

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Held on
March 16, 2020

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 16, 2020 at 4:00 PM via telephone conference because of the existing State of Emergency. Notice of the special meeting was given by email sent on March __, 2020.

KCPL Board of Directors' members present were Mr. Thomas Hurney, Ms. Monika Jaensson, Ms. Betty King, Ms. Jennifer Pauer, Ms. Anne Silbernagel, Ms. Debra Sullivan, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Ms. April Wallace, Acting Library Director; Ms. Marsha Alford, HR Manager; Mr. Stan Howell, Marketing & Development Manager; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Christopher Winton, Library Counsel; and Mr. Dave Pray, Owner's Representative.

Ms. Monika Jaensson, President of the Board of Directors, presided over the meeting and determined that a quorum was present, and the meeting was brought to order.

Roll call was done to determine who was present for this phone call.

The purpose of this special Board meeting was to determine library operations throughout the duration of the COVID-19 pandemic. A staff member at the Main Library had recently traveled out of town, and soon after began not feeling well. With concern over possible exposure to this virus, the Acting Library Director and other management made the decision to close all of the library system's facilities indefinitely. Quarantine period for those testing positive for this virus is two weeks.

Other public organizations are making considerations for this virus. The Kanawha County School system has closed all county schools until further notice. Many Board members felt comfortable following a similar protocol to the school system.

The Board would need to ratify a resolution to notify the public of a potential re-opening date for the library system. Due dates would be extended indefinitely. Staff mentioned the possibility of having a fine-free month upon reopening to the public. Daily scheduled reports that pertain to holds, fines, and long-overdue fees would be suspended until further notice. Some level of management staff would be on duty to update online resources, such as Marketing who would highlight different online services offered by KCPL. Managers would be in charge of emptying book drops at Main Library and all branch locations. They are also to monitor their building for any maintenance issues during the closure.

The library's Payroll Clerk will be working half a day to finalize the current payroll. KCS accounting will issue the live checks, and a staff would be able to pick those up at the drive up window.

A motion was made to close the library system for the duration of the pandemic. Motion was seconded. Discussion included that following the lead of the school system was a good idea. Our return day could be subject to revision as needed. The Library system would remain closed until at least March 30, 2020, at which time the Board will reconvene in another special session. Upon the conclusion of discussion, the motion on the table PASSED.

Level 3 of the staff procedures to handle COVID-19 include staff being notified of the situation. There are steps for staff to follow in the event of sickness. The Facilities department is in the process of deep cleaning all of the buildings now. Staff members who have been sick must have authorization to return to work and must self-quarantine for at least two weeks. Managers need to do their best to document that these measures are being taken. From a Human Resources stand point, Marsha Alford keeps an electronic file for these things.

A motion was made to the effect that the Board of Directors of the Kanawha County Public Library would stay in compliance with state and federal directives regarding the COVID-19 pandemic. Motion was seconded. There was no discussion, and the motion PASSED. The Board would hold a special session on March 27, 2020 to revisit this issue.

A Special Board Meeting will be scheduled for March 23, 2020 for the purpose of awarding the contract for the Construction Manager for the Charleston Town Center leasehold improvement project. These meetings will be help via teleconference for the foreseeable future.

Additional Comments:

There were no additional comments.

There being no further business, the meeting was adjourned.

President

Secretary