

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
November 11, 2019

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 11, 2019 at 4:00 PM in the Community Room of the St. Albans Branch 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. Cheryl Morgan, 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. Stan Howell, Marketing & Development Manager; Mr. Tim Linde, Automation Specialist; 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; Ms. Susan Shumate; Ms. Dale Withrow, St. Albans Library Advisory Board President; and Mr. Ryan Quinn, Charleston newspaper.

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 October 14, 2019 regularly scheduled 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 \$167,229.23 and the Book Bills in the amount of \$65,664.36 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 \$2,295.11 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 \$197,468.35 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]

In the absence of the Committee Chairperson and the Owner's Representative, Mr. Jody Driggs, Silling architect, gave a brief update from the Building Committee. He informed the Board that the Main Library renovation project has been sent out for bids. There has already been a lot of interest in this project. A pre-bid conference is scheduled for November 19, 2019 in the John V. Ray Room of the Main Library. A bid opening event is scheduled for January 9, 2020 in the John V. Ray Room as well.

2. Finance Committee [Mr. J. Withrow]

No report.

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]

Ms. Brook Lord, introduced Ms. Susan Shumate to the members of the Board of Directors present at this meeting. Ms. Shumate will be filling an expired term as a Director of the Kanawha County Public Library once she completes the orientation process and takes the oath of office.

Ms. Lord also presented to the Board the resolution to consider nominating Mr. Thomas J. Hurney to the Kanawha County Board of Education to fill another unexpired seat in the Library's Board of Directors. A motion was made to adopt the resolution, and the motion carried. Mr. Hurney's letter of recommendation, the resolution adopted by the Board, and his resume will be sent to the Board of Education for consideration at their next meeting.

The Membership Committee is waiting to receive a resume from Mr. Don Wilson to fill the third vacancy in the Library's Board of Directors. The Board will be informed as more details become available.

Board President Jaensson informed the Board that the new members' term expiration dates will be staggered. Ms. Shumate's and Mr. Hurney's term expiration dates will be June 2025, and Mr. Wilson's term expiration date will be 2022, as he would be filling the seat left vacant when Mr. Michael Albert stepped down as a Director.

6. Personnel Committee [Ms. J. Pauer]

No report.

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

In the absence of Ms. Silbernagel, Dr. Mickey Blackwell, gave a summary of the Public Services Committee meeting. Construction at the Dunbar Branch Library will continue during the week of December 16-20, 2019. The branch will be closed during that time period, while the second phase of the flooring project is

completed. Dunbar staff can choose to use annual leave time during that week, or they can choose to work their hours at the Main Library.

A brief update was given as to the status of the FEMA claim for the Clendenin Branch Library.

Cross Lanes Branch Library has been notified that there is intent to widen the road that run by the Cross Lanes Library. We have been assured that this would not affect the Library. Permission for soil tests has been given as requested.

Concern about bandwidth and speed of internet at branch libraries was mentioned. This is something to look into in the near future.

Tim Venitsanos, Facilities & Security Manager, and St. Albans Library's manager are working on creating a contingency plan if the elevator was to stop working and/or was being replaced.

Report of Director

Ms. Grover announced the recipient of the Directors' Award for November 2019. This award recognizes staff who promote KCPL's mission and services, provide excellence in customer service, for being a team player, and support organizational progress. The Directors' Award recipient for November 2019 is Mr. Tim Linde in the Automation Department. Mr. Linde has been a member of the Automation Department since he was hired in 2004.

The monthly circulation statistics were provided to all members of the Board of Directors with the final Board packet information and in the printed packet available at the meeting.

The Quarterly Programming Report inadvertently was left out of last month's Board packet. This was included in the Board packet email and in the printed packet available at the meeting.

Ms. Grover announced to the Board that the library has received the check for \$40,000.00 from the Claude Worthington Benedum Foundation for the next phase of operational improvements in library services using the Adizes methodology. The grant allocation requires us to report back to them on the four following outcome criteria:

- i. Increase in classes/events to meet the needs of the public
- ii. Employee satisfaction
- iii. Increasing serving capacity
- iv. Sharing experiences

The final report is due to the Benedum Foundation by January 30, 2021 or following the final expenditure of all grant funds if sooner. A team has been formed to measure and report the intended outcomes. Assistant Director Wallace said more details on the process will be provided in January after the gets to put more things in place.

Ms. Grover informed the Board of four other grant requests that would go toward the Reimagine Your Library campaign:

- i. \$500,000.00 from the Bernard H. and Blanche E. Jacobson Foundation
- ii. \$250,000.00 from The Daywood Foundation, Inc.
- iii. \$50,000.00 from the Dr. O.M. and Ruth A. Harper Family Foundation
- iv. \$50,000.00 from the CRC Foundation

The Library has completed the three month test run of the Fax24 service at three of our locations, Elk Valley, Dunbar, and Main Library. Elk Valley and Dunbar have done well, though Main only sees small amounts of usage. During the last three months the Main Library has had 19 users, Elk Valley has had 47 users, and Dunbar has had 36.

The Director shared information on an embargo put in place by Macmillan Publications that would affect the procurement of newly published e-books by libraries. This embargo went into effect on November 1, 2019. Under Macmillan's new digital terms of sales to libraries, library systems will be allowed to purchase one single perpetual access e-book during the first eight weeks of publication for each new Macmillan release at half price. Additional copies will be available at full price after the eight week window of time has passed. Patrons will be notified of this embargo when they place holds on items that this will effect with a message that says the following:

"Due to publisher restrictions, your library is unable to purchase any more copies of the book until {date}."

Ms. Grover shared with the Board a card of gratitude from Ms. Lois Payne, in response to condolences from KCPL staff and Board members at her husband's passing after a long battle with cancer on September 20, 2019. Mr. Payne worked for the West Virginia Humanities Council for many years, functioned in a number of capacities in support of Mountain State culture and history, and was a wonderful musician and performer. He was married to Lois for 29 years and touched many lives in the library community.

Ms. Grover shared with the Board some recent staff highlights:

- a. Mr. Seth Newell, Manager of Tech Services and Collections, has been appointed the chairman of the WVDELI Consortium.
- b. Ms. Sarah Mitchell, Main Library Public Services Manager, has been appointed as treasurer of the West Virginia Library Association.
- c. Ms. Melissa Burchett has been announced as the new St. Albans Branch Manager. Melissa will be transferring from the Eastern Region libraries back to St. Albans where she had worked previously. Staff and advisory board at St. Albans are excited to have a familiar face return to their library! The St. Albans Library Advisory Board Chairman, Mr. Dale Withrow, expressed his appreciation and gratitude to Ms. Lora Ward for the excellent work she has done while acting as Branch Manager during the recruitment process to fill the Branch Manager position.
- d. Ms. Sarah Fox, Popular Materials Library Assistant I, was nominated Chair for the Protection and Advocacy for Individuals with Mental Illness Advisory Council.

Mr. Dale Withrow read a letter of commendation to Ms. Lora Ward, Interim St. Albans Branch Library Manager. He asked that the letter be included in the meeting minutes. The letter reads as follows:

November 11, 2019

Re: Lora Ward, Interim Branch Manager

To Whom It May Concern:

The Advisory Board for the St. Albans Branch Library of the Kanawha County Public Library has unanimously voted to commend Lora Ward and to formally thank her for her service as our acting library manager. Lora's monthly reports to the board were well-organized and complete. She was always prepared to guide us in our discussions. One could daily observe her ability to work with our library's staff and to take advantage of their strengths to make the library run smoothly.

Despite doing two jobs – library manager and coordinator of children's programs – Lora is always professional, pleasant, and polite. In addition to being highly competent, she is a really nice person.

The Advisory Board is most appreciative of Lora's efforts and actions as the interim manager and we want to formally recognize her exemplary service to our library.

On behalf of the Advisory Board, I am sincerely,

Dale Withrow - Chair

Ms. Grover informed the Board that she made a presentation to the Community Development Committee for the Charleston Area Alliance. Ms. April Wallace, Assistant Library Director, and Mr. Stan Howell, Marketing & Development Manager, accompanied her. This presentation informed community business leaders about the Capital Campaign, plans for the renovation of the downtown Main Library, and its effects on the revitalization efforts in downtown Charleston.

The West Virginia Library Association Fall Conference was held in Shepherdstown, WV on October 16-18, 2019. Session topics ranged from programming to advocacy to diversity. The following KCPL staff members attended this conference along with the Director:

- a. Ms. April Wallace, Assistant Library Director
- b. Ms. Marsha Alford, Human Resources Manager
- c. Ms. Michelle Ross, Manager at the Sissonville Branch Library
- d. Ms. Sarah Mitchell, Main Library Public Services Manager

The Director invited these individuals to share highlights of the sessions they attended. Ms. Wallace shared about a session she attended about attracting individuals to librarianship as a career, how to make libraries more relevant in today's society, mentoring programs to encourage more people to pursue this career, and possibly

looking into offering some sort of mentor program at KCPL in the future. Ms. Alford shared about a session she attended titled, "Thinking Like a Social Worker". She said that our Reference Department has already started putting together information to give to patrons who inquire about shelters, clothing/food pantries, and other community resources available to those individuals experiencing homelessness. In the session she attended, other libraries have worked with these community resources to hold a "resource fair" to share their services with individuals who would benefit from them and so these organizations can work together. Ms. Alford is also finding more information about nonviolent crisis intervention training as a possible topic for Staff Development Day 2020. Ms. Grover informed the Board about a change in the West Virginia Library Commission involving their technology staff. WVLC technology staff will now fall under the umbrella of IT staff at the Capitol, not WVLC anymore. There was concern from many libraries statewide that state IT personnel might not be trained well to handle library-specific systems. There will be a presentation at the next Fall Conference to evaluate this change. This change would not immediately affect KCPL since we have our own IT department.

The Library received a letter of interest from a CDE (Community Development Entity) from North Carolina for providing a NMTC allocation to the Kanawha County Public Library for the renovation, expansion, and modernization of the Main Library in downtown Charleston, WV. This letter of interest is based on a preliminary evaluation of the information provided to them. This CDE anticipates providing up to \$12.0 million of federal NMTCs to the Main Library renovation project if it receives an award next year and if we fulfill all other project requirements. The Director reminded those in attendance that this is a "conditional" letter, determined upon the CDE receiving the tax credits next year.

Old Business:

Mr. Stan Howell, Marketing & Development Manager, updated the Board about the artwork owned by KCPL. Ms. Lisa Lynn has begun to appraise the artwork and the rare books. He is hopeful to have the values of these pieces by the next meeting.

New Business:

Ms. Betty King and Ms. Debra Sullivan are co-chairs of the Search Committee. Ms. King informed the Board that the Library Director position has been posted on approximately 23 different sites. In addition to posting with the American Library Association, the Search Committee has been focusing on recruiting from states surrounding West Virginia to try to retain an Appalachian connection.

Ms. Jaensson reminded the Board about the upcoming 2-day Synerscope session on November 16-17, 2019 at West Virginia State University. This is the next step in the Adizes process that will begin the Mission Action Phase.

The Board of Directors will host a farewell reception for Ms. Grover on Wednesday, December 4, 2019 at 5:00 PM at the Jarrett Construction office on Virginia Street.

There being no further business, the meeting was adjourned.

President

Secretary