

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

HELD ON  
February 14, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 14, 2022, at 4:00 PM via Zoom.

The following Board Members were present:

Dr. M. Blackwell	Ms. J. Pauer
Mr. C. Erlewine	Dr. K. Sullivan
Ms. A. Gould	Ms. A. Silbernagel
Ms. S. Haden	Ms. S. Shumate
Mr. J. Holliday	Mr. B. Thomas
Mr. T. Hurney	Mr. J. Withrow
Ms. B. King	

KCPL staff members present were Ms. Erika Connelly, Ms. Sarah Mitchell, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Seth Newell, Mr. Anthony DeMinico, and Mr. Michael Polak.

Others in attendance were Mr. Bill Lynch, the Charleston-Gazette newspaper; Mr. Christopher Winton, library counsel; and Mr. Dale Cooper, WCHS.

Board President, Ms. Monika Jaensson, was unable to attend the meeting, and First Vice President, Mr. Ben Thomas, had to join the meeting in progress. Second Vice President, Ms. Betty King presided. She reported a quorum was present. The Library Director served as Secretary. The meeting was called to order at 4:03 PM.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the minutes from the meeting on January 10, 2022, 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 \$356,947.41, and the Book Bills in the amount of \$47,711.75, were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Construction Fund: The Library Director submitted bills to be paid from the Construction Fund in the amount of \$19,160.47, 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.

## **Director's Report**

Ms. Connelly began her report by discussing the staff's current move out of the Town Center location. Staff tours of the new building began today (Feb. 14). They are getting updated security and OSHA training for the new space.

The Clendenin 24/7 Kiosk project is going well. The Library applied for an extension with FEMA as the initial plans were for the installation to be finished in December. The new estimation is that it will be ready for launch in either April or May. All of the product is on-site, and the contractor will begin work shortly. The town of Clendenin is very excited about its completion.

Circulation is bouncing back significantly compared to this period last year. Despite Covid numbers bouncing back up in December and January, our checkouts improved by more than 10,000 volumes.

Finally, Ms. Connelly praised the work of Ms. Marsha Alford and the Human Resources Department. She acknowledged that it's been a trying couple of months due to Covid exposures in the library system. Some locations have not been able to open due to short staffing. There were 59 cases of staff needing to miss work due to exposure in January. KCPL currently staffs 113 members. The library has been lucky that no staff have been hospitalized. About a dozen KCPL employees tested positive in the last month, there was one case of an internal spread at the Elk Valley branch.

Ms. King thanked the social media team for consistently updating information about closures with both the weather and Covid issues.

## **Reports of Committees:**

Mr. Holliday joined the meeting in progress during the committee reports. His introduction, while first on the agenda, was deferred to the end. Ms. King called on Ms. Silbernagel to begin with Public Services.

### **1. Public Services**

The committee continues to monitor the delayed elevator replacement project at the St. Albans branch.

Ms. Silbernagel invited Eastern Regional Branch Manager, Anthony DeMincio to update the Board on the "Pop-Up libraries" his branch started to increase outreach in the community. Mr. DeMincio said the big issue they are facing at the moment is getting the word out. He invited the board to help him explain the service. Staff have been taking the Library van out to different locations in the region and allowing people to browse, return materials and pick up holds. Patrons are still learning the exact services it provides. Mr. DeMincio explained he fielded a call on the first day of the service from someone who thought it was for accepting book sale donations.

The committee does not feel that the Glasgow branch will ever be able to re-open in its present location. Discussions will soon begin on how to dismantle the branch and potential new spaces to serve that community. With both Glasgow and the Bookmobile presently out of commission, Marmet is offering extended hours.

### **2. Financial Affairs**

Mr. Hurney filled the board in on what Ms. Connelly and Mr. Withrow are doing to prepare for the upcoming Levy election in November. Recently, they met with the Board of Education. Mr. Hurney reiterated that he feels there is a good team in place to keep track of things and commended their efforts.

### **3. Building Committee**

Mr. Thomas joined the call with an update from the construction site. They are hopeful that within the week the builder will submit its request for a certification of substantial completion. The process then goes to the architects who will walk through each floor, identify any remaining issues, and make the final call. Two key items still reaching completion are that it can be entered and exited safely and that it is fit for its intended purposes. Furniture and most of the technology began arriving, and the board room is now fully functional. Ms. Connelly hopes that a hybrid in-person/Zoom Board meeting can be held next month. Her team is working to get things moved back in and installed.

### **4. KCPL Special Public Properties Holding Corporation**

The Special Properties board met last week to consider and approve another \$600,000 worth of draw requests to cover the closing stages of construction. There is one draw left from the Chase bank account and it will be closed out when the project reaches substantial completion.

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

The Library Foundation had its first annual meeting of the year on February 1st. Ms. Connelly explained that the Foundation Board is currently working on the installation and set up of the Legacy Wall piece for the new building.

They are also in the middle of another funding campaign. Ms. Connelly is meeting and walking current and potential donors through the new building regularly. There is still interest in giving to the library even as the project nears completion.

### **6. Membership Committee**

Ms. Haden introduced Mr. Jason Holliday to the Board of Directors. Mr. Holliday's nomination was approved by the Board of Education at its January meeting. He is an attorney with Dinsmore and Shohl, has a young family, and lives in Belle.

Mr. Holliday introduced himself to the board and expressed his excitement for the opportunity to meet each of them.

### **7. Legal Affairs**

No report

### **8. Long-Range Planning Committee**

No report

## 9. Personnel Committee

No report

### New Business

Ms. Connelly explained that over the next two weeks she will be taking meetings with our county legislators to update them on the Library. The West Virginia Library Association's annual Legislative Day is scheduled for Monday, March 7, and for each session WVLA puts out a document of talking points and common goals. Ensuring and increasing funding for the libraries in the state is a big focus. Ms. Connelly stated her practice is to never visit representatives with her hand out unless she is handing them library brochures or a card. She invited any interested board members to refer to the calendar of scheduled meetings sent in the packet, and to reach out to her or Mr. Michael Polak, Administrative Coordinator, if they wish to attend any of these.

Mr. Chris Winton asked that the following be added to the new business portion of the meeting. Board President, Ms. Jaensson appointed a special committee to evaluate and make recommendations on the cafe space in the new building. Ms. Jaensson, Ms. Connelly, Ms. Gould, Ms. Silbernagel, Mr. Winton, Mr. Thomas, and Mr. Dave Pray are on the committee, it's scheduled to meet this week.

### Old Business

There was no Old Business to report.

There being no further discussion or business, a motion was made to adjourn this meeting. The motion was made and seconded, and the meeting ADJOURNED at 4:35 p.m.

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President

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Secretary