

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

HELD ON  
May 9, 2022

A meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday May 9, 2022 at 4:00 PM via Zoom and in-person in the board room at New Main.

The following Board Members were present:

Dr. M. Blackwell	Ms. J. Pauer
Ms. A. Gould	Ms. S. Shumate
Ms. S. Haden	Dr. K. Sullivan
Ms. M. Jaensson	Mr. B. Thomas
Mr. J. Jarrett	Mr. J. Withrow
Ms. B. King	

KCPL staff members present were Ms. Erika Connelly, Ms. Marsha Alford, Ms. Adele Thumm, Mr. Stan Howell, Mr. Teddy Claypool, Mr. Anthony Deminco, and Mr. Michael Polak.

Others in attendance were Mr. Bill Lynch, Charleston Gazette-Mail; David Pray, Owner's Representative Pray Works; and Mr. Christopher Winton, library counsel.

The meeting coincided with the grand opening of the new library. Before things began, Ms. Jaensson congratulated the room, "we are now an open library." She thanked the architects, community leaders, Board Members, Dave and Josh Pray, and all who contributed to the project. The meeting was then called to order at 4:00 p.m. Ms. Jaensson presided and reported a quorum was present. The Director served as Secretary.

**Approval of Minutes**

Upon a motion made, seconded, and ADOPTED, the minutes of the Board meeting on April 11, 2022 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 \$307,174.43 and the Book Bills in the amount of \$54, 627. 84 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 \$705,927.79, 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 \$56,951.93, 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.

Ms. Connelly noted that the MacMillian Holdings, LLC check on the register is for Book Festival authors. She stated that the team is looking forward to having an in-person Festival later in the year and that an official announcement about the authors should come soon. The check to Alan Stone Co, Inc is for the Clendenin Kiosk. She hopes that the installation will be complete and a ribbon cutting will happen during the first week of June. There are pictures of the project in this month's Director's Report.

### **Director's Report**

Ms. Connelly thanked her staff for their efforts in the last two months in preparing the facility for the public. She described watching the crowd come into the library this morning after the ribbon-cutting and her joy at seeing check-outs and laptops on tables. It was a very cathartic moment with a lot of joy. She is hoping that now the library can get back to doing what it does best, serving the public.

Ms. Connelly explained she feels that after two years of guiding the project, she now finally gets to become the Director of the Kanawha County Public Library. She looks forward to using her time to visit the branches more and getting to know the system. She also noted excitement over the new formats introduced in the system today — video games, children's books with a Read-Aloud speaker component, and tools.

Ms. Jaensson commended Ms. Connelly on a phenomenal job with the project.

### **Reports of Committees**

#### **1. Finance**

The Finance Committee met in April to review a proposal for the 22-23 fiscal year budget. It will be ready for approval at the June board meeting. Ms. Connelly also explained to the board that the Library was granted an audit extension due to the move. It will be completed by the end of the next month.

#### **2. Public Services**

The Public Services Committee is currently investigating the possibility of adding a second Bookmobile to the system's fleet. The second may be more slanted towards internet access and technology. The hope is to reach more people and more spaces and Ms. Connelly believes that two can do that. The committee is also investigating potentially re-imagining services in Glasgow and Marmet. A special board meeting may be called in the next few weeks to approve a new contract for installation and of a new elevator at the St. Albans branch. The Library will be working with Chapman Technical again on the project.

Mr. Winton asked Ms. Connelly if an environmental report for the Glasgow branch is in the works. The town is currently doing air testing, but Ms. Connelly stated that the materials still inside the building are not salvageable due to their contamination to mold. She is hoping to start fresh. The Library has yet to access the building, but after doing so, its next steps will be drafting insurance claims for all that was lost.

#### **3. Legal Affairs**

no report

#### **4. Long-Range Planning**

no report

#### **5. Personnel Committee**

Ms. King presented a new Public Code of Behavior policy for the KCPL system. She explained the committee drafted the document over two meetings, completing it in April. The goal was to make the document more positive and encouraging.

Mr. Winton asked if the committee reviewed patrons' rights to appeal. If incidents occur wherein patrons are asked to leave or even have their services suspended, there is no cross-reference to that in the current document. Ms. King and Ms. Jaensson explained that they had not, but will in their next meeting and will present any amendments to the policy if needed.

Mr. Holliday asked for clarification on the section referencing "overwhelming body odor," explaining that it seemed to be missing a verb.

After a continued robust discussion on the document, Mr. Thomas made a motion to amend the Patron Code of Behavior. The second bullet point under "All Library Patrons Can Expect To" will now read "be treated fairly and equitably by staff and all other members of the library community."

The penultimate bullet under "Show respect for others" will now read "Maintain good personal hygiene by avoiding overwhelming body odor, excessive perfume or cologne, or other unsanitary practices."

The motion to accept the Patron Code of Behavior with these amendments passed without opposition and was ADOPTED by the Board of Directors.

#### **6. Membership Committee**

Ms. Haden explained that while there is currently a full board, the Membership committee anticipates the need for candidates. They will be meeting again in May to discuss the future openings.

#### **7. Building Committee**

Mr. Thomas explained that it's likely for the next 3-6 months that contractors will still be in the building putting finishing touches of the project and working through the final punch list. He noted that the IT software in the meeting rooms is still not working. The Library decided not to delay service by waiting on completion, but they are still in the process of programming everything. He hopes that by the next board meeting everything will be up and running as it should.

Mr. Thomas then asked for a motion that the Board Meeting go into Executive Session on the basis that the Board would be considering contractual that could arise potential legal matters. Staff members and other meeting attendees were excused as KCPL Board of Directors went into Executive Session with Mr. Chris Winton, counsel for the library; and Ms. Erika 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 4:29 p.m.

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

## **8. KCPL Special Properties Holding Corporation**

There will be a meeting of Special Properties later this week to evaluate outgoing payment requests.

## **9. The Library Foundation of Kanawha County, Inc.**

no report.

### **New Business**

Ms. Jaensson discussed the formation of community committees with board and staff members on them to address different aspects of engagement with the new library. Dr. Sullivan will be on the Adult Programming committee, Ms. Sarah Mitchell, Assistant Director, is working with the Arts Committee, and Ms. Gould and Ms. Connelly are on the Activation Team which will address issues that arise from the new facility.

Ms. Jaensson asked that the Membership Committee serve as the Nominating Committee for the 22-23 fiscal year and present a slate of recommended Board officers at the next board meeting.

Mr. Polak, Administrative Coordinator, congratulated his colleague, Facilities Technician Steve Mills, on his Linda G. Wright Award for Excellence in Library Services. Mr. Mills received the award from the Personnel Committee at the Library's annual Staff Development Day on April 27, 2022.

Mr. Polak also on behalf of the Library staff thanked all of the Board of Directors members who assisted with the Family Night event at New Main on Friday, April 29, 2022. Staff from all across the system were able to bring their families into the facility for a preview tour and dinner.

There being no further business to discuss the meeting was adjourned at 5:02 p.m.