawha County Public Library on August 3, 1999 and has submitted her intent to retire effective August 10, 2019; and*

*WHEREAS, Ms. Roark served as Library Assistant II at the eastern region libraries to include Riverside Public Library, Marmet Branch Library, and Glasgow Branch Library from August 1999 until her retirement; and*

*WHEREAS, Ms. Roark fulfilled the responsibilities of her position in an exemplary fashion, with diligence, loyalty, and integrity;*

*NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Roark's years of service to the library;*

*AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Roark a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;*

*AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Roark.*

A motion was made to accept the resolution as read.

- **Resolution in Honor of Service for Ms. Elizabeth Lord**

Board President, Ms. M. Jaensson, read a resolution to the Board honor the service of Ms. Elizabeth Lord.

*WHEREAS, Elizabeth Osenton Lord's tenure with the Kanawha County Public Library Board of Directors ends June 30, 2019; and*

*WHEREAS, Mrs. Lord has been a dedicated and invaluable member of the Board of Directors since 2010, including her distinguished services as First and Second Vice President, Chairperson of the Finance Committee, and member of the Personnel Committee; and*

*WHEREAS, during her nine year tenure on the Board of Directors, Mrs. Lord has helped to share the services of the Kanawha County Public Library with the community, and provided prudent and thoughtful guidance during times of great opportunities and challenges; and*

*WHEREAS, Mrs. Lord has advocated for and steadfastly administered the provision of excellent library service to the citizens of Kanawha County in an exemplary fashion – with diligence, loyalty, dedication, passion, integrity, and grace; and*

*WHEREAS, Mrs. Lord has selflessly given her time and has been a source of wisdom, counsel, and insight to the Library Board;*

*NOW THEREFORE BE IT*

*RESOLVED, that it is with deep regret that the Board of Directors acknowledges the end of Mrs. Lord's tenure with the Board of Directors of the Kanawha County Public Library; and be it further*

*RESOLVED, that the Board wishes to express its heartfelt and warmest appreciation to Mrs. Lord for her nine years of faithful service and dedication to the Library; and be it further*

*RESOLVED, that this resolution be spread upon the minutes of this meeting and that a copy be given to our esteemed colleague, Mrs. Elizabeth Lord.*

**Additional Comments:**

There were no additional comments.

There being no further business, the meeting was adjourned.

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President

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Secretary