

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on  
March 9, 2020

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 9, 2020 at 4:00 PM at the Main Library.

The following KCPL Board of Directors' present were Mr. Thomas Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Jennifer Pauer (via phone), Ms. Debra Sullivan, Mr. Benjamin Thomas (via phone), and Mr. James Withrow.

KCPL staff members present were Ms. April Wallace, Interim Library Director; Ms. Marsha Alford, Human Resources Manager; Mr. David Blake, Sissonville Library Children's Specialist; Mr. Teddy Claypool, IT/Automation Manager; Ms. Ashley Dover, Reference Librarian; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Susan Murphy, Circulation Services Supervisor; Ms. Terri McDougal, Manager of Children's Services; Mr. Seth Newell, Manager of Tech Services and Collections; Ms. Kim Runion, Accounting Services Coordinator; Ms. Ellie Teaford, Elk Valley Library Branch Manager; Ms. Lisa Thumm, Dunbar Children's Specialist; Mr. Tim Venitsanos, Facilities & Security Manager; and Ms. Sara Caswell, Administrative Coordinator.

Also present were Mr. Dave Pray, Owner's Representative; Mr. Jody Driggs and Mr. Brian Estep, architects 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**

Approval of minutes for meetings on February 11, February 18, and February 24 will be postponed until the next regularly scheduled meeting on Monday, April 13, 2020.

### **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 \$197,149.48 and the Book Bills in the amount of \$41,206.76 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 \$5,870.27 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 \$30,689.06 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.

### **Directors' Award Presentation**

The Directors' Award recognizes staff members who promote KCPL's mission and services, exhibit excellence in customer service, demonstrate being a team player, and support organizational progress. It was announced at Staff Development Day that the Synerscope team would be the recipients of the Directors' Award for February 2020. This team was comprised of the following staff members:

April Wallace	Ben Ball
Marsha Alford	Ellie Teaford
Sarah Mitchell	David Blake
Seth Newell	Olivia Bradshaw
Stan Howell	Susan Murphy
Tim Venitsanos	Steve Mills
Kim Runion	Melissa Burchett
Terri McDougal	Ashley Dover
Teddy Claypool	

The recipient for the Directors' Award for the month of March 2020 is Ms. Lisa Thumm. Ms. Thumm is a current Library Assistant 2 at the Dunbar Branch Library. Ms. Thumm joined KCPL in 2015 in Popular Materials as an LA 1. A few months after starting in Pop Mat, she transferred to Dunbar as an LA 2, where she's been ever since. She is a team player by helping out at multiple branch locations who have been short-staffed. Her willingness to help out, in turn, helps branches continue to offer the expected level of customer service for which they are known. Her dedication also allows the library system as whole to continue promoting KCPL's mission and services to the patrons at her home branch and other locations. Ms. Thumm was presented with a framed certificate in honor of being chosen for this award.

### **Reports of Committees:**

#### **1. Building Committee [Mr. B. Thomas]**

Mr. Thomas reminded the Board that the construction contract for the Main Library renovation project has been signed by Board President, Ms. Monika Jaensson, on March 6, 2020.

Mr. Dave Pray is coordinating the process of interviewing and hiring a Construction Manager for the build-out of the temporary space at the Charleston Town Center Mall.

#### **2. Finance Committee [Mr. J. Withrow]**

Through the Adizes process, potential improvement points, or challenges, were named. One of these points was the lack of yearly raises for staff members. The Personnel Committee crafted Policy 107 that would implement an annual step increase program intended to recognize and compensate employees for increased productivity in job performance achieved through experience and longevity with the organization. Upon receiving a "Satisfactory" rating during yearly appraisal, staff member would be entitled to an increase of 1.5% of their wages or yearly salary, provided that the budget for the fiscal year includes this increase.

In the past, raises for staff were done sporadically and across the board. Adoption of this policy would make a yearly raise a possibility for staff members who achieve the desired overall rating.

Once the Personnel Committee created this policy, it was sent to the Finance Committee for review and recommendation to the Board of Directors. Mr. Withrow made a motion for the approval and adoption of Personnel Policy 107. Motion was seconded and PASSED.

**3. Personnel Committee [Ms. J. Pauer]**

No report.

**4. Public Services Committee [Ms. M. Jaensson]**

The Public Services Committee still continues to work on ongoing issues, such as paving issues at some branch locations, finishing up flooring repairs at the Dunbar Branch Library, and working with the St. Albans Branch Library Advisory Board to determine a plan for replacing that elevator.

The Public Services Committee is still discussing plans for the FEMA money from the 2016 flood that destroyed the Clendenin Branch Library.

## **Report of the Director**

Ms. Wallace attended Library Day at the Legislature with Ms. Anne Silbernagel and Ms. Sarah Mitchell. They met with Representatives Pushkin, Skaff, and Estep-Burton. They talked with them about the importance of public libraries, and they agreed to continue their support.

POC, or the Participative Organizational Council, met on February 13. This group continues to work through the recognized PIPs (or potential improvement points). The newest assignment has been working to establish a streamlined financial reporting method. Mr. Claypool and Ms. Kim Runion are looking at different software that may help do this. Ms. Ashley Dover gave an update on our progress in completing the measures set for by the grant received from the Benedum Foundation.

A press conference was held on Tuesday, Feb. 25, 2020 to formally announce that the Charleston Town Center Mall would be the home of the Main Library during the renovation project. Mr. Thomas Heywood served as the Master of Ceremonies. On March 11, 2020, Mall management has invited the Main Library's staff and Board members to a brunch and tour of the spaces that will serve as out temporary location. The new Library Director, Ms. Erika Connelly, will join us for the tour. Mr. Bill Overton, the move consultant, will also be accompanying us on the tour.

Ms. Wallace and seven staff members attended the Public Library Association Conference on Feb. 26-29, 2020 in Nashville, TN. The opening session was with Stacey Abrams, and the closing session was with Soledad O'Brien and Samantha Bee. Some of the sessions attended included *Library at the Mall*, *Improving Employment Outcomes and Community Life Skills with Business Support*. Ms. Marsha Alford and Ms. Wallace attended these sessions: *Seeking Stellar Staff at All Levels* and *Staff Inclusion and Decision-Making*. Sessions attended by other staff members included *Partners in the Opioid Crisis: Libraries Strengthening the Community*; *Bookstore Model of Customer Service*; *Working through Transitions and Institutional Change*; and *What Your Onboarding Says about Your*

*Organization.* Staff members brought back beneficial information and ideas to introduce in the future.

The Transition Team has been meeting weekly on Tuesdays at 2:30 PM. This team will determine priorities and make sure staff are working on tasks for the move to the temporary space as the project moves forward. Members of this team will be meeting with Mr. Bill Overton on March 11 and March 12. He will tour the collection to see how it is laid out and how it needs to be handled. Staff is hopeful that he will be able to help us determine a move-out date. Mr. Teddy Claypool has been working with the Mall staff to determine things needed for the internet service and technology needs at the temporary location. Ms. Marsha Alford has been meeting with managers at Main to discuss and plan out staffing for the temporary location.

The monthly circulation statistics have been included in the Board packet.

All staff participated in Staff Development Day on Wednesday, February 19. This is an all-day training session that allows staff from the entire library system to gather in one location for a day of training, learning, and interaction. Positive feedback was received about the new location, the catered lunch, and the training sessions. Ms. Wallace introduced the Board-approved new Mission Action Plan to the entire staff, which included a LEGO activity that was meant to emphasize teamwork, empowerment, and taking initiative. Three staff members were presented with Lifesaver Awards, which go to individuals who have went above and beyond their job description to help out when needed. The three recognized were Ms. Lora Ward, Ms. Marsha Alford, and Ms. Elizabeth Fraser. Ms. Michelle Ross was named the recipient of the Linda G. Wright Award for Excellence in Library Service. Many staff members received service awards for milestone years of service with KCPL. Five staff members were recognized for 25 years of service. These staff members were Ms. Penny Dawson (Elk Valley), Ms. Sharon Jagers (Main Security), Ms. Tammy Parker (Clendenin), Ms. Kelly Pennington (Reference), and Ms. Darlene Reynolds (Children's). Thanks and appreciation were extended to Mr. Ben Thomas for assisting with the afternoon awards presentations.

#### **Old Business:**

#### **New Business:**

1. Report on Main Construction Project including Change Orders

Mr. Dave Pray talked to the Board about change orders. He explained that it would be easier to make these decisions if a smaller executive committee was given permission to make decisions on behalf of the entire Board. This would mean that the elected Board officers could make decisions without having to gather the entire Board together. This proposed resolution would allow the officers to make quicker decisions, so as not to slow the building process. The officers would give a monthly update of any change orders that were authorized to the entire Board at the regularly scheduled Board meeting.

**There was a suggestion to stipulate that change orders could not exceed a certain amount without requiring approval by the entire Board.**

2. Consideration of Offer for Sale of Ruger Donoho Painting to Huntington Museum of Art

Mr. Stan Howell informed the Board of Directors that the Huntington Museum of Art has extended an offer to purchase the Ruger Donoho painting for \$15,000.00. A recent appraisal of this painting set its value between \$19,000.00 and \$24,000.00 depending on the condition of the artwork. The Board decided to have the Finance Committee to review the information and make a recommendation of how to proceed with this painting.

There being no further business, the meeting was adjourned.

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President

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Secretary