

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

HELD ON
May 10, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 10, 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. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Mr. Ken Sullivan, Mr. Ben Thomas, and Mr. Jim Withrow.

Members of the KCPL Board of Directors absent from this meeting include Ms. Angelia Russell and Mr. Don Wilson.

KCPL staff members present include Ms. Erika Connelly, Library Director; Ms. Marsha Alford, HR Manager; Mr. Teddy Claypool, IT Manager; Mr. Stan Howell, Marketing & Development Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Ms. Kim Runion, Accounting Supervisor; Ms. Adele Thumm, Assistant Director of Finances; and Ms. April Wallace, Assistant Director of Public Services.

Others in attendance were Mr. Michael Albert, a director of Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Bill Lynch, Charleston Gazette-Mail newspaper; and Mr. Chris 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 4:02 PM.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the April 12, 2021 meeting were approved as distributed.

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 \$164,826.57, and the Book Bills in the amount of \$32,627.72 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 \$330.20 duly certified and approved in accordance with the Bylaws and on a motion duly made, seconded, and 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:

- Due to staff vacations, there are no circulation statistics to report at this time. She will provide a report of April and May statistics at the next Board meeting in June.
- A budget report for the renovation project has been included in the Board packet. By the end of April 2021, \$15.2 million has been spent. Approximately \$17 million remains in the budget. More materials are being delivered to the construction site. Plans are being made for a 100 Day Celebration to take place 100 days after the reopening of the Main Library in early 2022. The plan is to showcase the new building, technology, and services that will be offered.
- The Library has completed payment six out of ten payments for the New Markets Tax Credits. Completion is scheduled to be on time.
- Ms. Connelly informed the Board that as of June 1, 2021, all library staff at the Main Library will resume reporting to work every day, ending the Team A/B rotation schedule that has been in place since the end of last year. Staff visits to other branches will resume. Public spaces, such as meeting rooms, will be available to the public July 1, 2021. Plans to possibly document staff vaccinations have been discussed.
- The compilation of the yearly financial audit is done, and the audit should be completed by mid-June 2021.
- Ms. Howell has coordinated several media spots for the Library for WSAZ. Tours of the new site will be scheduled for the near future.
- A new software will be purchased that will assist in modernizing the tracking of preventative maintenance in all of our facilities. This will move the library from a paper tracking system to an online digital system.
- Ms. Connelly is working with the library's counsel to formalize a FOIA process and procedures to follow for these requests.
- An offer has been made on the Dickenson Street property.

Ms. Connelly opened the floor for questions concerning her Director's report. Mr. Withrow inquired about whether lien waivers were necessary, since we should have a payment bond. Mr. Winton explained that since the title has been transferred to a nonprofit subsidiary, lien waivers can be filed. If subcontractors are late filing lien waivers, they will then have to wait until the next payment. Mr. Thomas said that the payment protocols are working.

Mr. Withrow then inquired as to whether there was a projected date to resume face-to-face Board meetings, or at least having that as an option. Ms. Jaensson said that plans were to have meetings at the Jackson Kelly offices. Mr. Hurney said that those meeting spaces could be open to the public as soon as June 15, 2021. The July Board meeting could possibly be face-to-face.

Reports of the Committees

1. Building Committee and KCPL Special Public Properties Holdings Corporation

Mr. Ben Thomas reported to the Board that it is very encouraging to look at pictures or drive by the renovation project site and see the progress. The greenspace and the windows are currently being worked on.

The payment process involves reviewing proposed payments each month in the committee, and then approving Erika to submit payment requests to Chase Bank, who will then move the funds to cut the checks for the actual payment. Some of the construction costs are

being paid directly by the Library. The Building Committee conducts a monthly review of the costs, so that the Board remains apprised of how the expenses are flowing.

2. Finance Committee

Mr. Hurney reported that the Finance Committee recommends Chapman Technical for architectural and engineering services for the elevator replacement project at the St. Albans Branch Library. Mr. Jarrett assisted in renegotiating a fee that was under \$25,000.00. Since the motion has been made by the Finance Committee, a second is not required. Mr. Hurney opened the floor for questions.

Ms. Silbernagel questioned whether or not the St. Albans Library Advisory Board was supposed to cover the cost of the engineering fees. Ms. Jaensson explained that the Advisory Board has paid for the preliminary drawings. Mr. Winton added that the project needs to be contracted under the Kanawha County Public Library.

There was no additional discussion related to this motion, and the motion was ADOPTED.

3. Membership Committee

Ms. Haden stated that there will be a report at the next Board meeting.

4. Personnel Committee

Ms. Pauer informed the Board that May 14, 2021 is the deadline for staff to submit their input for the Library Director Annual Review. The results will be discussed at the next Personnel Committee meeting on Tuesday, May 18, 2021 at 4:00 PM.

5. Public Services Committee

Ms. Silbernagel informed the Board that there was no report from the Committee. There was a question about the Clendenin project. Ms. Connelly informed the Board that the RFP for the demolition of the old Clendenin Library location is being finalized, and should be presented at the next Board meeting.

6. The Library Foundation of Kanawha County

Ms. Connelly informed the Board that the next Foundation meeting is scheduled for June 1, 2021. The financial reports are being prepared. Discussions are underway concerning donor recognition in the new building.

Old Business

None.

New Business

1. The Membership Committee has been asked to serve as the Nomination Committee, which will be tasked with the responsibility of appointing a slate of potential officers for the FY2021/2022. This is a formality that is encouraged in the Bylaws. The Nomination Committee will consist of Ms. Haden, Dr. Blackwell, Mr. Hurney, Ms. King, Ms. Silbernagel, and Mr. Wilson.
2. The following resolution honoring the service of long-time Board member, Mrs. Susan Poffenbarger, was presented to the Board by Ms. Silbernagel:

Resolution in Honor of Service for Susan Gidley Poffenbarger

WHEREAS, Susan Gidley Poffenbarger's tenure with the Kanawha County Public Library Board of Directors ended May 10, 2021; and

WHEREAS, as a life-long West Virginian, Susan Poffenbarger has been a dedicated and admirable member of the Board of Directors since 1995, including her distinguished service as Membership Committee Chairperson both in 1998-1999 and 2013-2014; as Membership Committee Assistant Chair in 1996-1997; as a Membership Committee member 2019-2020; as the Public Services Committee Assistant Chair 2006-2007 and 2017-2018; as a Public Services Committee member 1996-1997 and 2005-2006; and a Building Committee member 2005-2006 and 2019-2020; and

WHEREAS, during her twenty-six year tenure on the Board of Directors, Mrs. Poffenbarger has been generous in allocating her creative talents and time to benefit KCPL; supported the Dunbar community and the Dunbar Advisory Board with her representation and commitment to library services; continued her love of art and her leadership role as a Kanawha County Schools art teacher for the public elementary, middle schools and high schools as well as Sacred Heart Grade School and Charleston Catholic High School; has been a consistent supporter of the Friends' **A Tisket, A Tasket** fundraiser by donating art lessons and art supplies and pieces of her own artwork for auction; and continued to enjoy drawing, painting, and photographing the nature and topography of our beautiful Mountain State; and

WHEREAS, during her tenure on the Kanawha County Library Board, Susan Poffenbarger became the first woman in West Virginia in 1997 to receive a federal commission for art with two paintings, a diptych, at the IRS National Computing Center in Martinsburg; and then a second commission in 2003 for artwork at the Federal Courthouse Annex in Wheeling; and

WHEREAS, Susan Poffenbarger won the Governor's Award four times - 1999, 2003, 2005, and 2006 at the Annual West Virginia Juried Exhibition at the Division of Culture and History in addition to 12 Allied Artists Awards in the City of Charleston for excellence in support of the arts; and her creations are part of many public and private collections in West Virginia; and

NOW THEREFORE BE IT

RESOLVED, that it is with deep regret that the Board of Directors acknowledges the end of Susan Poffenbarger's tenure with the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, that the Board wishes to express its heartfelt and warmest appreciation to Susan Poffenbarger for her twenty-six years of faithful service and dedication to the Library; and be it further

RESOLVED, that this resolution be spread upon the minutes of this meeting and that a copy be given to our esteemed colleague, Susan Gidley Poffenbarger.

A motion was made to accept the resolution. There was no discussion. The motion was seconded and ADOPTED.

There being no further discussion or business, a motion was made to adjourn the meeting. Motion was seconded, and the meeting was adjourned at 4:42 PM.

President

Secretary