

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

HELD ON

December 9, 2024

A regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 9, 2024 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board members were present for the meeting:

Mr. J. Holliday	Ms. A. Silbernagel
Mr. T. Hurney	Ms. D. Sonis
Ms. B. King	Dr. K. Sullivan
Mr. J. Jarrett	Ms. C. Tawney
Ms. B. Malkin	Mr. B. Thomas
Mr. L. Moore	

Mr. Chris Winton, the library's counsel, also attended.

KCPL staff members in attendance: Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Mr. Steve Mills, Ms. Terri McDougal, Ms. Julianne Yacovone, and Mr. Michael Polak.

Mr. Thomas presided over the meeting and called it to order at 4:00 p.m. The director served as Secretary.

### **Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the minutes of the November 11, 2024 board meeting were approved as distributed.

### **Director's Report**

Ms. Connelly announced that Assistant Director of Finance, Ms. Adele Thumm, is leaving KCPL for a position at West Virginia State University. Ms. Thumm will serve as the Director of Assessment and Teacher Residency Partnerships.

Later this month, there will be a special Financial Affairs committee meeting to approve a proposal for a new contract for KCPL's Integrated Library System. An internal Library team met and scored several potential vendors. The ILS is the backbone of the library collection. The focus of this choice is to maximize patron experience.

Ms. Connelly briefly overviewed the financial statements in her Director's Report. She and Ms. Thumm had their first issue with the Shuttle and Stalnaker representatives, some bills were unpaid, and the library's accounts were incurring late fees and other expenses. They believe this issue is resolved.

Dr. Sullivan asked if the vacant Facilities and Security Services Manager position previously held by Mr. Tim Venitsanos had been filled. This allowed Ms. Connelly to re-introduce Mr. Steve Mills to the Library Board. Mr. Mills took an internal promotion from his previous position of Facilities Technician

## **Action Items**

### **1. Approval of Audit Contract**

Upon a recommendation from the Financial Affairs Committee, the following resolution was read into the record:

WHEREAS, the Kanawha County Public Library Board of Directors solicited proposals from firms interested in conducting the annual audit of the KCPL, KCPL Special Public Properties Holding Corporation; and the Library Foundation of Kanawha County, Inc.; and

WHEREAS, the Board accepted a proposal from and entered into a contract with the BHM CPA Group to perform said audits for a period of three years;

NOW, THEREFORE, BE IT RESOLVED, that the KCPL Board of Directors hereby approves the contract with BHM CPA Group to conduct audits of KCPL, Special Properties, and the Foundation for the July 1, 2022 to June 30, 2025 fiscal years.

The Board approved the resolution unanimously without further discussion.

### **2. Approval of 2025 Operational Calendar**

Ms. Silbernagel reviewed the 2025 Operational Calendar for the KCPL system and read the following resolution into the record:

RESOLVED, at a recommendation of the Public Services Committee, the Kanawha County Public Library will ADOPT the proposed 2025 Operating Schedule for upcoming calendar year.

The Board approved the resolution unanimously without further discussion.

### **3. Clendenin Hour Adjustment**

The final resolution of the meeting also came from the Public Services committee regarding a change in the Service Hours to the Clendenin Library.

RESOLVED, that effective Monday, January 1, 2025, the Clendenin Branch Library adopt the following hours.

Tuesday: 10 am – 5 pm

Wednesday: 10 am – 5 pm

Thursday: 12 pm – 7 pm

Friday: 10 am – 3 pm

Saturday: 10 am – 3 pm

The Board approved the resolution unanimously without further discussion.

## **Reports of Committees**

### **1. Public Services**

Mr. Thomas and Mr. Winton met with the Public Services committee to discuss an offer KCPL had from a donor to install Automated External Defibrillators (AED's) at each location. Due to current restrictive laws in the state regarding potential liabilities, the committee decided that the system is currently not able to take on this offer. The Board and Library staff question neither the use or value of AED's, and are willing to re-consider should the laws change in the future.

### **2. Membership**

The Membership committee is working on screening a candidate to replace the spot vacated by Ms. Angelia Russell. The plan is to have someone in place to introduce to the Board at either the January or February 2025 meeting.

### **3. Library Foundation of Kanawha County**

Mr. Bryan Cokeley, the President of the Foundation Board, was unable to attend this meeting. Mr. Thomas briefly updated on their progress. A primary focus of Mr. Cokeley's continues to be recruiting and expanding the Board.

### **New Business**

Mr. Thomas thanked the KCPL staff for their work over the 2024 year and wished them all a Happy Holidays.

There being no further business, a motion was made to adjourn the meeting, motion was seconded, and the meeting ADJOURNED at 4:45 p.m.

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President

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Secretary