

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

HELD ON

February 10, 2025

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday February 10, 2025 at 4:00 PM via Zoom and in-person in the Board Room at the Main Library

The following Board members were present:

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

KCPL staff members present: Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Jen Meddings, Mr. Stan Howell, Mr. Teddy Claypool, Ms. Terri McDougal, Ms. Julianne Yacovone, Ms. Susan Murphy, and Mr. Michael Polak.

Others in attendance: Ms. Terri Dodrill; McGriff Insurance Services, and Mr. Christopher Winton; library counsel.

Mr. Thomas presided over the meeting and called it to order at 4:01 p.m. The director served as Secretary.

### **Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the Board approved the minutes of the meeting on January 13, 2025, as distributed.

### **Director's Report**

Ms. Connelly began her report by stating she was ready for the winter to end. Throughout January, the library system faced multiple closures due to inclement weather.

The Main Library also closed on Saturday, February 1, 2025, at the recommendation of the Kanawha-Charleston Health Department for a deep cleaning. The Health Department declared an emergency for the Main Library because more than one employee tested positive for Flu A symptoms. Several employees in the maintenance/facilities and circulation department missed time during the last week of January and the first week of February.

Ms. Connelly then turned the discussion to the Library's collection and the future of the ILS system. In January, KCPL finalized its contract with Koha, the team behind Bywater, which will be KCPL's ILS system in 2026. Over the next year, the library team will work with Bywater representatives to migrate all data

presently in the Sirsi/Dynix system to its new home. Ms. Connelly introduced a key member of this process, Ms. Jennifer Meddings, to the Board. Ms. Meddings is KCPL's new Technical Services and Collection Manager.

The Library is also adjusting the plans it offers in the digital Hoopla service. Due to the high volume of usage, KCPL hit a budget cap. The collection team resolved to end the "Hoopla Flex" plans which were the least used and cost the most, and reinvested into the "Instant Hoopla" program, presently the most popular.

Beginning in February, KCPL will no longer circulate music CDs in its collection. They are presently the least circulated item in the collection, and library vendors carry fewer titles/volumes for purchase.

With the start of the West Virginia legislative session in February, Ms. Connelly is having Mr. Polak reach out to each Kanawha County representative to arrange meetings with the Library team. He will circulate a calendar with all scheduled meetings and Board members are encouraged to attend if possible.

Ms. Connelly then introduced Ms. Terri Dodrill with McGriff Insurance Services.

Ms. Dodrill distributed a packet overviewing the full portfolio of Insurance packages the Library presently has on its property, employees, and cyber coverage. Board members reviewed the document while Ms. Dodrill guided them through finer points and addressed a few questions about specific policies and potential increases.

### **Action Items**

Ms. Haden presented Ms. Jessica Hall, a candidate to replace the vacant seat on the Board of Directors formally held by Ms. Angelia Russell. Ms. Hall is the Director of Communications and Development for Hospice Care and serves as the Executive Director of the Hospice Council of West Virginia. The Board APPROVED the following resolution unanimously without further discussion.

RESOLVED, that Ms. Jessica Hall be recommended to the Kanawha County Board of Education to serve out Ms. Angelia Russell's term on the Kanawha County Public Library Board of Directors, expiring June 30, 2025.

And BE IT FURTHER RESOLVED, that Ms. Hall be recommended to the Kanawha County Board of Education to serve a six-year term after Ms. Russell's expires, with her term due to end on June 30, 2031.

### **Reports of Committees**

#### **1. Special Eastern Kanawha County**

Over the past few weeks, the Committee met with all five companies who responded to the Library's "Request for Proposals" for architectural and design services for the new branch in the eastern part of Kanawha County. Mr. Thomas explained that the committee made serious progress grading the candidates, and should have a decision to recommend to the full Board by the March meeting.

#### **2. Special Materials Reconsideration**

A special committee of the KCPL Board's "attorneys and educators" met last week to review KCPL's Collection Development Policy and the "Request for Reconsideration of Library Materials" form and policy. Ms. Connelly is bringing the suggested changes she shared with the committee to KCPL attorney, Mr. Winton, and they will have a final copy ready for Board approval at a future meeting.

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

Mr. Thomas apprised the Library Board of the latest developments of the Foundation. Foundation Board President, Mr. Bryan Cokeley, continues to recruit new members for the organization. The team is ready to assist with all fundraising and development efforts for the Eastern Kanawha County region.

The Friends of the Library steering committee is under new leadership. The new president is Ms. Megan Simpson with Ms. Emma Pepper serving as the vice president. The two are currently working out a strategic plan for the Friends organization which will carry into the future. There will not be a spring basket auction in 2025, as they re-organize.

There being no further business, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:56 P.M.