

**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS**
HELD ON
September 8, 2025

A meeting of the Board of Directors of the Kanawha County Public Library was held on Monday September 8, 2025 at 4:00 p.m. via Microsoft Teams and in person in the Boardroom of the New Main Library.

The following Board Members were present:

Mr. J. Auge	Ms. B. Malkin
Ms. A. Gould	Ms. A. Silbernagel
Ms. S. Haden	Ms. D. Sonis
Ms. J. Hall	Dr. K. Sullivan
Mr. J. Holliday	Ms. C. Tawney
M. J. Jarrett	Mr. B. Thomas
Ms. B. King	Dr. R. Wallace
Ms. B. Malkin	

KCPL staff members present: Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Jen Meddings, Mr. Stan Howell, Mr. Teddy Claypool, Mr. Jay Raber, Mr. Steve Mills, Ms. Terri McDougal, Ms. Julianne Yacovone, Ms. Melissa Burchett, Mr. Michael Polak.

Mr. Thomas reported over the meeting. After reporting a present quorum, he called the meeting to order at 4:00 p.m.

Approval of Minutes

Before approval of the minutes, Dr. Sullivan noted that there was one typo on the word “relator.”

Upon a motion made, seconded, and ADOPTED, the Board APPROVED the minutes from the August 11, 2025 Board meeting with the correction added.

Director’s Report

Ms. Connelly overviewed the Library’s July financial report as distributed in the Board packet. Her report featured the system’s top circulating digital audio and e-books.

Mr. Howell distributed the Library’s full annual report and thanked Virtual Service Specialist, Ms. Corrie Winton, for her help on the document.

Action Items

1.) New KCPL Personnel Policies

The head of the Personnel Committee, Ms. King, introduced a final revision of a new full packet of Personnel Policies for the library system. She explained to the Board that the Personnel Committee, along with Ms. Connelly and Ms. Alford, regularly met with employment law attorney Justin Harrison of Jackson Kelly. KCPL attorney Chris Winton, also participated with revisions and suggestions.

The policies are now fully compliant with West Virginia Labor Law. They will be reviewed by the committee every five years.

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

Ms. Alford highlighted several policy shifts. If approved, she will attend staff meetings after the policies become effective on October 1st to address any questions staff may have regarding the changes.

After no further discussion the following resolution went up for a vote.

The Kanawha County Board of Directors, at the recommendation of its Personnel Committee, ADOPTS the full binder of Personnel Policies effective for the system on October 1, 2025.

The Board PASSED the resolution unanimously.

2. Retirement Resolution for Ms. Darlene Reynolds

On behalf of the Personnel Committee, Ms. Sonis, read the following retirement resolution into the record.

WHEREAS, Ms. Reynolds was employed by the Kanawha County Public Library on May 10, 1995 and has submitted her intent to retire effective September 10, 2025; and

WHEREAS, Ms. Reynolds served as a part-time Substitute Library Assistant I at the Main Library from May 1995 to January 4, 1996; and

WHEREAS, Ms. Reynolds served as a part-time Library Aide in the Children's Department at the Main Library from January 1996 to April 4, 1998;

WHEREAS, Ms. Reynolds served at a full-time Library Assistant II in the Children's Department at the

Main Library from April 1998 to the present day; and

WHEREAS, Ms. Reynolds fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty, and integrity.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Reynolds's thirty years of service to the Library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Reynolds a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Reynolds.

The Board ADOPTED this resolution unanimously without further discussion. Mr. Thomas thanked Ms. Reynolds for her long service to KCPL.

Reports of Committees

1.) Special Eastern Kanawha Region Planning Committee

In early September, the Special Eastern Region committee made a field visit with Mr. Todd Goldman to a potential site for the proposed new Branch Library. Mr. Thomas stated that nothing is ripe for action from the committee yet. He anticipates bringing potential suggestions to the full Board in either October or November. He noted that any property acquisition discussion will happen in Executive Committee.

Old Business

New Business

Mr. Thomas asked if the Board could go into an impromptu executive session to attend to a personnel matter. Ms. Haden and Mr. Jarrett MOVED and SECONDED the motion, and the Board entered an executive session at 4:32 PM. All non-Board members were excused from the meeting.

The Board left the executive session at 4:45 PM. No action was taken from the discussion.

With no further business to discuss, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:46 P.M.