

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
August 12, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 12, 2019 at 4:00 PM at the Dunbar Branch Library.

KCPL Board of Directors' present were Dr. Kenneth Bailey, Ms. Betty King, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Angelia Russell, Ms. Debra Sullivan, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Mr. Ben Ball, Ms. Sara Caswell, Mr. Teddy Claypool, Ms. Ashley Dover, Ms. Elizabeth Fraser, Ms. Riti Grover, Mr. Stan Howell, Ms. Tera Merritt, Ms. Teresa Miller, Ms. Sarah Mitchell, Mr. Joshua Myers, Mr. Seth Newell, Ms. Tammy Parker, Ms. Michelle Ross, Mr. Andrew Stanley, Mr. Evan Swisher, Ms. Lisa Thumm, and Mr. Tim Venitsanos.

Mr. Ben Thomas, Vice President of the Board of Directors, presided over the meeting in the absence of Ms. Jaensson. Mr. Thomas reported that a quorum was present, and the meeting was brought to order.

Approval of Minutes

A motion was made to amend the minutes from July's Board meeting to reflect that the appointment of officers and voting did take place and was approved. This motion to amend the minutes passed. Ms. Monika Jaensson remain Board President. Mr. Ben Thomas remains Vice President of the Board. Ms. Riti Grover is Secretary and Treasurer. Upon a motion duly made, seconded, and adopted the minutes of the July 5, 2019 meeting were approved as amended 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 \$288,908.31 and the Book Bills in the amount of \$101,130.55 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 \$3,864.81 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 \$178,870.06 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.

Reports of Committees:

- **Building Committee**

Mr. Thomas reported that the Building Committee is still hard at work. They hope to have more to report to the Board in subsequent meetings.

- **Finance Committee**

Nothing to report.

- **Legal Affairs Committee**

Nothing to report.

- **Membership Committee**

Mr. Withrow reminded the Board that there are two vacancies. The committee has been reaching out to individuals. They hope to have recommendations in upcoming meetings.

- **Personnel Committee**

Nothing to report.

- **Public Services Committee**

Ms. Grover reiterated information concerning FEMA and the Clendenin Branch Library.

- **Ad Hoc Nominating Committee**

Nothing to report.

Report of the Director

Ms. Grover welcomed all in attendance to the meeting. KCPL's Pop-up Library service at the Ronald McDonald House in Charleston launched on July 9, 2019. KCPL became the first library system in the state of West Virginia to offer this type of service.

Ms. Grover and other staff have met with FEMA and WVDHSEM representatives over the last few months to correct deficiencies and review suggestions for the disbursement of funds for the Clendenin Branch Library. These suggestions will be brought to the Public Services committee to determine the next steps.

Ms. Grover took a moment to introduce KCPL's new Marketing & Director Manager, Mr. Stan Howell, to the Board of Directors. Mr. Howell comes to KCPL from the West Virginia Library Commission where he worked as the Information and Public Relations Specialist. Mr. Howell presented the 2018-19 Annual Report to the Board. Ms. Grover also introduced Ms. Tera Merritt. She is the new Adult Programming Librarian.

Ms. Grover informed the Board that the application for the grant from the Benedum Foundation has been submitted. Ms. Ashley Dover, Ms. Betty King, and Ms. Grover worked closely together to finish by the deadline. Information will be passed along as we hear more.

As mentioned in previous meetings, KCPL has started lending Wi-Fi hotspot devices to library patrons for a time period of two weeks. Due to the overwhelming response to this initiative, more devices have been purchased to help alleviate the wait period of patrons on the waiting list for these devices. The additional devices were made available to the public in mid-July.

Automation staff has been working to update Windows 7 computers to Windows 10. Mr. Tim Linde and Mr. Todd Cook have been imaging the computers to work with various security settings on the public computers.

The Facilities Manager, Mr. Tim Venitsanos has received quotes from three different vendors to fix the carpeting at the Dunbar Branch Library. Mr. Venitsanos added that there will be two phases to this project now. The first phase will replace the tile in the entrance of the building, and phase two will address the carpeting.

As noted before, KCPL's Morale Improvement Team hosted a birthday event for library staff to celebrate the library system's 110th birthday. This event was held at Coonskin Park. Staff and families were invited to attend.

Ms. Grover continues to pursue community collaborations, and this month those include a meeting with the Cross Lanes Advisory Board at their June meeting, Rotary meetings, the Brown Bag Lunch concert series that the Library hosted on June 12, 2019 on the front plaza in conjunction with Charleston Area Alliance, speaking with a panel of grant reviewers (Benedum Foundation, The Greater Kanawha Valley Foundation, The Glotfelty Foundation, among others), meeting with the Kanawha County Schools Superintendent Dr. Duerring, meeting with the West Virginia Book Festival committee, meeting with West Virginia Public Broadcasting manager in preparation for the West Virginia Book Festival, attending the Kiwanis Corporate Regatta held on the Library's front plaza, a meeting with the Program Supervisor from the Greater Kanawha Valley Foundation, FestivALL activities on June 29th, the donation announcement about the \$2 million donation from the H.B Wehrle family for the expansion and renovation of the downtown library, and partnering with the United Way (to collect new athletic shoes for children in need) and the Underprivileged Children's Foundation (to collect school supplies for local children).

The recipients for the Directors' Award for the month of June and July 2019 were introduced to the Board of Directors. June's recipient was Ms. Michelle Ross, who is the Branch Manager at the Sissonville Branch Library. Ms. Ashley Dover was introduced as the recipient of the award for the month of July.

Ms. Grover addressed the monthly statistics that were included in the board packet. There continues to be an increase in the library's digital services.

To end her report, Ms. Grover shared some information about the VolunTEEN program that KCPL offers to teenage patrons during the summer. Teens between the ages of 12 and 18 can earn community service hours by volunteering at their local library. All branches in the library system offer this to teens. Schools from all over the county are represented by the students that volunteer each year. Students who complete at least 10 hours of service over the summer are invited to a party to celebrate the end of another summer. Pizza, snacks, and games were provided.

Old Business:

New Business:

- **2019-20 Board Committee Assignments**

A draft of the new committee assignments was distributed in the Board packet.

- **Kiwanis Club of West Charleston Donation**

In Ms. Grover's Director Report, she recognized the donation of \$3,500.00 made by the Kiwanis of West Charleston to the Kanawha County Public Library. A member of the organization was not able to be present at the meeting.

Additional Comments:

There being no further business, the meeting was adjourned. The continuation of the Annual Meeting will commence at 5:00 PM.

President

Secretary

Continuation of the Annual Meeting

The continuation of the Annual Meeting of the Kanawha County Public Library Board of Directors followed the regularly scheduled Board of Directors meeting on Monday, August 12, 2019.

Mr. Ben Thomas, Vice President of the Board of Directors, made opening remarks and introduced Ms. Riti Grover. Ms. Grover offered thanks to the staff at the Dunbar Branch Library for generously hosting this event, especially Teresa Miller and Lisa Thumm, for arranging the refreshments and décor.

Mr. Larry Malone, Director of the Mayor's Office of Economic and Community Development, spoke about revitalization efforts taking place in the downtown area. Events such as Live on the Levee, FestivALL, and StreetFest all promote downtown Charleston. The future of the Town Center Mall is looking promising, with the various holiday activities planned during the next few months. The Charleston Coliseum and Convention Center, formerly the Charleston Civic Center, received a recent facelift with renovation efforts that overhauled the facility. Several of the downtown hotels are also undergoing renovations to attract more people to the downtown Charleston area. These renovations to area businesses will in turn bring more jobs to downtown. Mayor Goodwin also instated a hybrid police patrol, meaning an increased police presence on bikes will be seen. The police presence at the Town Center Mall has also been increased. Mr. Malone informed the audience that robotics are being taught in all of the schools in Kanawha County, which goes right along with the effort to increase STEM activities for the youth in and around downtown Charleston. The Mayor is working on workforce development by working with BridgeValley Community and Technical College and Marshall University to offer aviation and other programs within the county school system. Efforts to increase recreation options within downtown include making Slack Plaza into a park. Mr. Malone stressed how KCPL's mission, vision, and building renovation project fall right in line with the revitalization efforts taking place in downtown Charleston.

Ms. Karen Goff, Executive Secretary with the West Virginia Library Commission, spoke about legislative funding for libraries. The West Virginia Library Commission (WVLC) is often referred to as "the state library". WVLC was formed in 1929 and has since provided support and promoted library services to West Virginia citizens. They offer financial support to library operating budgets from the amount of approximately \$27,000.00 up to about \$8 million throughout the state of West Virginia. There are thirteen service center libraries in West Virginia, of which KCPL is one. These service center libraries provide support to smaller libraries in their vicinity. Consortium funding is available to state libraries to pay for Automation expenses. WVLC provides access to seventeen databases to all libraries within the state. In Fiscal Year 2021, Ms. Goff informed the audience that the WVLC wants to increase funding to state libraries and secure \$10 million for the library facility improvement fund. She ended by stressing that the goal of the WVLC, and libraries within the state of WV in general, want to prosper West Virginia and build lifelong learners.

Ms. Nelle Chilton, current Foundation Board member and former Board of Directors members, spoke to the group about the future of KCPL and roles of the local library. Many say that libraries are "out of date", but according to statistics, library usage continues to increase. The ways that libraries are used in today's society may be different than the ways they were used fifty years ago, but the usage has not died off. Libraries appear to be in transition, from a "print" age to a digital phase. She pointed out that during this time of transition is an opportune time for the Main Library's renovation project. As the library is shifting toward a role of community gathering place, this renovation can incorporate more communal ideas to tie in with this shifting perspective. Ms. Chilton mentioned an article that was recently published in the New York Times that told about the trend of libraries becoming tourist attractions. Why couldn't this be KCPL in the future with our newly renovated Main Library?

The next speaker in our Annual Meeting presentation was Ms. Elizabeth Harvey, a former Cross Lanes Library VolunTEEN. Ms. Harvey explained that she was a volunTEEN at the Cross Lanes Branch Library for six and a half year, and she loved it there! She liked it so much, that during her first year volunteering, she logged over 50 hours! She helped with events such as The Star Party at Camp Virgil Tate, Summer Library Club kick off events, among many other throughout her time volunteering at the library. She was part of a group of teens who worked to develop more teen programs to offer at the Cross Lanes Library. She said that she had many great mentors and memories from her time volunteering there.

To close out the Annual Meeting, Mr. David Pray, the Owner's Representative, and Mr. Jody Driggs, architect with Silling Architects, gave an update on the Main Library renovation project. There are three areas of this project to take into account – the renovation, funding the project, and the temporary location. Mr. Pray stated that by the end of the

year, they should be ready to start accepting bids for the project. Due to an active Building Committee and weekly renovation “huddles”, things have been moving along. Mr. Driggs stated that they believed that the exterior of the library building was being underutilized, so a greenspace area is being designed to make the building more approachable to library patrons and the public. There will be some sort of water feature, likely a reflecting pool, as part of the design. One consideration is that this greenspace area needs to be easily maintained by library staff in five years as it was on day one. Mr. Driggs showed a brief design presentation of the plans for the new Main Library building. One funding option that was explored was New Market Tax Credits. Funding for these tax credits were released to Community Development Entities (CDEs) about two months ago. Then CDEs decide which community initiatives they would like to help fund. The library has five CDEs interested in our renovation project, and we have about a 50/50 chance of obtaining funding. The last key component to this project is finding an adequate temporary location for the Main Library to move to during the construction phase of the renovation project. Mr. Pray stated that the Mayor’s office has been extremely helpful with this process, and many developments are coming.

Ms. Grover and Mr. Thomas extended appreciation for everyone’s attendance and attention throughout the presentation.