

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

Held on
January 13, 2020

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 13, 2020 at 9:00 AM in the John V. Ray Room at the Main Library.

The following KCPL Board of Directors' present were:

Dr. K. Bailey (via phone)	Ms. J. Pauer
Mr. T. Hurney	Ms. S. Shumate
Ms. M Jaensson	Ms. A. Silbernagel
Ms. B. King	Ms. D. Sullivan
Ms. C. Morgan (via phone)	Mr. B. Thomas
	Mr. J. Withrow

KCPL staff members present were Ms. April Wallace, Interim Library Director; Ms. Marsha Alford, Human Resources Manager; Mr. Teddy Claypool, IT/Automation Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Tim Venitsanos, Facilities & Security Manager; and Ms. Sara Caswell, Administrative Coordinator.

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

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 December 9, 2019 regularly scheduled meeting was 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 \$271,631.50 and the Book Bills in the amount of \$145,298.85 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 \$3,027.07 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 \$90,404.48 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:

1. Building Committee [Mr. B. Thomas]

Mr. Thomas presented an agreement that had been drafted in 2019, but had not been brought before the Board for approval. This agreement was to render the services of West Virginia Commercial and Mr. Brooks McCabe for different matters throughout the renovation. Most recently Mr. McCabe has been working diligently the past several months to secure a location for a temporary space for the Main Library during the renovation project. There is a \$10,000.00 fee these services. This agreement has been reviewed and revised by library counsel. The Building Committee recommended that the agreement be accepted by the Board of Directors. The Board voted yes to accept this agreement.

The bid opening event was hosted by Silling Architects in the John V. Ray Room on January 9, 2019. Three bids were received, and the apparent low bidder was Paramount Construction, a regional construction contractor. There is a sixty day period for the contractor to work on fine-tuning their bid and for the library to sign the contract. Mr. Thomas thanked the Board for their presence at the bid opening event.

2. Finance Committee [Mr. J. Withrow]

After the flooding that destroyed the Clendenin Branch Library in 2016, the Library received \$500,000.00 from FEMA. About \$60,000.00 of this money was used for the move and book replacement at the location where the Clendenin Branch Library is located at the moment in the old Clendenin Middle School. Currently the rest of that money, about \$430,000.00, is in account right now. If the library chooses to rebuild in the original location, we can use all of those available funds. If there would be a choice to build in a different location in the same community, 90% of those funds could be used for that project. FEMA has said that the Library must have a plan of action submitted by the end of June 2020, and it's not likely they will issue an extension. The Library would forfeit the remaining funds if a plan is not approved by the end of June 2020.

Ms. Silbernagel, Public Services Committee chairperson, stated that more needs to be known about the intentions of the Board of Education in regards to rebuilding damaged schools in that area. The locations of those schools would be important to where the library would choose to rebuild the Clendenin Branch. This is a matter that the Building Committee and Public Services Committee will need to address in a timely fashion.

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

No report.

4. Long Range Planning Committee [Ms. S. Haden]

No report.

5. Membership Committee [Ms. B. Lord]

No report.

6. Nominating Committee

In the absence of a Library Director, the Nominating Committee nominated Mr. Ben Thomas to fill the role of Treasurer and Ms. Stephanie Haden to fill the role of Secretary. Mr. Thomas abstained from voting, and Ms. Haden was absent. Vote passed.

7. Personnel Committee [Ms. J. Pauer]

Ms. Jennifer Pauer addressed the Board regarding a change in the personnel policy concerning holidays. As a result of the Adizes sessions that have taken place since fall of 2018, it was said that one way to improve staff morale would be by updating the holiday policy. The Personnel Committee brought three changes before the Board:

- To add Martin Luther King, Jr. Day as a floating holiday for staff (they can take this day off in the week leading up to the holiday and the week of the holiday).
- To close the library system on the day after Thanksgiving. Staff has reviewed circulation and programming statistics from the last three years, and there was minimal circulation of materials and patrons entering the libraries throughout the system on this day.
- Change the policy to allow new part-time employees to be eligible for holiday pay after they have successfully completed their three month introductory period.

These updates to the holiday policy would take effect July 1, 2020. A motion was duly made, seconded, and unanimously carried, to approve these changes to the personnel holiday policy.

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

Ms. Silbernagel informed the Board that the Public Services Committee has been presented with a list of issues at branch libraries that need to be addressed. Currently there are plans to replace the handicap door at the Dunbar Branch Library, in addition to the flooring problem that was already resolved at Dunbar.

The Public Services Committee also brought a proposal before the Board to approve the use of the automatic renewal service within the library's checkout system. A proposal for this service was presented in the Board packet. This service would entail a one-time fee of \$700. It would reduce the number of printed notices that they library mails daily and allow renewals for patrons' materials without incurring fines extra fines. It would also increase circulation, which would positively impact one of the requirements for the grant we received from the Benedum Foundation. Patrons would be allowed two automatic renewals per item that they have checked out, but that would not include Express items, OWL bags, or hotspot devices.

A motion was duly made, seconded, and unanimously carried, to approve the use of the automatic renewal service.

9. Search Committee [Ms. D. Sullivan]

The Search Committee informed the Board of Directors that Ms. Marsha Alford was working to set up interviews, meetings, and visits for each of the three candidates for the position of Library Director.

Report of the Director

A group consisting of three Board members and five staff members met to work on the missions/values document. This is the document that was generated during the Synerscope session back in November. The document still needs to be fleshed out, but it will be presented to the Board once it has been completed.

The Safety Synerteam attended a webinar with Ryan Dowd. The session, *Advanced Body Language Concepts and Tools*, was beneficial for the team and was an introduction to Mr. Dowd and his presentations. Upon completion of this webinar, it was agreed that he would be a good presenter for Staff Development Day. His trainings are relevant and applicable to what public services library staff, at Main Library and the branches, encounter on a day-to-day basis.

Ms. Wallace attended several Holiday Open Houses year during the winter holiday season. Other management staff – including Mr. Teddy Claypool, Ms. Marsha Alford, Mr. Stan Howell, Mr. Tim Venitsanos, Ms. Sarah Mitchell, and Mr. Seth Newell – attended these events as they were able. All of the celebrations were well-attended, offering many festive activities for library patrons of all ages. It was a good opportunity to interact with library patrons, library staff members, and Advisory Board members.

The POC team met with the Adizes International consultant on December 19, 2019 to discuss PIPs (potential improvement points) that need to be addressed, some Synerteams were closed, and new teams were created to ensure that we are on track for meeting the requirements of the Benedum grant, such as expanding programming and increasing circulation. Ms. Marsha Alford has been reporting to POC about the PIPs that are being addressed for the grant. POC will meet more frequently in order to address as many of the potential improvement points as possible.

A team has been formed to brainstorm ideas of the most efficient way to transition from this building to a temporary location during the renovation project. Mr. Brian Estep, from Silling Architects, was in attendance to address any questions or concerns the group had at that time. A meeting has been scheduled with Mr. Dave Pray and Mr. John Jarrett to address concerns and strategies to help prepare for the transition from the Main Library into a temporary space.

Ms. Wallace hosted a holiday lunch at St. Albans Branch Library before the Public Services meeting on December 18, 2019 for all managers. She wished to show her appreciation for all they have done this year and to encourage them to continue having a positive outlook as we move forward as an organization.

The monthly circulation and programming statistics were included in the Board packet. The Quarterly Programming Report has been updated, and Board members will continue to receive that at the end of each quarter. The Board will continue to receive the monthly circulation statistics.

Ms. Wallace asked Mr. Stan Howell, the Marketing and Development Manager, to give an update on the Annual Fund.

Prior to Ms. Grover's departure from KCPL last month, Ms. Grover and Ms. Wallace took the remaining 2019 Directors' Award recipients to lunch on Tuesday, December 10, 2019. Those who attended were Ms. Ashley Dover, Ms. Lori Falin, Ms. Annette Phillips, Mr. Al Garbosky, Mr. Tim Linde, and Mr. Ben Ball.

The first recipient of the Directors' Award of 2020 is Ms. Sarah Mitchell. She joined KCPL back in 2016 as the Main Library Public Services Manager. In this role, she leads the supervisors of Popular Materials, Reference, Children's, and Teens at the Main Library. With the push to increase programming, Ms. Mitchell has played an integral role in this initiative. She has encouraged her staff to think outside the box for new and innovative ideas that could attract more people to our library. Her championing of programming efforts has lent itself to helping the library system meet the criteria for the Benedum grant that we received a few months ago. Sarah is also a co-leader of the planning committee for the West Virginia Book Festival.

Old Business:

None

New Business:

1. Discussion of WVLA Memberships for Board Members
Ms. Debra Sullivan shared an email with the Board members from the West Virginia Library Association (WVLA). Ms. Sullivan has a membership currently and feels that it is very beneficial. She encouraged all of the Board members to participate. Ms. Jaensson requested that all of the Board members be registered for membership with the WVLA.
2. Approval of WVLA Legislative Goals for 2020
A list of the Legislative Goals for 2020 was included in the Board packet. A motion was duly made, seconded, and unanimously carried, to approve the recommended legislative goals from WVLA. Those goals are as follows:

WVLA LEGISLATIVE GOALS FOR 2020 SESSION

ACTIVE LIBRARIES WITH CURRENT BOOKS, PROGRAMS & SERVICES

- *Support the Library Commission's proposal for increased funding to public libraries.*

SAFE & MODERN BUILDINGS

- *Fund the Library Facilities Improvement Fund with a non-recurring appropriation of \$10,000,000.*

ADEQUATE & AFFORDABLE BROADBAND

- *Support legislation resulting in robust, high-speed, affordable broadband internet connections to all areas, individuals, private, and public sectors in the state.*

LONG-TERM GOALS

- *Dedicated funding for all public libraries.*
- *School libraries and certified librarians in every school.*
- *Simple majority approval for all excess levies.*

3. Board of Directors Meeting Date Change for February 2020.
The next regularly scheduled Board of Directors meeting will fall on Monday, February 10, 2020, which is the same day at Library Day at the Legislature and the Legislative Reception that evening. It is suggested to move the next Board meeting to Tuesday, February 11, 2020 at 4:00 PM. It was also noted that this meeting is scheduled to be at the Cross Lanes Branch Library. Vote to change the date of the meeting passed.

There being no further business, the meeting was adjourned.

President

Secretary