

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
September 9, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 9, 2019 at 4:00 p.m. in the John V. Ray Room of the Main Library.

KCPL Board of Directors' present were Dr. Kenneth Bailey, Dr. Mickey Blackwell, Ms. Stephanie Haden, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Jennifer Pauer, Ms. Angelia Russell, Ms. Anne Silbernagel, Ms. Debra Sullivan, and Mr. Benjamin Thomas.

KCPL staff members present were Mr. Teddy Claypool, Ms. Lori Falin, Mr. Stan Howell, Ms. Terri McDougal, Ms. Sarah Mitchell, Mr. Seth Newell, Ms. Annette Phillips, Ms. Kim Runion, and Mr. Tim Venitsanos.

Also present were Mr. Jody Driggs, Mr. Brian Estep, Mr. David Pray and Mr. Ryan Quinn.

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 August 12, 2019 meeting were 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 \$117,218.30 and the Book Bills in the amount of \$50,310.84 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 \$1,089.53 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 \$153,952.10 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.

Reports of Committees

Building Committee

As to the Amendment F regarding the fit and design of the temporary quarters for the library, Mr. Thomas reported that the fee has increased by \$2000, which is slightly different from what was approved by the committee on Wednesday, September 4. Motion to proceed with the amendment was passed. In regards to the small parcel of sidewalk that is currently owned by the City of Charleston, the deed will be signed on September 10 in the Mayor's Office.

Finance Committee

On behalf of Mr. Withrow, Dr. Bailey reported that the Finance Committee recommends that the board accept budget carryover resolution. Motion was duly made and the following resolution was passed by acclamation:

RESOLVED, that the fiscal year 2019/2020 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Legal Affairs Committee

Mr. Thomas reported that there will be potential updates to the bylaws and the committee is working with legal counsel to make suggestions.

Membership Committee

Ms. Lord reported that the committee recommends Susan Chilton Shumate as a member of the KCPL Board of Directors. Upon a motion duly made and carried, the following resolution was approved:

Board Membership Resolution

RESOLVED, that Ms. Susan Chilton Shumate be recommended to the Kanawha County Board of education for a six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2025.

Personnel Committee

Nothing to report.

Public Services Committee

Ms. Silbernagel provided information from FEMA regarding the old Clendenin Branch Library. The Mobile Library has been in good working order and they will be meeting at the St. Albans Branch Library on September 12 regarding the elevator at that branch. The tile floor at the Dunbar Branch Library gave way, so the floor will be retiled in October (Phase 1) and will then be re-carpeted (Phase 2). Also, a request was received from area restaurant to lease 45 spots from the Dickinson Street parking lot.

Report of the Director

Principal's Meeting Presentation.

On September 4, 2019 a presentation was made at the Edison Center in South Charleston, by a team consisting of Elizabeth Fraser, Terri McDougal, Ellie Teaford, Joshua Myers, Andrew Stanley, Sarah Mitchell, Melissa Burchett, Stan Howell, Seth Newell and Director Riti Grover. The presentation was to highlight some of our resources and services that can help our county schools and classrooms reach their educational goals. An audience of about 96 school principals, KCS Superintendent Dr. Duerring, and Deputy Superintendent Tom Williams attended. Forty-nine principals filled out the feedback form and three registered as new patrons of KCPL at this event.

This presentation would not have been as successful without the guidance of Mr. Jim Withrow and Dr. Mickey Blackwell. Both of them helped us as the team finalized the presentation and the feedback form. Jim Withrow was so kind to join us as we made the presentation: standing with the teams from KCPL while being cheered and welcomed by his former colleagues from Kanawha County Schools.

Meeting with Kanawha County Principal Commissioner Kent Carper.

On September 3, 2019, KCPL Board President Monika Jaensson and Director Riti Grover met with the President of the Kanawha County Commission, Kent Carper. Commissioner Carper was very happy to learn about the upcoming renovation project and the West Virginia Book Festival's slate of authors. They thanked him for his steadfast support of the Library.

United Way Equal Footing Shoe Drive.

The collaboration with the United Way of Central West Virginia was kicked off with initiation of the Equal Footing Shoe Fund, here at the Main Library and some branch locations. The occasion was covered extensively by TV channels and the Charleston Gazette Mail newspaper. President of the United Way of Central West Virginia, Ms. Margaret O'Neal, joined us for the occasion. Our Marketing Department did a great job of coordinating this event, and ensuring that the collection bins were placed at the following locations-the Main Library, Elk Valley, Sissonville, Cross Lanes, and Dunbar. We look forward to years of collaboration ahead.

Marmet Branch Retirement Celebration/Branch Visit.

On August 6, 2019 Director Riti Grover visited the Marmet Branch with Marsha Alford and Tim Venitsanos to present the retirement resolution to Ms. Mickey Roark, and to check up on any issues that might need attention at that location. This little branch, is a prime example of a community hub that brings people of all interests and needs to the library! Kudos to Melissa Burchett Branch Manager of Riverside/Bookmobile/Glasgow/Marmet for doing a great job with her team to make this possible.

Intra-Organizational Analysis Teams.

The three Analysis Teams have started working on the process that will conclude with a two-day retreat (Synerscope), to capture our organizational vision for the next 3-5 years.

SkillPath Training Seminars.

Administrative Coordinator, Sara Caswell, and Director Riti Grover, had the opportunity to attend seminar for organized by SkillPath. The seminars seemed to be tailored to many administrative and leadership topics; as the basic starting point of conversations.

Leadership Kanawha Valley.

Director Riti Grover attended the Leadership Kanawha Valley session held on September 5, 2019. The day included an insightful presentation on personality assessment and communication presented by The Performance Group; a discussion with the enterprising leader at Café Appalachia; and finally, a visit to the South Charleston Museum for a sneak peek into the history of our valley and those who strived to preserve it meticulously.

Monthly Circulation & Programming Statistics.

Monthly statistics were distributed to the board.

Monthly Director's Award.

The August Director's award went to Annette Phillips and Lori Falin! This Dynamic Duo works hard to brighten up our hallways with their wonderful artistic endeavors and sense of humor. They always jump in to help with the book sale sorting area when there is a need to do so. They are instrumental in putting together delicious luncheons for the staff, from start to finish. It is amazing to see how they motivate others to help out with food and drinks, and do all the clean-up afterwards. Annette started her journey at KCPL in Dunbar as a Clerk I in 1986. Since then she has worked in the Children's Department

at St. Albans, then again at the Main Library as a Circulation Supervisor. She now, works in the Technical Services Department. Lori started out as a Substitute Library Assistant in 1994. She worked at Sissonville before joining the Main Library in her current role in the Technical Services Department. They both make a great team! We thank them for their dedicated service to KCPL. In Ms. Grover's absence, Ms. Jaensson presented the Director's Award to Ms. Phillips and Ms. Falin.

Old Business:

Minutes of the Annual Meeting to be amended to note Stephanie Haden as 2nd Vice President.

New Business:

Ms. Mitchell presented an overview of the authors that will be presented at the 2019 West Virginia Book Festival on October 4 and 5.

It was announced that there will be a special meeting of the KCPL Board of Directors on Tuesday, September 17, 2019 at 4:00 pm.

Staff members and others present were excused as the KCPL Board of Directors went into Executive Session.

There being no further business, the meeting was adjourned.

President

Secretary