

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

HELD ON  
NOVEMBER 10, 2025

A meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, November 10, 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	Ms. B. Malkin
Ms. S. Haden	Mr. L. Moore
Mr. J. Holliday	Ms. D. Sonis
Mr. T. Hurney	Dr. K. Sullivan
Mr. J. Jarrett	Ms. C. Tawney
Ms. B. King	Mr. B. Thomas

Others in attendance were Chris Winton, library counsel; Megan Simpson, chair of the Friends of the Library Steering Committee; Emma Pepper, co-chair of the Friends of the Library Steering Committee.

Staff in attendance were Sarah Mitchell, Marsha Alford, Jay Raber, Susan Murphy, Teddy Claypool, Julianne Yacovone, Gabby Cochran, Terri McDougal, Jen Meddings, Steve Mills, and Michael Polak.

Mr. Thomas reported over the meeting. Ms. Mitchell, the assistant director, presented in the Director's absence. After reporting a present quorum, he called the meeting to order at 4:00 p.m.

Due to an email issue, Board members received their Agenda the morning of this meeting. Mr. Thomas entertained a motion from the Board to adopt the agenda, ensuring everyone was on the same page. Mr. Jarrett and Dr. Sullivan made and seconded the motion, respectively, and the board affirmed the agenda.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the Board APPROVED the minutes from the October 13, 2025 board meeting.

**Communication**

Ms. Simpson, chair of the Friends of the Library steering committee, and Ms. Pepper, co-chair, presented their organization's Strategic Plan for the 2026-2028 calendar years. The Friends are an organization under the Library Foundation. Ms. Simpson and Ms. Pepper spent 2025 working on re-aligning the

organization's goal for 2026-2028. They surveyed Friends membership, library staff, and members of the Foundation and Board of Directors during this process.

The primary goals are the plan are: Strengthen Leadership, Increase Active Membership, and Improve Partnership with Staff.

Board members may get a full copy of their plan from Mr. Polak.

They will begin the 2026 calendar year working on recruiting and asked the Board to send any potential suggestions for new steering committee members.

Ms. Malkin, who serves on the Friends steering committee along with the Board of Directors, thanked Ms. Simpson and Ms. Pepper for their hard work on the plan.

### **Assistant Director's Report**

Ms. Mitchell began her report announcing a fallout of the recent closure of large library vendor, Baker and Taylor. Each year, KCPL reports its annual statistics through a B&T program called Bibliostat to the West Virginia Library Commission. The WVLC has not announced a replacement program yet. KCPL is in the process of pulling all its data from Bibliostat before the website shuts down completely in mid-December.

At the next Board meeting on December 8th, KCPL will be under a new Integrated Library System. KCPL Information Systems Coordinator, Ms. Murphy, made a brief presentation to the Board showing the patron side of the new product, Aspen. The staff side is called Koha, and the company KCPL is contracting is Bywater Solutions.

Mr. Thomas invited all Board members to attend the system's December Holiday Open Houses. This year, the schedule is as follows:

Friday, December 5 from 5-7:30 p.m. -- **Dunbar**

Saturday, December 6 from 6-8 p.m. -- **Glasgow @ Glasgow Municipal Building Gym after Glasgow's Christmas Parade.**

Thursday, December 11 from 6-7:30 p.m. -- **Sissonville**

Friday, December 12 from 6-8 p.m. — **Main Library**

Friday, December 12 from 6-8 p.m. -- **Marmet @ Marmet Rec Center after Marmet's Holiday parade.**

Saturday, December 13 from 11 am - 1 p.m. -- **St. Albans**

Saturday, December 13 from Noon - 2 p.m. — **Clendenin**

Monday, December 15 from 5:30-7:30 p.m. -- **Riverside**

Thursday, December 18 from 5-7 p.m. -- **Cross Lanes**

Thursday, December 18 from 5:30-7 p.m. -- **Elk Valley**

### **Action Items**

1. Mr. Hurney, chair of the Finance Committee, explained the resolution he had for the record was a collaboration between his committee and Personnel. After reviewing a surplus of \$900,000 from the previous year's budget cycle, the Finance and Personnel committees decided to invest that surplus in staff raises.

RESOLVED, upon a joint recommendation from the Financial Affairs and Personnel Committees, the Kanawha County Board of Directors APPROVES an adjustment of the annual Personnel budget to reflect a 3.5 percent raise in pay for all eligible staff effective January 11, 2026.

The total cost of the raise is slightly under \$100,000, the raise is effective January 11<sup>th</sup>, because that day begins the first full pay-period of the 2026 calendar year.

After a brief discussion, the Board approved the resolution unanimously.

2. KCPL updated its Library Card Application to reflect changes with the new Bywater software. Ms. Mitchell walked the Board through a few changes. Mr. Jarrett asked if Mr. Winton had reviewed the new application document, and he had not before the meeting. The board agreed to amend the presented resolution and affirmed the following.

RESOLVED, the Kanawha County Board of Directors APPROVES the new Patron Library Card Application upon final review and comments from Mr. Winton.

### **Reports of Committees**

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

Mr. Thomas stated that the committee is meeting every month and consulting Todd Goldman. He believes that for the December meeting, the Board will go into Executive session to give a full update on their work and potential next steps.

#### **2.) Personnel**

Ms. King distributed a Survey Monkey link to the Board of Directors with an annual evaluation for the director. Responses are due on Friday, November 21<sup>st</sup>.

There being no further business, a motion was made, seconded, and APPROVED to adjourn the meeting at 4:50 p.m.