

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

HELD ON
OCTOBER 13, 2025

A meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, October 13, 2025 at 4:00 p.m. via Microsoft Teams and in person in the Board Room of the Main Library.

The following Board Members were present:

Mr. J. Auge	Mr. L. Moore
Ms. C. Erlewine	Ms. D. Sonis
Mr. J. Holliday	Dr. K. Sullivan
Ms. J. Jarrett	Ms. C. Tawney
Ms. B. King	Mr. B. Thomas
Ms. B. Malkin	Dr. R. Wallace

Library Foundation Members present: Bryan Cokeley.

Others present: Chris Winton, Library Counsel. David Michael, Audit Manager, BHM CPA Group.

KCPL staff members present: Ms. Erika Connelly, Ms. Marsha Alford, Mr. Teddy Claypool, Ms. Susan Murphy, Mr. Jay Raber, Ms. Terri McDougal, 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

Upon a motion made, seconded, and ADOPTED, the Board APPROVED the minutes from the September 8, 2025 board meeting.

Communication

Mr. David Michael, the Audit Manager of the BHM CPA Group, reviewed full Library audits from 2023 and 2024 for the Board. Mr. Michael met with the Board's Financial Affairs committee the week prior to the Board meeting for a detailed review. He gave the board a brief overview.

After a motion from Mr. Jarrett and a second by Dr. Sullivan, the board ACCEPTED the full audit.

Mr. Thomas thanked Mr. Michael for his work and proceeded to the next part of the meeting.

Director's Report

Ms. Connelly announced that Ms. Ellie Teaford, the longtime Branch Manager of the Elk Valley Library, will now serve as a Regional Branch Manager. Ms. Teaford will oversee Elk Valley, Clendenin, and the Clendenin kiosk.

From October 16-17, Ms. Connelly will attend the Library Journal Director's Summit conference at the Denver Public Library in Colorado. A main topic of discussion in the Library world is the recent announcement by the material vendor Baker and Taylor that it will end all services by the end of 2025. Baker and Taylor is one of the largest library focused distributors of its kind. KCPL is now using Ingram and Midwest Tape to provide services previously purchased from Baker and Taylor.

The West Virginia Library Association held its annual meeting at the South Charleston Holiday Inn and Suites from October 8-10, 19 KCPL staff members attended the conference, Ms. Sarah Mitchell, Mr. Stan Howell, and Ms. Connelly each gave presentations during the event.

The West Virginia Book Festival will kick off with the WV Humanities Council's annual McCreight Lecture at the Plaza Theatre (previously known as the Capitol Theater) on Summers Street on Thursday, October 23rd. The lecture will feature Vietnamese American author Viet Thanh Nguyen. This year is the 50th anniversary of the "Fall of Saigon," which caused a then four-year-old Nguyen and his family to flee Vietnam for America.

The following Saturday, October 25th, the full-day Festival activities will be held at the Charleston Convention Center. The featured authors include Pulitzer Prize winning author, Jayne Anne Phillips, Neal Shusterman, Jeff Shaara, and Rajia Hassib.

Action Items

1. System Closures for Training

Ms. Connelly overviewed a proposal to the Board for location closures related to training staff on the Library's new Koha Bywater ILS system. The following resolution went into the record and was APPROVED unanimously by the Board.

WHEREAS, the Kanawha County Public Library system is transitioning Integrated Library Systems from its current legacy software, SIRSI Workflows, to the new KOHA BYWATER system, and;

WHEREAS, employees of the Kanawha County Public Library need to be trained on the key features and work process changes brought about the software change, Library Administration recommends the following location closures for the training and installation:

On Wednesday, November 5, 2025 – The Bookmobile, Clendenin, Riverside, and St. Albans will be closed for employee training.

On Thursday, November 6, 2025 – The Main Library will be closed for employee training.

On Friday, November 7, 2025 – Cross Lanes, Dunbar, and Elk Valley will be closed for employee training.

On Thursday and Friday, December 4-5, 2025 – All locations will close at 5:00 p.m. for the beginning of the software transition, and

On Saturday and Sunday, December 6-7, 2025 – All locations will close for the full installation of the new software.

NOW, THEREFORE BE IT,

RESOLVED, that the Board of Directors of KCPL ACCEPTS the proposed closures regarding this software change.

Reports of Committees

1.) Financial Affairs

Dr. Sullivan gave the committee report in Mr. Hurney's absence. Financial Affairs met with Mr. Michael to review the two audits. They also made recommendations that are going to the Personnel Committee and will be discussed by the full Board in the November meeting.

2.) Special Properties

Mr. Thomas explained that the Special Properties Board still meets quarterly. Its only expenses are following through the flow of the New Market Tax Credits. It still monitors anything related to the construction process of the new building.

3.) Special Eastern Kanawha County

Todd Goldman will present potential new sites for this committee's review at the next meeting on October 14th. The committee also consults each month with its partners from Silling and HBM.

4.) Legal Affairs

The Legal Affairs committee is preparing an outline for a new set of procedures and unifying rules for all the KCPL Branch Advisory Board support organizations. Mr. Thomas expects this to be ready over the next six months.

5.) Library Foundation of Kanawha County

Mr. Cokeley announced that the Foundation's Annual fund letter went out at the beginning of the month. The Foundation raised about \$90,000 over this calendar year, and the group would love to get to 100,000 during the Holiday season. Mr. Cokeley also discussed work that new Foundation Board member, Mr. Bob Welty, is doing on a proposal for an investment manager to oversee the Foundation accounts. Finally, Ms. Megan Simpson and Ms. Emma Pepper presented a new strategic plan for the Friends of the Library organization to the Foundation at its last meeting. The two will present this at the Board of Directors meeting in November.

Old Business

New Business

Ms. Connelly called the Board's attention to the following resolution crafted by KCPL counsel, Mr. Winton, regarding property at the St. Albans branch. It was read into the record and APPROVED unanimously by the Board.

WHEREAS, in 1992 the St. Albans Public Library Board, Inc., a nonprofit corporation, acquired a vacant parcel of land which adjoins the St. Albans Branch of the Kanawha County Public Library (KCPL); and

WHEREAS, the vacant parcel of land serves the usage of the St. Albans Branch Library including for signage, easements, and expansion for the Library; and

WHEREAS, the St. Albans Public Library Board, Inc. has resolved to donate the parcel to KCPL for the uses of the Branch Library in St. Albans; and

WHEREAS, it is in the best interests of KCPL to accept this donation; and

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of KCPL hereby accepts the donation of the land of St. Albans Public Library Board, Inc. and expresses its appreciation for this gift and for all of the other contributions made by the nonprofit to help provide library services in St. Albans and the entire KCPL system; and be it further

RESOLVED, that the President and Director of the Kanawha County Public Library and other officers, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution including accepting and recording the deed of donation.

There being no further business, a motion was made, seconded, and APPROVED to adjourn the meeting at 4:52 p.m.