

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
December 9, 2019

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

KCPL Board of Directors' present were Dr. Kenneth Bailey (via phone), Dr. Mickey Blackwell, Ms. Stephanie Haden, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Brooke Lord (via phone), Ms. Cheryl Morgan (via phone), Ms. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Ms. Debra Sullivan, and Mr. James Withrow.

KCPL staff members present were Ms. Riti Grover, Library Director; Ms. Marsha Alford, Human Resources Manager; Mr. Ben Ball, Dunbar Branch Library Manager; Mr. Teddy Claypool, IT/Automation Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Kim Runion, Accounting Services Coordinator; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant Library Director; and Ms. Sara Caswell, Administrative Coordinator.

Also present were Mr. Brian Estep, 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 November 11, 2019 regularly scheduled meeting and minutes from the November 25, 2019 special 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 \$163,364.29 and the Book Bills in the amount of \$52,645.61 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 \$1,886.62 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 \$19,644.81 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]

An agreement concerning technology for the New Main Library renovation project was shared with the Board of Directors. This would allow CallisonRTKL (CRTKL), Inc. to assess the technology needs in the renovated building. For a one-time consulting fee of \$4,935.00, they will meet with representatives from KCPL to learn about our technology needs for the new building and develop a proposal as to their findings. Since they provide a professional service, bids are not required. It was pointed out that this could potentially decrease the technology budget, because they would help us find the best deals on equipment and services due to relationships with various vendors. It would also be beneficial to get the technological needs taken care of correctly the first time, so we wouldn't need to revisit this again a couple of years down the road. A motion was made to enter into contract with CTRKL, Inc. with the consultation fee not to exceed \$5,000.00. Motion passed.

Bids for the New Main renovation project will be opened at January 9, 2020, at an event at 2:00 PM in the John V. Ray Room of the Main Library. Mr. Brian Estep informed the Board that the pre-bid event, which was held on November 19, 2019, was very well-attended. Interested parties have begun to contact Tim Venitsanos to schedule times for site visits. Silling Architects will accept questions regarding the project until December 20, 2019.

2. Finance Committee [Mr. J. Withrow]

In the Board packet the Finance Committee included information related to proposed revisions in Financial Affairs policies. The information provided in the packet was strictly to provide information to the Board of Directors. The Finance Committee feels that these revisions would make it easier to estimate the carry-over budget in advance. Dr. Bailey was a key component to crafting these revisions, and he said that a lot of the revisions were updating terminology or staff positions that are no longer filled. Mr. Withrow requested that Mr. Winton look over the policies for a legal point of view of the revisions. Once the committee has discussed the revisions more extensively they will be brought before the Board for consideration for adoption.

Mr. Withrow informed the Board that the construction fund is over budget. There are a couple of reasons this is the case. More work was required by Silling for the greenspace project that was added and because the project is ahead of schedule, meaning more work has been completed than originally thought would be by this time, so more of the budget was used. A resolution was presented to the Board to move \$900,000.00 from reserves to the Construction Budget, moving it forward to this year and not waiting until next year. A motion was made to adopt the Finance Committee construction fund budget resolution, and motion passed.

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 presented to the Board the biography and resume of Mr. Don Wilson, candidate to fill the last open seat on KCPL's Board of Directors. Mr. Wilson will be filling Mike Albert's seat, with the term expiring on June 30, 2022. A motion was made to adopt the Membership Committee's nomination of Mr. Don Wilson to the Board of Directors. His biography, resume, and resolution will be sent to the Kanawha County Board of Education for their approval at their next meeting.

6. Personnel Committee [Ms. J. Pauer]

No report.

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

The parking lot lease agreement for parking spots on Dickinson Street has been successfully drawn up and signed by the tenant. We have the first month's rent as well. There has been discussion to change the hours of the Glasgow Branch Library. Starting December 17, 2019, Glasgow Branch Library will be open 10:00 AM to 6:00 PM during the fall and winter. When the time changes in the spring the hours will be from 10:00 AM to 8:00 PM. This change was made due to staff safety and a decrease in circulation and library usage when it gets dark so early. A motion to change the hours was made and passed. The committee informed the rest of the Board that the installation of carpet at Dunbar Branch Library would be completed next week. They plan to host an event in the new year to showcase the recent updates to the branch. More details will come at a later date.

8. Search Committee [Ms. D. Sullivan]

Ms. Sullivan informed the Board that Ms. Marsha Alford has posted the Library Director position on many state library association websites, listservs, and other relevant locations. They will begin phone/video chats with candidates next week and proceed from there. They have interest in the position from in and out of state candidates from up and down the East Coast. Applications will be accepted through December 15, 2019. The goal is to begin face-to-face interviews in January 2020.

Report of the Director

The Directors' Award recipient for December 2019 is Ben Ball, Dunbar Library Branch Manager. Mr. Ball began working at KCPL in 2004. He started at the Dunbar Branch as an LA1 and worked his way through obtaining his degree, to go on to become a Reference Librarian, Riverside Regional Branch Manager, to his current position as the Dunbar Branch Manager. During a recent service interruption at the Dunbar Branch and another upcoming period of being closed for flooring renovation in mid-December, Ben remained positive and informative to his staff, to allow them to continue offering excellent customer service to library patrons. Mr. Ball has also been very accommodating in helping branches who are having staffing shortages, by allowing his staff to help out at other locations. He has also volunteered to help out at the St. Albans

Branch Library as needed, while Ms. Melissa Burchett is working at Riverside and St. Albans.

On Tuesday, December 10, the last 6 recipients of the Directors' Award will attend a luncheon with Ms. Grover and Ms. Wallace, Assistant Library Director. Those invited to attend the lunch are:

- Ashley Dover
- Lori Falin
- Annette Phillips
- Al Garbosky
- Tim Linde
- Ben Ball

The complete list of recipients of the Directors' Award is as follows:

- Ben Ball
- Tim Linde
- Al Garbosky
- Annette Phillips
- Lori Falin
- Ashley Dover
- Michelle Ross
- Samantha Eck
- Lora Ward
- David Blake
- Susan Murphy

Monthly programming and circulation statistics have been included in the packet.

On November 25, 2019, the trustees of the Jacobson Foundation made an award to the Library Foundation for the Main Library renovation project in the amount of \$200,000, payable \$100,000 this year, \$50,000 in 2020, and \$50,000 in 2021.

Three Board members, one Foundation Board member, and about twenty staff members from every level and department throughout the organization met on November 15th and 16th to undergo the guided process through the Adizes methodology to create the Mission Action Plan for the next three years. Assistant Director April Wallace shared some details of this two-day event.

All department heads and managers have been informed that Ms. Wallace will be approving requests for time off starting on December 1, 2019.

Ms. Grover reminded the board that bids are currently being accepted for the Main Library renovation project and that a pre-bid event had been scheduled for November 19, 2019 at 2 p.m. in the Ray Room, which was well-attended. The Library Foundation has collected over \$8 million just this past year from private donations and pledges. We look forward to fully renovating the existing 60,000 square feet with an additional 20,000 square feet of new space, featuring sculpted glass walls, an IDEA Lab, more public space for community groups to meet, and meeting rooms. Ms. Grover expressed her gratitude for being allowed to represent KCPL and to work with the Board

of Directors, the architects at Silling and HBM, the Library Foundation, the Owner's Representative, and city officials for this building project.

For KCPL's annual fundraising drive and for the basket auction next year, new brochures have been created with a completely different look and color scheme. Our Marketing Department has also created a newsletter to keep members of the Friends of The Library informed about things that are being done by the dedicated group. Mr. Howell, Marketing & Development Manager, share more information on this topic.

Ms. Grover took a moment to thank the Board of Directors for the opportunity to work, learn, and grow with this organization. She expressed appreciation for their willingness to be open to the new ideas and initiatives she proposed throughout her time with KCPL. The library implemented a hotspot lending service for patrons, a digital pop-up library at the Ronald McDonald House here in Charleston, increased community collaborations, and formed active and viable Synerteams. She wished everyone in attendance the very best for the future ahead and a very happy holiday season.

Old Business:

Ms. Wallace shared information pertaining to the Adizes Synerscope session earlier in the meeting when Library Director Grover call on her during the Director's Report.

New Business:

The resolution appointing Ms. April Wallace as Acting Director effective December 14, 2019 was presented to the Board of Directors. Upon motion duly made and carried, the following resolution was passed by acclamation:

Resolution Appointing Acting Library Director

WHEREAS, Ms. Riti Grover, the current director of the Kanawha County Public Library (KCPL), has submitted her resignation as Director of KCPL effective as of December 13, 2019; and

WHEREAS, the Board has determined that it is advisable and in the best interests of KCPL to appoint April Wallace as Acting Library Director effective December 14, 2019, with full power and authority of the Director of the Kanawha County Public Library.

NOW, THEREFORE, BE IT RESOLVED, April Wallace is hereby appointed as Acting Library Director effective on December 14, 2019 to serve in such office at the

pleasure of the Library Board and until the hiring and placement of the Library Director and to perform the duties of Director of KCPL as provided by the Library's charter and bylaws, and as otherwise directed by the Library Board, upon such compensation as the officers of the Library shall determine and direct.

Ms. Jaensson informed the Board that the time of the meeting on January 13, 2020 would be moved to 9:00 AM. The meeting will still be held in the 3rd floor John V. Ray Room. This change in time is to help account for any discussion that may ensue from the bid opening event that will be held prior to the Board meeting on January 9, 2020.

There being no further business, the meeting was adjourned.

President

Secretary