

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

HELD ON
DECEMBER 8, 2025

A meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, December 8, 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. C. Erlewine	Ms. B. Malkin
Ms. S. Haden	Ms. A. Silbernagel
Ms. J. Hall	Ms. D. Sonis
Mr. J. Holliday	Dr. K. Sullivan
Mr. T. Hurney	Ms. C. Tawney
Ms. J. Jarrett	Mr. B. Thomas
Ms. B. King	

Others in attendance were Mr. Chris Winton, library counsel; Mr. Bryan Cokeley, President of the Library Foundation Board; Mr. Todd Goldman, Vice President of Goldman Associates, Inc.; Mr. Brian Estep, Silling Architects; Mr. James Shook, HBM Architects.

Staff in attendance were Ms. Erika Connelly, Ms. Marsha Alford, Mr. Jay Raber, Mr. Steve Mills, Mr. Teddy Claypool, Ms. Jen Meddings, Ms. Terri McDougal, Ms. Harvest Rich, and Mr. Michael Polak

Mr. Thomas presided and reported that a quorum was present. The Director served as Secretary. The meeting was called to order at 4:00 p.m.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the Board APPROVED the minutes from the November 10, 2025 board meeting.

Director's Report

On December 8th, KCPL's new integrated software system Koha made its full debut. Ms. Connelly thanked her transition team for their hard work and gave a brief review of the "go live" day.

She then introduced KCPL's Trainer, Ms. Harvest Rich, to present a new staff training to the Board. Ms. Rich will lead all KCPL management staff in a six-session training called "Integrated Leadership." This

training will focus on improving Communication, Morale, and Cross-Departmental Collaboration within the system. The training will run from May to October.

Action Items

1. RFP's from Building Committee

Mr. Jarrett introduced two proposals from the Building Committee. He asked the Board to approve \$22,125 to enter a contract with Wilson Restorations for Brickwork at the Sissonville Branch Library. Upon a motion made, seconded, and ADOPTED, the Board APPROVED the contract, unanimously without further discussion.

Mr. Jarrett also asked for up to \$80,000 to be set aside to enter a contract for similar work to be done at the St. Albans branch. He and Facilities and Security Services Manager, Mr. Steve Mills, will work together on completing the RFP and finalizing bid acceptance for the project. Upon a motion made, seconded, and ADOPTED, the Board APPROVED this proposal unanimously without further discussion.

Mr. Jarrett gave brief updates on other projects on the Building Committee's radar this winter. They are looking into repair work for the Dunbar Branch's roof. There is an RFP in the works for design of a potential garage/storage bay on the Library's currently vacant lot property on Leon Sullivan. Finally, ice guards for the roof at the Main Library are being purchased and installed this winter as weather permits.

Reports of Committees

1.) Personnel

Ms. King thanked the Board and staff for 100 percent participation on their portion of the annual Director evaluation. She plans to meet with the committee off site to discuss the next steps of the process.

2.) Foundation Board of Kanawha County

Foundation Board President, Mr. Bryan Cokeley, previewed two Foundation projects. New member, Mr. Bob Welty, is working on an RFP for Financial Management services of the Foundation's present accounts. They are also working on updating a gift policy.

Mr. Cokeley and Mr. Thomas recently met with former Foundation President, Mr. Tom Heywood, to share a new honorary idea for him. The Simpson/Heywood Fund, named for Ms. Melody Simpson and her husband, Mr. Heywood, will honor the fundraising work and leadership they did for the library community. It will be used to fund education and training opportunities for KCPL staff. They plan to go public in the first quarter of 2026.

New Business

Mr. Thomas asked for a motion to go into an Executive Session to discuss potential contractual matters regarding real estate. Upon a motion made and seconded, the Executive Session began at 4:44 p.m. All guests in attendance and Ms. Connelly remained in the session in an advisory capacity.

The Executive Session ended at 5:51 p.m. No formal action was taken after the session.

There being no further business, a motion was made, seconded, and APPROVED to adjourn the meeting at 5:52 p.m.