

**MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS**

Held on

May 11, 2020

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 11, 2020 at 4:00 PM via Zoom.

The following KCPL Board of Directors' present were Dr. Mickey Blackwell, Ms. Stephanie Haden, Mr. Thomas Hurney, Ms. Monika Jaensson, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Ms. Debra Sullivan, Mr. Benjamin Thomas, and Mr. James Withrow.

KCPL staff members present were Ms. Erika Connelly, Ms. April Wallace, Ms. Marsha Alford, Ms. Melissa Burchett, Mr. Stanley Howell, Ms. Sarah Mitchell, Ms. Kimberly Runion, Mr. Evan Swisher, and Ms. Sara Caswell.

Various consultants and members of the public were in attendance for this virtual meeting.

Ms. Jaensson presided and reported that a quorum was present. The meeting was then brought to order.

Approval of Minutes

The minutes for the regular Board meeting of April 13, 2020 were presented for approval. Upon motion made, seconded, and PASSED, the minutes were approved.

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 \$155,408.57 and the Book Bills in the amount of \$149,579.32 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 \$1,188.16 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 \$106,693.91 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]**

Terracon was chosen as the firm to conduct soil testing and any other engineering services that may be needed during the renovation of the Main Library. The library is permitted to engage their services within thirty days. The Board had previously given Mr. Pray authorization to search for these services. Mr. Pray clarified that Terracon is a very well-qualified group. He has worked with them in the past. These services will be needed soon, so it was prudent to go ahead and engage them for their services. A motion was made, seconded and PASSED after a short discussion, when it was said that Terracon's services were anticipated to be around \$75,000.00, which was on budget for the construction project.

The next matter from the Building Committee is related to the recommendation of CallisonRTKI (CRTKL) to serve as the audiovisual design and consulting firm for the newly renovated library. They would help design what we would need for the new library, prepare the necessary documents, and oversee the construction of the technological portion of the project. They would also have a hand in developing the security needs for the new building as well. After several questions, a motion was made and ADOPTED by the Board of Directors.

Mr. Pray reported that both projects at the Charleston Town Center, the public area and the back of house/admin area, are going well. They anticipate to begin receiving furniture in the back of house area next week. The project is substantially under budget thus far. It is anticipated that both of these projects will be completed on time.

Various contracts were discussed at this point. Asbestos testing has been completed, but the report has not been received yet. The moving process is set to begin very soon. The rates that moving companies quoted in their estimates were very competitive. The Building Committee decided to go with the apparent low bidder. A special meeting will likely be called to announce the moving company once that has been decided. It was asked how the Mall closure due to COVID-19 will affect the library and our projects. It was explained that the contractor has been able to work, and the projects are on schedule. The moving of furniture and the collection will start during the first week of June. Staff members who are able are still continuing to work from home. We must abide by Mall rules and protocols and also guidelines put in place by the governor and the county Health Department. The management team at the Charleston Town Center has been very cooperative throughout this whole process.

2. Finance Committee [Mr. J. Withrow]

Mr. Withrow brought before the Board the request to hire counsel for New Market Tax Credit transactions. The Finance Committee requested proposals from five attorneys. Three responded, all being qualified. The committee recommended retaining Mr. Bob Skeen. He is well-known in the area and well-respected. Duties would include title work, title searches, and other such tasks. There was no discussion. The recommendation was APPROVED by the Board.

Mr. Withrow reported that the transaction of selling the Ruger Donoho painting to the Huntington Museum of Art was completed. The proceeds from this sale will be put toward the construction budget.

3. Personnel Committee [Ms. E. Connelly]

Ms. Connelly explained the Pandemic Policy to the Board. KCPL's version is very similar to other public libraries' policies from around the state of West Virginia. Language from the CARES Act was adopted into FMLA policy.

At this point in the Zoom meeting, it was decided to end the current meeting due to inappropriate content being shared via hackers to the screens of those in attendance of the virtual meeting. Another meeting link was sent to Board members to access the last part of the meeting. Board members reached out to members of the press to explain the situation and advise about the last part of the meeting. It was determined that better screening protocols would need to be put into place for any future virtual meetings.

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

Ms. Anne Silbernagel informed the Board that FEMA was not willing to grant an extension on receiving plans for the FEMA money received for the destruction of the Clendenin Branch Library back in 2016. The Board has to commit to a plan by June 30, 2020. Members of the Public Services Committee have met with members of the school board to discuss collaborations. A children's library in one of the soon-to-be renovated schools in the Clendenin/Elkview area would not meet the requirements for such a project. There is a possibility of looking into acquiring a lending library machine, which would house 300-500 titles. The committee will continue to investigate all possible options.

Report of the Director

Ms. Wallace, Acting Library Director, informed the Board that Ms. Marsha Alford had been chosen as the Directors' Award recipient for the month of May 2020. Ms. Alford is the HR and Learning Manager at KCPL. She has been employed with KCPL since June of 2009. That makes her one of the first faces that new employees at KCPL will encounter. Ms. Alford played an instrumental role in the recruitment process, especially during the recent recruitment for the position of Library Director. She worked closely with the Search Committee, lending her time and expertise to the process. She is an advocate for all staff at KCPL, and her door is open to everyone. During the pandemic and subsequent closure of the library buildings to the public, she has continued to be available for all staff and remains encouraging through it all. Her work ethic and enthusiasm are a testament to her dedication to KCPL. Staff can rest assured that once a request or concern is brought to her, she will respond in an efficient manner. Her diligence to her responsibilities allows staff to complete their jobs without unneeded stress, allowing our organization to thrive.

Ms. Wallace also informed the Board that as of that day, temperatures were being taken of staff members entering the building to work. A team of managers from throughout the system has been working on a plan for reopening the libraries, once we are able to do so.

Ms. Connelly offered thanks to Ms. Wallace and Ms. Alford for helping to make her transition into employment at KCPL as seamless as possible. She informed the Board that the library received a donation of \$2,500 for laptops. The library has paired with various community groups, such as Union Mission and local daycares, to allow them to have items that may have otherwise been discarded due to the move to temporary quarters. May 18, 2020 is not the designated day that movers will begin the moving process to the Charleston Town Center.

Critical pieces of this move includes how and when to move the Accounting and Human Resources departments. They need to have access to library files and networks as long as possible. Backup plans are being made in case the need would arise.

Ms. Connelly assured the Board that plans for reopening the libraries are being developed as well. Most libraries around the state are reopening between June 1 and June 15, 2020. Plexiglass "sneeze guards" are being installed at all service desks and social distancing signage is on order.

Monthly Statistics

Ms. Wallace presented the statistics from the past month with the Board and presented the Quarterly Programming Report as well.

Old Business:

New Business:

The Board was informed of the passing of former Board of Directors member, Mr. Parker Smith, who served two terms on the Board.

There being no further business, the meeting was adjourned.

President

Secretary