

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

HELD ON

February 27, 2025

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on Thursday, February 27, 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. C. Erlewine	Ms. B. Malkin
Ms. J. Hall	Ms. A. Silbernagel
Mr. T. Hurney	Ms. D. Sonis
Mr. J. Jarrett	Mr. B. Thomas
Ms. B. King	

KCPL staff members present: Ms. Erika Connelly, Ms. Marsha Alford, Ms. Jen Meddings, Mr. Steve Mills, Ms. Gabby Cochran, Ms. Susan Murphy, and Mr. Michael Polak.

Others in attendance: Ms. Della Bastress, daughter of Ms. Blaire Malkin, 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.

Action Items

Mr. Thomas began the special meeting by introducing Ms. Jessica Hall, the newest member of the KCPL Board of Directors. The School Board affirmed the Library's resolution recommending Ms. Hall to serve out Ms. Angelia Russell's expiring term on February 20th. The Board welcomed Ms. Hall and Mr. Thomas moved on the second action item on the agenda.

In late 2024, the Kanawha County Public Library sent a Request for Proposal for architecture and design services for a new regional branch library in the eastern part of Kanawha County.

KCPL received five proposals from five companies. Library administration and members of the Board's Special Eastern Kanawha Regional Committee met with each submitting team in late January/early February.

After reviewing each presentation and RFP, the committee agreed to recommend the following.

WHEREAS, the Kanawha County Public Library wishes to construct a new Regional Branch Library to serve the Eastern part of Kanawha County; and

WHEREAS, KCPL requires Architectural and Design services from a qualified firm to provide professional services for this project; and

WHEREAS, the Library issued a "Request for Proposal" document and directly solicited responses from

five qualified local firms. After review, a special committee of the Board dedicated to the project recommends the proposal from Silling and HBM.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library authorizes the Director, with advice of Counsel, to enter into scope of work and contract negotiations with Silling and HBM.

After comments from Mr. Thomas and Ms. Connelly overviewing the process, the Board voted to ADOPT the resolution unanimously without further discussion.

The final item on the agenda for the special meeting was the approval of new Personnel Policies for the KCPL system.

Ms. King explained to the Board that the Personnel Committee regularly met with a labor and employment law attorney, Justin Harrison of Jackson Kelly, to update each of the library's policies and ensure that they are presently compliant with West Virginia Labor Law.

The board received an 81-page packet of the new proposed policies, and a four-page brief of the proposed changes.

Mr. Winton discussed certain observations arising out of his review of the proposed policies, but was cut short due to technical difficulties. The Board Room computer crashed at around 4:30 p.m., and directors attending the meeting via Zoom were cut off from participating.

Mr. Thomas recommended that the Personnel Committee meet and discuss Mr. Winton's proposed changes to the document before the full board approved each of the policies. After attempts to revive the room technology failed, a motion was made to end the meeting. Motion was seconded, and the meeting ADJOURNED at 4:35 p.m.