

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Held on
March 27, 2020

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, March 27, 2020 at 4:00 PM via telephone conference. Notice of the special meeting was given by email sent on March __, 2020.

KCPL Board of Directors' members present were Dr. Mickey Blackwell, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Brooke Lord, 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/Learning Manager; Mr. Teddy Claypool, IT Manager; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Christopher Winton, Library Counsel; Mr. Dave Pray, Owner's Representative; and Mr. Ryan Quinn, Charleston Gazette newspaper.

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 meeting is to determine how to move forward with the library closures pertaining to the COVID-19 pandemic.

Staff members report that they are issuing temporary virtual library cards to allow new patrons to access the online materials and resources. Public services staff members are also able to look up card numbers and PINs to allow current patrons access to their online library accounts. Managers had been visiting their branches and departments daily, up until Governor Justice issued the stay-at-home order. Patrons are being advised to keep the materials that they have checked out until we reopen. Due dates are being extended indefinitely, until a reopen date has been decided. Staff members are attending webinars, hosting virtual book discussions, interacting with patrons as possible via email and the library's chat feature on the website. An increased focus is being put on our online digital collection and resources that are available. The Marketing department developed a new website for KCPL called *KCPL From Home* that focuses solely on our online platforms, such as WVDeli, Hoopla, Kanopy, and Tumblebooks, just to name a few. Marketing has also reached out to county schools to share information about the resources available through the library's website and *KCPL From Home* website. Dr. Mickey Blackwell offered to share the information about the resources on the library's website with the Principals' Association with members from across the state. All staff members with internet access are expected to contribute ways to interact with the public during this time of being closed. Managers are keeping in close contact with their staff members. Branch locations that use password-protected Wi-Fi connections have turned off the passwords for the time being, so the Wi-Fi can be accessed by patrons from the parking lots of the branch locations. Ms. Marsha Alford informed the Board that laptops have been issued to members of management to allow easier access to work from home. Ms. Wallace shared with the Board how grateful she has been for the way staff members have been so quick to offer to assist in

any way possible. She makes sure to check in with staff members who report directly to her daily and to send out an email to the entire staff daily if possible. Mr. Claypool informed the Board that he has made some instructional videos to aid staff members in using the new media platforms that are available to us now, such as Zoom and Microsoft Teams. Ms. Alford has reminded staff members about the Employee Assistance Program available to all staff through Process Strategies. Staff members have responded positively to this program.

After reports from staff, Board President, Monika Jaensson, suggested that the library system remain closed for the duration of the Governor's stay-at-home order. A motion was made to the same effect, and that the Board would reconvene to decide when to reopen, once the Governor lifts his order. Motion was seconded. There was no further discussion, and the motion PASSED.

Right now, all staff are still being paid while the libraries are closed. Full-time staff members are being paid for their normal hours. Part-time staff members are being paid for hours that they were scheduled through the end of March 2020. From that time on, they would be paid for their budgeted hours. Managers are doing their best to track the hours that their staff are working from home.

Mr. Winton informed the Board of the Family First Coronavirus Act that may affect libraries. It was suggested that someone on the library staff be designated to follow the different programs and packages that will become available from the federal government in response to COVID-19. That would be Ms. Kim Runion, as she is the Accounting Supervisor.

A motion was made to continue compensating staff as has been done. Motion was seconded. There was no further discussion, and the motion PASSED. This topic can be further discussed at the next regularly scheduled Board meeting on Monday, April 13, 2020, via Zoom conferencing.

At the next meeting there will need to be a discussion regarding the bylaws and how they address electronic meetings. There has been approval in a government order to allow organizations who hold public meetings to meet electronically during this time. Library counsel was directed to look into this and report to the Board.

Additional Comments:

There were no additional comments.

There being no further business, the meeting was adjourned.

President

Secretary