

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held on
June 11, 2020

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

The following KCPL Board of Directors' were present Dr. Kenneth Bailey, Dr. Mickey Blackwell, Mr. Thomas Hurney, Ms. Monika Jaensson, Ms. Betty King, Ms. Brooke Lord, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Anne Silbernagel, Ms. Debra Sullivan, and Mr. Ben Thomas.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. April Wallace, Assistant Library Director; Ms. Melissa Burchett, St. Albans Branch Library Branch Manager; Ms. Elizabeth Fraser, Reference Services Supervisor; Mr. Stanley Howell, Marketing & Development Manager; and Ms. Sara Caswell, Administrative Coordinator.

Also present were Mr. Bill Lynch, newspaper; and Mr. Christopher Winton, library counsel.

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

Approval of Minutes

The minutes for the special Board meeting of May 4, 2020 and the regular Board meeting of May 11, 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 \$136,917.75 and the Book Bills in the amount of \$113,780.78 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 \$533.42 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 \$434,703.06 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.

Reports of Committees:

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

Mr. Thomas, committee chairperson, updated the Board on different contracts. The contract with a moving company has been signed with Central Van & Moving. This company will move books and other items from the Capitol Street library to the temporary library space at the Charleston Town Center. Other contracts that have been signed are one with Pinnacle and one with Callison-RTKL for consulting services related to the security and technology in the newly renovated library.

The move to temporary space at the Charleston Town Center has been completed. Keys to the building will be handed over to the contractor within the next few days. Mr. Thomas invited Ms. Connelly to tell the Board more about the move. Ms. Connelly stated that Mr. Bill Overton was a huge help with coordinating this move. The RFID gates have been received but have not been installed yet. This will happen in the next couple of weeks. She explained how there had been small “hiccups” along the way, but staff continued to resolve those issues as they came along. She expressed her sincere appreciation to all staff for their hard work and dedication during this process.

Ms. Jaensson informed the Board that they were continuing to move forward with the New Market Tax Credit (NMTTC) process. The Library Director and Accounting Services Coordinator were very efficient in locating and providing needed information to complete this process. Currently, a line of credit is being sought, with inquiries being made to four different banks.

2. Finance Committee [Mr. J. Withrow]

Ms. Connelly went over the budget for the Fiscal Year 2020-21. She also informed the Board that the West Virginia Book Festival, scheduled for October 2020, has been cancelled. Many of the scheduled authors were not comfortable with in-person group settings. The money that would have been expended on that event would be put back in the budget. Version three of the budget should be going out soon. The Finance Committee recommended the budget to the Board for consideration. Upon vote take, all members were in favor of the committee’s recommendation, and subject to subsequent changes to the budget by the Library Director, the motion CARRIED.

3. Personnel Committee [Ms. J. Pauer]

On behalf of the Personnel Committee, Ms. Pauer recommended to the Board that there be an annual raise rollover put into place. This would allow the Library Director to authorize an extension until staff are able to report back to work full-time. Upon vote taken, all Board members were in favor of the committee’s recommendation for the annual raise rollover, and the motion CARRIED.

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

Ms. Silbernagel informed the Board that they hope to have a plan for the FEMA money for the Clendenin Branch Library by next week. The Public Services Committee will be meeting on June 15, 2020 to discuss this further.

There is an issue with carpeting at the St. Albans Branch Library that is not taken care of and which could be a tripping hazard. Due to this issue, St. Albans will continue to offer only curbside service for the time being.

There continue to be problems with the air conditioning at Riverside Public Library, which is housed in the same building as Riverside High School. Mobile air conditioning units have been installed, which should begin to help resolve the issue.

Report of the Director

Ms. Connelly informed the Board that the phone system at the Main Library temporary space should be working, as of today. She is in the process of finishing up an environmental report with Terracon. She expressed appreciation to Ms. Kim Runion for her help with the various reports. She said she is looking forward to learning more about the library system. She expressed her appreciation to various staff members for their assistance locating information for various projects going on at the time.

She reported to the Board that library branches would begin having staff back in their buildings on June 1, 2020. Starting June 1, 2020 managers and janitors would be in the buildings to begin deep cleaning and processing items in book drops. Due to the lack of disinfectant wipes available, books will be sanitized with sanitizing spray on some sort of rag or towel. The library system has also been taking temperatures of staff who are reporting to work. The building lead will take temperatures and ask if staff are experiencing any symptoms of COVID-19 or if they have been in contact with anyone who has contracted COVID-19. The branches reported that “curbside service”, which began at branch locations on June 15, 2020, has been going well. Library patrons seem very appreciative to have even limited services available again. Ms. Connelly stated that she is hopeful that the mall library site will be open to the public around July 1, 2020.

Ms. April Wallace, Assistant Library Director gave a short report as well. She announced that the recipient of the Directors’ Award for June 2020 was Elizabeth Fraser, Reference Services Supervisor. Ms. Fraser was an instrumental part of executing the move from the library on Capitol Street to the temporary location at the Charleston Town Center. She volunteered as building lead as soon as staff volunteers were requested. She helped patrons find their library card number and PIN to be able to access their accounts online during the quarantine. During the move to the Mall library, Ms. Fraser could be found helping out in whichever department or floor needed her assistance in pulling library materials from a report to be discarded, packing items, or labeling boxes for the move.

Ms. Wallace informed the Board that due to the unusual circumstances with dining in public restaurants at the moment that at the end of the year all of the recipients of the Directors’ Award for 2020 would be taken to lunch. Normally recipients are taken to lunch by the Library Director and Assistant Director every six months.

Ms. Wallace announced that Mr. Anthony DeMinico, from the Reference Department, would be starting at the Riverside Branch Library as the Branch Manager.

Ms. Wallace also noted that the library system would still be partnering with Elk River Backpack Blessings to continue the summer snack bags program that began last summer.

In the absence of Ms. Sarah Mitchell, Mr. Stan Howell explained to the Board how this year’s Summer Library Club would operate. The theme is *Imagine Your Story*. This year, patrons will complete this program virtually. Reading logs will be tracked online with Beanstack, and all programs will be presented virtually via Facebook Live or Zoom. For every thirty points a patron

earns, they can choose to put their points toward a prize of their choice. The prizes will be gift cards this year. Day cares are being encouraged to participate by reading forty books at their centers. If they complete this challenge, they will receive a bag of books for their day care center. The Summer Library Club will run from through the end of July 2020.

Monthly Statistics

Ms. Wallace shared with the Board statistics for online services and virtual programs.

Old Business:

At a previous meeting, the Personnel Committee recommended the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus) to the Board of Directors and the meeting was disrupted by a hacker. A motion to ratify the policy as earlier approved was made and seconded. There was no discussion, and the motion CARRIED.

New Business:

Board President, Ms. Jaensson, organized a committee for nominating officers for the upcoming fiscal year. This committee will consist of Ms. Cheryl Morgan, Ms. Anne Silbernagel, and Mr. Mickey Blackwell. This committee will present nominees for the upcoming election of officers at the Annual Meeting, which date is still to be determined.

The July meeting of KCPL's Board of Directors is designated as the yearly Annual Meeting. Historically this meeting is held on the first Friday in July, which generally coincides or conflicts with the Independence Day holiday. A motion was made to schedule this meeting for Monday, July 6, 2020 at 4:00 PM via Zoom. The motion was seconded, and after a short discussion, the motion CARRIED.

Ms. Jaensson informed the Board that this meeting was Dr. Kenneth Bailey's final meeting with the Kanawha County Public Library's Board of Directors. His term will expire at the end of June and he was declining further appointment. Ms. Jaensson and many of the Board members expressed their sentiments that Dr. Bailey would be greatly missed.

Dr. Mickey Blackwell expressed how thankful he was that the branch libraries are offering curbside and limited services now. Ms. Penny Dawson assisted him in receiving some library items that he had had on hold before the quarantine was put in to effect, and he was appreciative for how easily he was able to receive those items.

There being no further business, the meeting was adjourned.

President

Secretary