

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

HELD ON  
April 10, 2023

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 10, 2023 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board Members were present:

Mr. J. Auge	Mr. T. Hurney
Dr. M. Blackwell	Ms. B. King
Ms. A. Gould	Dr. K. Sullivan
Ms. S. Haden	Mr. B. Thomas
Mr. J. Holliday	Dr. R. Wallace

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Mr. Stan Howell, Mr. Tim Venitsanos, Mr. Anthony DeMinico and Mr. Michael Polak.

Others in attendance were Mr. Christopher Winton, library counsel.

Mr. Thomas presided and reported that a quorum was present. The Director served as Secretary. The meeting was called to order at 4:00 p.m.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED the minutes of the Board meeting on March 13, 2023 were approved.

**Director's Report**

Ms. Connelly stated that she always feels dismayed looking at the system's monthly circulation report and comparing it to Pre-Covid numbers. Though recently, she met with consultants from the ReThinking Libraries firm, who explained that KCPL's numbers are actually recovering ahead of many national trends that they presently see. ReThinking Libraries will help create patron surveys to be used for the Long-Range Planning committee and these will arrive in May.

KCPL management continues to monitor issues with two of the Eastern Kanawha County branches, Glasgow and Marmet. The system is struggling to keep the Marmet building up and running. Glasgow's location is scheduled to re-open in May, but there are still concerns with its long-term feasibility.

The Library app has 888 users, over the last month people placed 659 items, received 58 new cards, and renewed their items 462.

KCPL is collaborating with the Board of Education to roll out a new program called Sora. Sora will serve as a children's version of the library's online services, Libby and WVDeli. This accesses the same children's ebooks that were already purchased for the children's digital collection. This app will roll out on all the middle/elementary school tablets. Sora will curate age-appropriate books for young readers. Digital materials on Sora may only be checked out with KCPL card. Not all county schools are on the platform yet, but this collection will incentivize participation. There are two other library systems in the state that currently use Sora, Ohio County and Parkersburg-Wood.

Ms. Connelly confirmed that the Sora checkouts will flow into KCPL's statistics and that digital resources should see a significant usage increase.

## **Action Items**

### **1. Presentation of New Inclement Weather Policy and proposal to shift Inclement Weather from Board Policy to Managerial**

Ms. King explained that she and the Personnel committee reviewed the Library's new Inclement Weather Policy. In the future since the policy is driven by management, the committee feels it should be re-classified from a Board Policy to a Managerial one.

There are not a significant amount of changes in the policy, but it does make early closing procedures and closing pay more clear for KCPL staff.

Mr. Winton asked that the language in the policy be changed to refer to the Main Library instead of the Charleston library so it is consistent with other library documents.

Ms. Connelly and Ms. Mitchell fielded a few logistical questions about deciding to close specific branches.

Ms. King read the following resolution into the record, and it was approved unanimously.

RESOLVED, that the new Kanawha County Public Library System Policy for Closing Libraries During Inclement Weather be ADOPTED; and be it further

RESOLVED, that the Inclement Weather policy be RE-CLASSIFIED from a Board policy to a managerial one.

### **2. Financial Affairs Resolutions**

Mr. Hurney presented three different recommended resolutions from the Board's Financial Affairs committee. He began with a review of the proposed budget for the 23-24 fiscal year. He and Ms. Connelly explained that the Library's budget had a conservative estimation of its projected income and that the county is expecting better receipts for the next fiscal year. The committee recommends "dreaming bigger" with the staff payroll, effective July 1, another two-dollar an hour rate raise would go into effect. This recommendation allows the library to adjust the pay scale so that starting salaries begin around \$14.80, and that 95 percent of current employees will be at or above this wage. This will also help employees offset the cost of the significant increases to PEIA's healthcare.

Several board members voiced their support of the wage increase.

Ms. Connelly and Ms. Alford clarified a budget item about an employee assistance program for mental health. New Horizons Therapy Services offers each KCPL employee and their insured dependents three free appointments each calendar year.

Upon a recommendation from the Financial Affairs committee, the Board ADOPTED the proposed budget for the 23/24 fiscal year unanimously. It will go into effect on July 1, 2023.

Mr. Hurney read the following resolutions regarding levying authority into the record, which were also APPROVED anonymously by the Board.

#### **Levying Authority - City of Charleston**

RESOLVED, that the Library respectfully requests the City of Charleston to lay a levy, in accordance with

Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$1,072,197 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2023;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

**Levying Authority - Kanawha County Commission**

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$3,310,025 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2023;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

The final Financial Affairs resolution regards the Branch contributions and assessments for the 23-24 fiscal year. Mr. Hurney presented the following for the record after it was APPROVED by the Board of Directors unanimously.

**FY 2023-2024 Branch Contributions and Assessments**

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2023 property valuations, multiplied by the same rate per \$100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and,

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and,

WHEREAS the costs of administration, human resources, automation, utilities, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions or assessments for the fiscal year 2023-2024:

	FY' 2022-2023 Operating Budget	Current FY Contribution	FY' 2023-2024 Proposed Contribution
Clendenin	\$120,269	\$3,902	\$4,210
Cross Lanes	\$273,734	\$8,962	\$9,581
Elk Valley	\$282,488	\$8,726	\$9,887

Glasgow	\$16,876	\$511	\$591
Marmet	\$134,836	\$3,218	\$4,719
Riverside	\$171,296	\$4,502	\$5,995
Sissonville	\$285,726	\$13,660	\$10,000
<i>Branch Support Subtotal</i>	<i>\$1,285,225</i>	<i>\$43,481</i>	<i>\$44,983</i>

	FY' 2022-2023 Operating Budget	Current FY Contribution	FY' 2023-2024 Proposed Contribution
Dunbar	\$304,073	\$84,316	\$86,934
St. Albans	\$428,562	\$129,085	\$132,559
<b>TOTAL</b>		<b>\$256,882</b>	<b>\$264,476</b>

## Reports of Committees

### 1. Financial Affairs

Mr. Hurney and the committee are hopeful that the continuing effort to sell KCPL's two properties on Charleston East End will bear fruit. The Library's relator re-listed the properties. The committee will update the Board on any progress made.

### 2. Long-Range Planning

Dr. Sullivan met with leaders from the Library Foundation Board in March and heard from Mr. Tom Heywood, Mr. Dave Pray, and Ms. Jeri Matheny. The final Long-Range Planning listening session will be on Monday April 24, all members are welcome if they have any ideas that they wish to be heard.

### 3. Building Committee

Mr. Thomas reported on behalf of Mr. Jarrett that the Building Committee is monitoring several projects in the system. Recently, Paramount decided to reimburse the library for the water damage at the main building. The St. Albans elevator project is on schedule to be completed at the end of May. The Bookmobile project is coming earlier than expected and is on schedule for the first week of June.

### 4. Personnel Committee

Ms. King offered her congratulations to the 2023 Outstanding Service Award winner, Melissa Burchett, the branch manager of St. Albans. Ms. King attended the full Staff Development Day which featured breakout sessions on Cyber Security Awareness, Team Trivia, Customer Service, and Emerging Library Technology. She thanked Ms. Alford and her team for putting together the full day.

### 5. Special Properties

Mr. Thomas updated the board that Special Properties is still meeting on a quarterly basis to carry out its function. Though the New Main project is mostly complete, outstanding bills continue to come in. The board continues to pay PrayWorks, and still consults with Paramount.

## New Business

### 1. Special Committee Update

The new Board committee focused on service to the eastern part of Kanawha County will have its first meeting in April. Mr. Thomas thanked all Board members who volunteered. He feels there is a lot of desire for library service in this part of the county and that the service area needs to be an important focus in the future of the system.

There being no further business, the meeting adjourned at 5:00 p.m.

---

President

---

Secretary