

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

HELD ON
June 14, 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.

Member of the KCPL Board of Directors present for this meeting include Dr. Mickey Blackwell, Ms. Stephanie Haden, Ms. Monika Jaensson, Mr. John Jarrett, Ms. Betty King, Ms. Cheryl Morgan, Ms. Jennifer Pauer, Ms. Susan Shumate, Ms. Anne Silbernagel, Mr. Ken Sullivan, and Mr. Don Wilson.

Member of the KCPL Board of Directors absent from this meeting include Mr. Tom Hurney, Ms. Angelia Russell, Mr. Ben Thomas, and Mr. Jim Withrow.

KCPL staff members present were Ms. Erika Connelly, Library Director; Ms. Marsha Alford, HR & Learning Manager; Mr. Teddy Claypool, IT Manager; Ms. Sarah Mitchell, Main Library Public Services Manager; Mr. Seth Newell, Technical Services Manager; Ms. Kim Runion, Accounting Supervisor; Ms. Adele Thumm, Assistant Director of Finances; Mr. Tim Venitsanos, Facilities & Security Manager; Ms. April Wallace, Assistant Director of Public Services; and Ms. Sara Caswell, Administrative Coordinator.

Others in attendance were Mr. Michael Albert, director of Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Thomas Heywood, Chair of the Library Foundation Board; Mr. Bill Lynch, with Charleston Gazette newspaper; and Mr. Christopher Winton, library counsel.

Ms. Jaensson presided and reported that a quorum was present. The Library 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 May 10, 2021 meeting were approved as distributed in the Board packet.

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 \$191,632.17, and the Book Bills in the amount of \$72,314.05 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 Special Funds in the amount of \$425,807.61 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 bills set forth on the list.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$1,190,319.15, 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.

At this time, Mr. Jaensson invited Mr. Thomas Heywood to give his report of the Library Foundation Board. Mr. Heywood expressed his thanks to the Kanawha County Public Library Board of Directors for their hard work to see this renovation project realized. He also extended thanks to Mr. Dave Pray, Owner's Representative; Silling Architects; and the Building Committee. He informed the Board that this past week a total of \$100,000.00 in donations were received, and donations continue to come in. He is in discussion with Mr. George Manahan to plan the public donation phase of the fundraising campaign for this project. This is a good opportunity for the entire community to contribute financially to this project. Mr. Heywood has also been in discussions concerning the donor wall, which will be featured in the newly renovated Main Library building. The consultants in charge of designing the donor wall did an excellent job of incorporating ideas that represent Charleston, Kanawha County, and West Virginia. Mr. Heywood also informed that Board that the Foundation is in the process of recruiting new members. They want to refresh the Foundation Board with some younger, more diverse members. They would like to add five members at this point, and continually grow the Foundation Board over the next couple of years. There were no questions for Mr. Heywood.

Report of the Director

Ms. Connelly reported the following to the Board:

- The Library system is almost fully re-opened.
- A majority of the library's circulations continue to be electronic, but physical circulations are increasing.
- The New Main renovation hit a milestone of being 50% complete at the end of May. Library administration has begun internal meetings to plan for expanded or new services in the new building. Most window frames have been installed. You can see the expanded elevator shaft that will extend up to the fifth floor. Work has begun on the Skybridge and continues on the greenspace of the Capital Street entrance.
- A contract with Chapman Technical Services has been signed for architectural services related to the replacement of the elevator at the St. Albans Branch Library. They will assist in helping the library secure a general contractor for this project.
- The Library is also planning to demolition the old Clendenin Branch Library on Cardinal Street. The Library has been working with the Town of Clendenin to see this project realized.
- Ms. Connelly invited Ms. Wallace to share with the Board the branch plans as the library works toward being fully reopened. All locations will resume their normal, pre-COVID-19 hours as of July 6, 2021. Returned library items will no longer be quarantined after July 1, 2021. As meeting rooms are being emptied of quarantine items and furniture, they are being deep cleaned so that programming can resume. During the months of June and July, registration will be required for programs to maintain social distancing requirements.

At this time, a motion was made, seconded, and ADOPTED to enter into an Executive Session to discuss and possibly act on a possible sale of Library real estate. Another item to be discussed in Executive session involves personnel matters related to the modification of the Library Director's employment contract. All those participating in the meeting, other than Board members, the Library

Director, and Library counsel were dismissed to the waiting room in Zoom. Executive session began at 4:28 PM.

The Board left Executive Session at 4:58 PM. Those in the waiting room were readmitted to the meeting. Discussion from the Executive Session will be mentioned later in the meeting.

Reports of Committees:

1. Building Committee

- a. No formal report. There were no questions.

2. Finance Committee

- a. Ms. Jaensson referred to the proposed Operating Budget for FY 2021/2022 that was provided in the Board packet. Ms. Connelly explained the budget highlights. This proposed budget includes a 3% pay increase for staff members – 1.5% for last year, that had been put on hold due to COVID-19 and 1.5% for the FY 2021/2022.

There is now a line item in this budget to allow the library to purchase items for New Main that did not fall under the scope of the construction budget or weren't known about at the time the project budget was put together. These are items that are needed to reopen the new building.

A motion was made to adopt the proposed Operating Budget for Fiscal Year 2021/2022. Since this is a recommendation from the committee, a second is not needed. Ms. Connelly was asked if the proposed budget reflected the possible minimum wage increase. She explained it was considered, but it is not reflected in this proposed budget. The motion was ADOPTED.

- b. The Finance Committee recommended to the Board to approve Mr. Duke Jordan as KCPL's new realtor on the recommendation from Ms. Claire Barth, the library's current realtor. Ms. Barth is stepping down and recommends Mr. Jordan. The contract will be renewed with him under the same conditions. A motion was made to enter into a contract with Mr. Jordan as the Library's realtor. There was no discussion. The motion was ADOPTED.

During the Executive Session, the sale of Library property was discussed. In light of possible new offers on the property in question, a motion was made to delay this item for thirty days, in order to receive all offers. There was no discussion, and the motion to delay action for thirty days was ADOPTED.

3. Long-Range Planning Committee

- a. Ms. Stephanie Haden presented the proposed Long-Range Plan for 2020-2023. This was included in the Board packet. The committee was impressed with the community engagement opportunities in the plan. A motion was made to adopt the proposed Long-Range Plan. As a recommendation from the committee, a second is not needed. There was no discussion, and the plan was ADOPTED.

4. **Membership Committee**

- a. There were three current Board members with terms set to expire on June 30, 2021. Those members were Ms. Jaensson, Mr. Jarrett, and Ms. Morgan. A resolution to recommend these members for reappointment to the KCPL Board of Directors was presented:

RESOLVED, that Ms. Monika Jaensson, Mr. John Jarrett, and Ms. Cheryl Morgan be recommended to the Kanawha County Board of Education for reappointment to a six-year term as Directors of the Kanawha County Public Library, with such six-year terms to end June 30, 2027.

There was no discussion regarding this resolution, and the motion to recommend these three members for reappointment was ADOPTED.

- b. The Membership Committee recommended two new members to fill vacant seats on the Board of Directors. Mr. Kevin Johnson works for the City of Charleston as the Homeless Outreach Coordinator, which could provide many opportunities for the Library in the future. Mr. Chris Erlewine works for Buckingham Strategic Wealth and will bring a strong financial background to the Board. Both of their terms would end on June 30, 2022, when they would be eligible for reappointment. Resolutions recommending both individuals were presented to the Board:

RESOLVED, that Mr. Kevin Johnson be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2022.

RESOLVED, that Mr. Christopher Erlewine be recommended to the Kanawha County Board of Education as a Director of the Kanawha County Public Library for a term to end June 30, 2022.

- c. Ms. Haden informed the Board that Dr. Shannon McGhee has had to step down from her position on the Board due to relocating outside of the state. The Membership Committee will begin recruiting to fill her vacant seat soon.

5. **Personnel Committee**

- a. After exiting the Executive Session, Ms. Pauer reported that the Personnel Committee recommended an increase in the Library Director's salary in the amount of \$5,000.00. They are also recommending that her Annual Leave raise to the equivalent of her total years as a Library Director in West Virginia. There was no additional discussion, and the recommendation was ADOPTED.

6. **Public Services Committee**

- a. Ms. Silbernagel and others went through a list of ongoing projects around the system, including the demolition of the old Clendenin Library site, the installation of fire panels at systems that did not have working units, and the electrical issue at the Sissonville Branch Library. There were no questions.

7. **KCPL Special Public Properties Holdings Corporation**

- a. This group continues to meet monthly to approve construction bills for payment.

Old Business

There was on old business to report.

New Business

1. The Board observed a moment of silence for Mrs. Tish Lawson, who was a member of The Friends of the Library. Ms. Silbernagel said she had been a school librarian at Alum Creek Elementary School and was an active member of the Friends group.
2. A retirement resolution was read to the Board by Ms. Connelly in honor of Ms. Kalyani Naga's upcoming retirement. That resolution reads as follows:

Retirement Resolution for Ms. Kalyani Naga

WHEREAS, Ms. Kalyani Naga was employed by the Kanawha County Public Library in September 2002 and has submitted her intent to retire effective August 10, 2021; and

WHEREAS, Ms. Naga served as a part-time Library Aide in the Reference Department from September 2002 until July 2003; and

WHEREAS, Ms. Naga served as part-time Library Assistant 2 at the Cross Lanes Branch Library from July 2003 until June 2005; and

WHEREAS, Ms. Naga served as full-time Library Assistant 3 at the Cross Lanes Branch Library from June 2005 until January 2009; and

WHEREAS, Ms. Naga served as full-time Branch Administrative Coordinator from January 2009 until her retirement in August 2021; and

WHEREAS, Ms. Naga fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty, and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation Ms. Naga's almost nineteen years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Naga a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Naga.

A motion was made to accept Ms. Naga's retirement resolution.

3. A resolution honoring the service of Ms. Brooke Lord was read to the Board by Ms. Anne Silbernagel. The resolution reads as follows:

Resolution for Brooke Pauley Lord

Whereas, Brooke Pauley Lord's tenure with the Kanawha County Library Board of Directors ended June 2, 2021; and

Whereas, Ms. Lord has been a dedicated and devoted member of the Board of Directors since joining in 2012; serving on the Personnel Committee from December 2013-December 2014; serving on the Public Services Committee from December 2013- December 2018 and then again from December 2020 to the present: serving as both a committee member and Chairperson of the Membership Development Committee from December 2014-the present; serving; on the Finance Committee from December 2018-2019; and serving on the Long-Range Planning Committee from December 2019-2020 and then as Chairperson December 2020-2021; and

Whereas, Ms. Lord brought needed youthful energy and new innovative ideas to board meetings with her marketing and merchandising education from her degree at West Virginia State University and her background as the Marketing Director at Dixon Hughes Goodman LLP; and

Whereas, Ms. Lord was wise and perceptive in her dealing with other Board members and had a genuine interest in the opinions of the KCPL staff, respecting and appreciating their knowledge. While working on the challenge of moving or renovating the current Main Library, she implored everyone to discover "what makes your heart sing?" Her decisions were fair and based on listening to all of the facts and opinions of everyone involved; and

Whereas, Ms. Lord was the first KCPL board member to attend in-person Board meetings with a newborn, and started the tradition of awarding Board member family newborns a "golden library card;" and

Whereas, Ms. Lord broke down many work barriers by efficiently interviewing potential Board members in the 4th Floor Board room of Old Main while her first born son and other Board member grandchildren played underneath the conference room table or were entertained by Associate Director Toni Blessing or Marketing Development Manager Terry Wooten in adjacent offices; and

Whereas, Ms. Lord was an ardent supporter of the Friends' Tisket fundraisers and planned and executed numerous auction baskets and brought a wealth of new ideas and young supporters for that endeavor; and

Whereas, Ms. Lord has exhibited a fervent love and passion for the Kanawha County Public Library through her volunteer time and contributions for the past nine years; and

NOW THEREFORE BE IT

RESOLVED, that is it with deep regret that the Board of Directors acknowledges the end of Ms. Lord's tenure with the Board of Directors of the Kanawha County Public 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, Ms. Brooke Pauley Lord.

4. A special Board meeting has been scheduled for Monday, June 21, 2021 at 4:00 PM to award the contract for the demolition project at the old Clendenin Branch Library.

5. The Annual Meeting of the Kanawha County Public Library Board of Directors will be held on the first Friday in July, which is July 2, 2021. This meeting will be held via Zoom and will be at 9:00 AM. This meeting will consist of approving bills for payment and electing officers for the FY 2021/2022.
6. The continuation of the Annual Meeting of the Kanawha County Public Library Board of Directors will be held on July 19, 2021 at 4:00 PM.

There being no further discussion or business, a motion was made to adjourn the meeting. Motion was seconded, and the meeting ADJOURNED at 5:26 PM.

President

Secretary