

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

HELD ON
November 8, 2021

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 8, 2021 at 4:00 PM via Zoom.

The following Board Members were present:

Dr. M. Blackwell	Ms. B. King
Mr. C. Erlewine	Ms. A. Russell
Ms. A. Gould	Ms. S. Shumate
Ms. S. Haden	Mr. K. Sullivan
Mr. T. Hurney	Mr. D. Wilson
Ms. M. Jaensson	Mr. J. Withrow
Mr. J. Jarrett	

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Adele Thumm, Mr. Stan Howell, Mr. Seth Newell, Mr. Teddy Claypool, Mr. Tim Venitsanos, Mr. Anthony DeMinico, Ms. Kim Runion, and Mr. Michael Polak.

Others in attendance were Mr. Michael Albert, a director of the Kanawha County Public Library Special Public Properties Holdings, Inc.; Mr. Jody Driggs, with Silling Architects; Mr. Jeff Jenkins, West Virginia MetroNews; Mr. Bill Lynch, the Charleston-Gazette newspaper; Mr. Dave Pray, Owner's Representative; 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 4:00 PM.

Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the Board meeting on October 11, 2021, were approved as distributed in the Board packet.

Approval of Bills

General 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 \$164,883.45 and the Book Bills in the amount of \$40,197.27 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Special Fund -- The Library Director submitted bills to be paid from the Special Fund in the amount of \$2,391.16, 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 for on the list.

Construction Fund -- The Library Director submitted bills to be paid from the Construction Fund in the amount of \$60,957.10, 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.

Director's Report

Ms. Connelly went over a few highlights from her monthly report.

- The library is currently fully funding American Library Association memberships for all staff. She feels it will encourage collaboration and further education in the workforce.
- Chapman Technical is working diligently with the installer of the 24/7 kiosk and canopy at the old Clendenin branch location.

Marketing Director, Mr. Stan Howell, then took the floor to discuss the 2021 West Virginia Book Festival.

KCPL initially planned to have the Festival in person at the Charleston Civic Center. Yet, Covid concerns forced the Festival team to re-consider. Last month they decided to hold an all-virtual event and partnered with Motion Masters and American Tech Rentals to produce.

The Festival team ran two days of programs, workshops, and author presentations online. Mr. Howell praised his team members: Ms. Sarah Mitchell, Ms. Brittany Addis, Ms. Elizabeth Fraser, and Mr. Joshua Myers, for all the work they did during the weekend.

The workshops and programs had about 195 participants. The six author presentations combined to garner about 1,100 participants. These numbers are consistent with the regular crowds at an in-person Book Festival.

Mr. Howell clarified that the virtual weekend missed the community gathering of past Book Festivals. The library did not gain typical revenue from the vendors or its used book sale. However, he is pleased with the success of the virtual event.

The plan is to return to the Civic Center in October 2022 to do an in-person event, which will be KCPL's first since 2019.

Mr. Howell is also working on the 100 Days Campaign for the re-opening of the Main Library. KCPL plans to hold three months of events to introduce the public to the new building including:

- Children's Gala in late April
- An author's event featuring two to three local writers in May
- Summer Reading Club in June.
- Used Book Sale during Festival weekend.

There will be a staff event on March 30th, and an open gala on April 1st, before the planned grand opening on April 4th, 2022.

Reports of Committees

1. Finance

Mr. Hurney reported that the Finance Committee discussed potentially changing the process behind the way KCPL pays its bills. They are hoping for a more streamlined and convenient way to arrange this. This proposal has cross-cover with the bylaw revision currently being considered by Legal Affairs.

2. Legal Affairs

No report.

3. Membership

No report

4. Personnel

Ms. King said the Personnel Committee is looking forward to working with KCPL's new Assistant Director, Ms. Mitchell. They will be meeting before the next board meeting.

5. Long-Range Planning

No report

6. Public Services

No report

7. Building

Mr. Thomas reported that substantial completion for the Main construction project is on-schedule for early December.

The main library is about to begin focusing on the move-out plan. Supervisors met with Bill Overton, who oversees moving the collection. They made tentative plans for shutting down services and stopping daily Administrative activities during the transition.

For the remainder of the lease, the KCPL Town Center Mall storefront will have a small express collection and more space for computers and internet users.

Service for the cafe at New Main is still in the works.

8. KCPL Special Public Properties Holding Corporation

Special Properties recently approved a little over a million dollars of draw requests from Chase Bank and continues to meet regularly.

9. *The Library Foundation of Kanawha County*

Mrs. Connelly gave a quick update on the Legacy Wall. Donor names are being finalized and Mr. Howell and Development Assistant Mrs. Lois Payne are in contact with each person make sure everything is correct before the designers finalize the list.

There being no further business the meeting was adjourned at 4:35 p.m.

President

Secretary