

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

HELD ON
April 12, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 12, 2021 at 4:00 PM via Zoom.

Members of the KCPL Board of Directors present for this meeting include Dr. Mickey Blackwell, Ms. Stephanie Haden, Mr. Tom Hurney, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Dr. Shannon McGhee, Ms. Cheryl Morgan, Ms. Anne Silbernagel, Mr. Ken Sullivan, and Mr. Jim Withrow.

Members of the KCPL Board of Directors absent from this meeting include Ms. Brooke Lord, Ms. Jennifer Pauer, Ms. Susan Poffenbarger, Ms. Angelia Russell, Ms. Susan Shumate, Mr. Benjamin Thomas, and Mr. Don Wilson.

KCPL staff members present include Ms. Erika Connelly, Library Director; Ms. Marsha Alford, HR & Learning Manager; Mr. Teddy Claypool, IT Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Kim Runion, Accounting Supervisor; Ms. Adele Thumm, Assistant Library Director of Finances; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant Library Director; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Michael Albert, director of Kanawha County Public Library Special Public Properties Holdings, Inc. and Mr. Christopher Winton, library counsel.

Ms. Jaensson presided and reported that a quorum was present. The Director served as Secretary. The meeting was called to order at 4:01 PM.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the March 8, 2021 meeting were approved with corrections mentioned.

Approval of Bills

General Bills and Book Bills: In accordance with Bylaws and on a motion duly made, seconded, and ADOPTED, the payment of General Bills in the amount of \$181,924.16, and the Book Bills in the amount of \$74,687.17 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Special Funds: The Library Director submitted bills to be paid from the Special Funds in the amount of \$2,010.15 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and unanimously ADOPTED, the Board approved the payment of the bills set forth on the list.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$2,729,155.01 duly certified and approved in accordance with the Bylaws, and on a

motion duly made, seconded, and unanimously ADOPTED, the Board approved the payment of the bills set forth on the list.

Report of the Director

Ms. Connelly reported the following to the Board:

- Circulation and visit statistics are up from the past month. Ms. Connelly and staff are continuing to work on improving the circulating collection. At this point only about 4% of the library's collection is checked out. Some collections will be merged to make finding materials easier. It will provide a new look and feel to the collection. Digital circulation continues to remain strong.
- The New Main Library is the focus right now. Ms. Connelly and management staff are actively planning the move back into the renovated building. They are planning what that collection will look like. Policies are being reviewed and updated. Some policies will need to be created to deal with new aspects of the Main Library. The collection development policy has been updated and will be presented to the appropriate committee soon.
- The Marketing Department organized several walk-throughs of the renovated library space with local news outlets. They have also began advertising the new library on a couple of KRT busses and the *Reimagine* campaign website.
- COVID-19 continues to dominate our scheduling and general service to the public. Recently there was one positive COVID-19 exposure case that resulted in the Main Library being closed for one and a half days. There has been an increase of positive cases in the county school system, which has been directly related to the exposures at the library. Overall, though, cases continue to be down compared to the beginning of the year. Many staff have shared that they either have or are continuing to receive the COVID-19 vaccination. The teams split shift work schedule at Main has been very effective, but it has been harder for the branches to maintain separate teams, since they tend to have fewer staff members.
- Ms. Connelly is the treasurer for the West Virginia Library Association, and at the beginning of April several staff members attended the Spring Fling conference. In addition to being the organization's treasurer, Ms. Connelly is on the website committee, which helped to launch a new WVLA website.
- Ms. Connelly continues to review library bookkeeping policies and work to update the bookkeeping software. She also plans to compile a manual of best practices for bookkeeping procedures and policies.
- The new online purchase order system has been launched and staff are beginning to utilize it. Having a real-time system helps speed up the ordering process and track inventory.
- The library is currently undergoing the yearly audit with Perry & Associates. They have an in-house visit scheduled for the end of April. The audit should be completed in May.

There were no questions related to the report of the Director.

Reports of the Committees

1. Building Committee

In the absence of the committee chairperson, Ms. Connelly informed the Board of the progress on the renovation project. The walls are up on several floors of the building and painting will begin soon. Floors are being prepared for the flooring installation. There are

approximately 6-7 months left until the project is completed with a December 2021 completion date expected. This means that a grand opening event would tentatively be scheduled for February 2022. A 100 Day Celebration is being planned for 100 days after the grand opening of the renovated building.

There were no questions for Ms. Connelly.

2. Finance Committee

Mr. Withrow explained that Ms. Connelly would be proposing the operational budget for Fiscal Year 2021/2022. The budget being presented comes as a recommendation from the Finance Committee. A motion was made to adopt the budget as presented. Ms. Connelly explained the operational budget for Fiscal Year 2021/2022 to the Board. Last year the budget was severely cut, due to the uncertainty of how COVID-19 would affect the library's budget at that time. The funds for the employee raises were figured in to this current year's budget, but the Finance Committee wanted to wait to disburse the raise when a clearer picture of how the pandemic would affect revenue was available. This year, Ms. Connelly proposes a full budget, which would include employee raises from last year. The 1.5% pay increase had been put on hold, until Ms. Connelly could see how the budget would continue to be affected by the COVID-19 pandemic. She is seeking permission to retroactively give the pay increase that was included in the current budget, but not given at the time.

Ms. Connelly explained that the hardest part of creating the budget is the personnel budget. This year there are no increases in health insurance or retirement. One thing to keep in mind with this budget was the potential minimum wage increase that is being discussed. The personnel budget was based off of minimum wage being increased to \$12.00 an hour. Ms. Connelly and Ms. Alford, HR Manager, looked at vacant positions to determine the need for these at the moment, and about half of the vacant positions have been cut. Ms. Connelly also would like to increase hours and staffing at the Glasgow Library. The West Virginia Library Commission (WVLC) recommends that when preparing a library budget, the personnel budget should be about 60% of the total operational budget.

Ms. Connelly answered questions from the Board members concerning the budget. A Board member inquired whether there was any concern with being over the budget breakdown recommended by the WVLC, and Ms. Connelly explained that those percentages were only suggestions and there is no real concern if they do not match up exactly.

There was a question concerning the matter of giving pay increases retroactively. There were some differing opinions on this, and library counsel, Mr. Christopher Winton, agreed to look more into this matter. Mr. Withrow pointed out that part of the motion from last year that deferred the pay increase was to include the reinstatement of the pay raise when the funds were available.

A motion was then made to reconsider the motion to approve the proposed budget and re-evaluate it at the next meeting. There was no additional discussion pertaining to the budget, and the motion to table the budget discussion until the next meeting was ADOPTED.

Mr. Thomas Hurney, assistant chairperson of the Finance Committee, made a recommendation from the Finance Committee to retain Arnett Carbis Toothman for bookkeeping services. The bid from this firm was the most reasonable of the three bids that were received. Ms. Connelly explained that having an outside bookkeeping service would aid in moving from a paper system to an electronic bookkeeping system as well as with the complex accounting involved with the New Markets Tax Credits process. There was no discussion, and the motion was ADOPTED.

3. Membership Committee

It was reported to the Board that Ms. Susan Poffenbarger is no longer able to serve on the Board of Directors due to health concerns. Ms. Poffenbarger's husband relayed this information to Ms. Connelly. Ms. Silbernagel will reach out to the Poffenbargers regarding her stepping down from the Board. It is the normal procedure to accept a confirmation when a member steps down. A resolution will be prepared for Ms. Poffenbarger to be included at the next Board meeting in May.

At the next meeting of the Membership Committee, the committee will also discuss terms that will be expiring in June 2021 and make appropriate recommendations for those with terms expiring.

4. Personnel Committee

No report.

5. Public Services Committee

No report.

6. The Library Foundation of Kanawha County

The Foundation is continuing to review the donor list. The public phase of the Capitol Campaign will be this summer. The architects are working on designing a donor wall art installation that will be a part of the new building.

7. KCPL Special Public Properties Holdings Corporation

The Special Public Properties Holding Corporation continues to meet monthly to ensure accuracy. Mr. Michael Albert is the independent member of the Board of Directors for this corporation.

Old Business

None.

New Business

Ms. Connelly inquired whether or not the Board of Directors would like to continue their memberships with the West Virginia Library Association (WVLA). The entire Board could be signed up for membership, or individuals could be registered based on their interest. Board members are asked to let Ms. Connelly know if they are interested in membership with WVLA. WVLA provides a trustee training in the fall and the trustee manual was very recently updated. There may have some confusion about the WVLA and the WVLC. WVLA is a professional library organization, whereas WVLC is a government entity.

There being no further discussion or business, a motion was made to adjourn the meeting. Motion was seconded, and the meeting ADJOURNED at 4:56 PM.

President

Secretary