

## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Held on  
May 4, 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 Zoom.

KCPL Board of Directors' members present were Dr. Micky Blackwell, Mr. Thomas Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Brooke Lord, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Anne Silbernagel, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Ms. April Wallace, Acting Library Director; Ms. Erika Connelly, Library Director; Ms. Marsha Alford, HR Manager; Ms. Melissa Burchett, St. Albans Branch Library Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Lora Ward, Acting Branch Manager, St. Albans Branch Library; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Christopher Winton, Library Counsel; Ms. Jodey Altier, Perry Associates, auditor; and Mr. Ryan Quinn, 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.

The purpose of this special Board meeting was to tend to some Finance matters. Mr. Jim Withrow, Finance Committee chairperson, introduced Ms. Jodey Altier, auditor with Perry Associates, to discuss the audit with the Board of Directors. Ms. Altier informed the Board that the audit went well. This year a new team handled KCPL's audit in order to allow fresh eyes to complete it. Ms. Altier stated that KCPL's accounting is impeccable. One thing being added to all audits this year is a statement about the Covid-19 pandemic. This is listed on page 40 of our report in the last footnote. This statement mentions the uncertainty of how this pandemic will affect the library. Mr. Withrow made a motion that the Board approve the recommendation from the Finance Committee to accept the audit as received. There were no questions or discussion, and the motion was PASSED.

Next Mr. Withrow presented recommended resolutions to the Board from the Finance Committee to request funding from the City Charleston and the Kanawha County Commission from the regular property tax levies. These are the same resolutions and letter that is used every year for this purpose. It requests that the City and County lay the levy to request appropriate funding for the Kanawha County Public Library. The Library also sends this funding request to each branch library advisory board president, requesting them to contribute 3.5% of their branch's operating expenses. This request is also sent to the cities of Dunbar and St. Albans. Mr. Withrow made a motion that the Board approve the recommended resolutions of the Finance Committee. There was no additional discussion, and the motion PASSED as follows:

RESOLVED, that the Library respectfully requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$1,058,752 required for the support, maintenance

and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2020;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$3,261,482 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2020;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

RESOLVED, that the branch library advisory boards and the supporting municipalities of Dunbar and St. Albans are requested to contribute to the Kanawha County Public Library 3.5% of their branch's operating expenses.

The Board began to discuss the next item on the agenda, which related to retaining counsel for title work and title insurance for the New Market Tax Credits. Mr. Ryan Quinn, from the Charleston Gazette-Mail newspaper, pointed out that the item that the Board was discussing was not on the meeting agenda that was posted to the public on the library's website. The Board decided to defer this discussion and any action until the next meeting on Monday, May 11, 2020.

**Additional Comments:**

A Board member inquired if it would be possible to move the time of the audit up in the year. It was explained that the contract with the auditing firm was contract-specific, and the date was determined in the contract with the firm. One 30-day extension was requested this year as well.

Ms. Jaensson made note that this was Erika Connelly's first official KCPL Board meeting and welcomed her to KCPL. Ms. Jaensson also expressed her appreciation for the hard work and dedication shown by the staff at the library during this time.

There were no additional comments.

There being no further business, the meeting was adjourned.

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President

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Secretary