

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

HELD ON  
October 9, 2023

A regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 9, 2023 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board members were present for the meeting:

Mr. J. Auge	Mr. L. Moore
Mr. C. Erlewine	Ms. S. Shumate
Ms. S. Haden	Ms. A. Silbernagel
Mr. T. Hurney	Dr. K. Sullivan
Mr. J. Jarrett	Mr. B. Thomas
Ms. B. King	Dr. R. Wallace

Library Foundation Board vice president, Mr. Bryan Cokeley attended.

KCPL staff members present were Ms. Erika Connelly, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Ms. Marian Veld, Mr. Tim Venitsanos, and Mr. Michael Polak.

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

Mr. Thomas presided over the meeting and called it to order at 4:00 p.m. The director served as Secretary.

### Approval of Minutes

Upon a motion made, seconded, and ADOPTED, the minutes of the Board meeting on September 11, 2023 were approved.

### Director's Report

The system's new Bookmobile was at Main for the Board meeting. Ms. Connelly invited all of the Board to tour the vehicle after the meeting. The library plans to feature the new Bookmobile in upcoming parades, "it is our moving billboard."

Assistant Director, Ms. Sarah Mitchell, discussed the service's new three-week rotation (which matches the checkout time for most items in the system). It will be returning to the Kanawha Mall Parking lot, and making regular stops in the Eastern part of Kanawha County.

The system is still hiring for a Bookmobile Services Specialist. Once fully staffed, the Bookmobile's new stop rotation will begin.

The Glasgow branch has temporarily closed again due to continued mold problems at the site. The Library will use a weekly Bookmobile stop in Glasgow to supplement services to the community.

Ms. Connelly called attention to the Digital Services fact sheet distributed in this month's board packet. It has talking points for the community regarding the upcoming changes to KCPL's policies. In the

September meeting, the Board approved a new recommendation that will limit use of KCPL's digital resources to card holders residing in Kanawha County to create a fairer distribution model.

## **Committee Reports**

### **1. Building**

Mr. Jarrett reviewed several ongoing KCPL projects.

a.) Main Library: Work is still being done on the completion of the final punchlist, and there's one issue still being sorted. Mr. Jarrett explained that more discussion regarding this will occur in the planned executive session for this meeting.

b.) Riverside: Ms. Connelly and Ms. Mitchell continue to work out of the Riverside branch to provide the staff managerial services. Ms. Connelly explained that the relationship with Riverside High School is very good, the library recently replaced old ceiling tiles in its facility.

c.) Glasgow: As previously mentioned, services in Glasgow are temporarily suspended. Due to a water drainage issue with the parking lot in City Hall, the Library's space is vulnerable to damage and mold. The town is planning to bid out on re-grading the parking lot. The collection and tech in the Glasgow branch is currently being removed. There is not a timeline for services being restored.

d.) Marmet — The branch is deteriorating and nearing the end of its life as a safe, viable structure for the system. The next steps for the location and the entire Eastern Kanawha region are a primary focus of the Long-Range Planning committee.

e.) St. Albans — The elevator installation is complete. Ms. King shared that she recently visited the facility and that the facility looks great.

f.) Capital management — The system is moving to an electronic software to keep track of all of its assets. A new policy regarding this process is in the works and should come to the full board in a few months. The Maintenance Department is presently working on getting a full inventory.

### **2. Personnel**

Ms. King updated the board on the current open positions at KCPL, joking "anyone know any CPA's?" There are presently five full-time positions ranging from Accounting Specialist, Branch Manager, Reference Librarian, and Janitor posted. The system is also hiring for several part-time positions.

### **3. Financial Affairs**

Mr. Hurney briefed the board on KCPL's accounting department's new workflow. The Kanawha County School Board shifted its own accounting practices, and KCPL will now cut checks for itself. The relationship between the two entities is very positive. Ms. Connelly regularly attends KCS Board Meetings.

### **4. Long-Range Plan**

Dr. Sullivan anticipates that the draft for the next Long-Range Plan will be ready to present at the November board meeting. The next meeting will primarily focus on reviewing the document. After the initial Board review is complete, he plans to have another meeting where the Friends of the Library Steering Committee and the Library Foundation Board have a chance to provide feedback.

## **5. Library Foundation of Kanawha County**

Mr. Thomas offered Mr. Bryan Cokeley a chance to speak on behalf of the Foundation. The Foundation's primary focus in recent months was fundraising for the Otis Laury Nutritional Initiative. The program launched with a ribbon cutting at New Main on Monday, October 2nd.

Mr. Cokeley also described the Foundation Board as being in a time of transition with some key members including long-time President of the Board, Mr. Tom Heywood, stepping down.

### **New Business**

Mr. Thomas announced to the Board that Dr. Mickey Blackwell is resigning from his position on the Board of Directors. The Membership committee will meet this month to discuss the opening, and will have a potential replacement candidate ready later in the year.

Mr. Thomas then asked for a motion that the Board Meeting go into Executive Session on the basis that the Board would be discussing contractual and potential litigation matters. Staff members and other meeting attendees were excused as KCPL Board of Directors went into Executive Session with Mr. Winton, counsel for the library; and Ms. Connelly, Library Director, remaining to present advice to the Board of Directors in advisory capacities.

Upon a motion made, and seconded, the Executive Session began at 4:33 PM

At the close of the Executive Session at 4:54 PM, the Board re-entered the public session of the meeting, and KCPL staff and other attendees rejoined the meeting.

No action was taken from the discussion in the Executive Session and there being no further of business, a motion was made to adjourn this meeting. Motion was seconded, and the meeting ADJOURNED at 4:55 PM.