

**MINUTES OF THE ANNUAL MEETING
OF THE BOARD OF DIRECTORS**

Held on
July 6, 2020

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 6, 2020 at 4:00 PM via Zoom.

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

The following KCPL Board of Directors' not in attendance were Mr. Thomas Hurney, Mr. John Jarrett, Ms. Brooke Lord, Ms. Cheryl Morgan, Ms. Susan Poffenbarger, Ms. Angelia Russell, and Mr. Don Wilson.

KCPL staff members present were Ms. Erika Connelly, Ms. Marsha Alford, Mr. Teddy Claypool, Mr. Stanley Howell, Ms. Sarah Mitchell, and Ms. Sara Caswell.

Mr. Chris Winton, library counsel, and Mr. Bill Lynch, with the Charleston Gazette-Mail, were both in attendance.

Ms. Jaensson presided and reported that a quorum was present. The meeting was then called to order at 4:00 PM.

Approval of Minutes

Minutes were circulated with the Board packed, but approving past minutes was inadvertently left off of the agenda. The minutes will be approved at the next Board meeting. Ms. Jaensson did ask if anyone noticed any corrections that needed to be made thus far, but no corrections were mentioned at this time.

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 \$128,421.65 and the Book Bills in the amount of \$149,795.79 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 \$272.24 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 \$306,593.49 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 reported that there were no construction updates to share with the Board. Construction and demolition are proceeding forward. At some point the Board would like to host a groundbreaking ceremony, but plans have not been finalized at this time.

Ms. Jaensson reported to the Board concerning the New Market Tax Credit allocations. The Board is still in the process of retaining a line of credit to bridge the funds needed for this transaction. Chase Bank has requested an increase in the contingency fund by \$1 million. A discussion is scheduled regarding this issue. Ms. Jaensson asked for questions, and there were none.

2. **Finance Committee [Mr. J. Withrow]**

Mr. Withrow reported that the Finance Committee had nothing new to report to the Board. Ms. Connelly stated that she is in the process of contacting the Kanawha County Board of Education to learn more about the library's relationship with the BOE.

3. **Nominating Committee [Dr. M. Blackwell]**

Dr. Blackwell reported that the Nominating Committee will suggest a panel of officers for the 2020/2021 year. The committee's slate of officers is as follows:

President – Ms. Monika Jaensson
1st Vice President – Mr. Benjamin Thomas
2nd Vice President – Ms. Betty King
Secretary/Treasurer – Ms. Erika Connelly

The vote for this will be conducted later in the meeting under New Business.

4. **Personnel Committee [Ms. E. Connelly]**

The Personnel Committee has no report. Ms. Pauer informed the Board that this committee does not plan to meet until September 2020, in order to give Ms. Connelly some time to familiarize herself with the library and her responsibilities.

5. **Public Services Committee [Ms. A. Silbernagel]**

Ms. Silbernagel reported that this committee met earlier this same day. They are still working on issues at St. Albans related to the elevator and an issue with the carpeting. The carpeting on the first floor is a tripping hazard at the moment. This library continues to offer curbside services only due to this flooring issue. The library has received quotes for the cost of both of these projects. The St. Albans Library Advisory Board has applied for grants and completed various fundraisers to help offset the cost of these projects. More information will be shared with the Board as plans are made to move forward with these tasks.

Report of the Director:

Ms. Connelly informed the Board that Ms. Wallace is currently off from work on extended medical leave. Due to her unfamiliarity with the process of choosing a recipient for the Directors' Award, Ms. Connelly decided to take time to learn more about the process. She will

continue this award in a month or two once she has had a chance to get to know staff members a bit better.

Ms. Connelly is in discussions with the City of Charleston to organize a city-wide event in the fall, since the West Virginia Book Festival has been cancelled for the year. This would be similar to a city-wide book club, where everyone reads the same book. More details concerning this initiative will be shared as they become available.

Ms. Connelly, along with the Marketing Department, have begun thinking about how to update the library's logo and website to coincide with the renovation of the Main Library building on Capitol Street. The hope is that an updated logo and website would be unveiled with the opening of the new library building.

The Main Library had their Grand Opening of the temporary library space in the Charleston Town Center Mall last week on Tuesday, June 30, 2020.

Since beginning her job at KCPL, Ms. Connelly has joined the Vandalia Rotary Club, which she explains is a great way to connect with the needs of the community and to network with individuals from other community organizations. She has also visited the Nitro Public Library to meet their director and learn about their community and library. Nitro Public Library is an affiliate library to KCPL. KCPL is in the process of recruiting for a new position, Assistant Library Director of Finance. Ms. Connelly is also in the process of converting the Accounting Department from a spreadsheet-based system to a software-based system with the use of Quickbooks. A local accounting firm has agreed to instruct the Accounting Department on how to use the new software.

Ms. Connelly shared that she has regularly been on site at the Capitol Street library for various meetings. And the difference in just a few weeks is astounding. She is looking into options of a service for uploading pictures of the renovation process.

Old Business:

None.

New Business:

1. Ms. Connelly shared with the Board a draft of a values statement that details how the library system allows all patrons access to information and how we hire staff members. The draft of this statement is as follows:

The Kanawha County Public Library System is committed to providing our patrons with services and information from a wide range of subjects that are equally available to everyone. The public library setting is historically a place where ALL persons are comfortable and welcome to enjoy information discovery, social interaction, and learning opportunities.

The Kanawha County Public Library serves our patrons and hires employees regardless of gender, race, sexual orientation, national origin, religious affiliation, economic standing or political affiliation.

This would serve in conjunction with the library's vision and mission statements. After some discussion as to the wording of the statement, a motion was made to delay consideration of the adoption of this statement until the next meeting in August.

2. Election of Officers

Ms. Jaensson inquired of there were any nominations for the offices of President, 1st or 2nd Vice Presidents, and Secretary/Treasurer from the floor. There were none. A motion was made, seconded, and unanimously CARRIED to close the floor for nominations.

The slate of officers presented to the Board at the beginning of the meeting is as follows:

President – Ms. Monika Jaensson
1st Vice President – Mr. Benjamin Thomas
2nd Vice President – Ms. Betty King
Secretary/Treasurer – Ms. Erika Connelly

A motion to accept the slate of officers for the 2020/2021 year as presented by the Nominating Committee was made, seconded, and unanimously CARRIED by the Board of Directors.

Mr. Withrow asked if there was a way that Board members who have not been to meetings recently could be contacted to determine their desire to remain on KCPL's Board of Directors. It was decided that this was something that could be looked into.

There being no further business, the meeting adjourned at 4:42 PM.

President

Secretary