

## **West Virginia Library Commission**

**August 18, 2017**

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 AM on Friday, August 18, 2017. Members present were Betty Gunnoe, Katy White, Mary Bland Strickland, David Nalker, Connie Shumate, Deborah Sullivan, and Dennis Taylor. Commissioner Charles Julian joined the meeting via telephone. Also present were Karen Goff, Secretary and WVLC Chief Financial Officer Jennifer Johnson.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – April 28, 2017
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary's Report – Karen Goff
6. Old Business
7. New Business
8. Announcements
9. Adjourn

### **Call to Order**

Chairman Gunnoe called the meeting to order at 10:00 AM.

### **Approval of Minutes**

Commissioner Taylor moved to approve the minutes of the April 28, 2017 meeting. Commissioner Sullivan seconded. The motion was approved.

### **Public Comments**

There were no public comments.

### **Financial Report**

Ms. Johnson began her discussion with a report on FY2017 general revenue. She reported that the 00100 line has a remaining balance of \$169,936 due to employee vacancies

from the statewide hiring freeze. The 06400 line for repairs and alterations has a remaining balance of \$5,170 and the total remaining balance for the fiscal year stands at \$175,106.

For FY2018, Ms. Johnson reported the agency saw an overall reduction of 3.06%. She stated that most of reduction came from re-appropriated funds in line 62500, due to a supplemental legislative bill which reduced the line by \$400,000.

Ms. Johnson reported the next largest cut to the budget was 8.4% to the General Revenue Personal Services line. This line was reduced by \$110,728. To cover this cut, the Commission eliminated 2 vacant positions, the driver position in Building Services and the Office Assistant in Library Services. Remaining vacancies were budgeted to the starting salary in each pay grade.

Ms. Johnson pointed out a slight increase in the 91300 BRIM line. The amount was \$15,177 in the FY2010 budget and increased to \$20,466 in 2018. She said there was also a small decrease in the 88400 line of \$5,586.

For FY2019, Ms. Johnson said the appropriate request would be filed later that day, and pointed out the commission is budgeting for the new year at FY2018 levels.

Commissioner Nalker moved to approve the financial report, Commissioner Shumate seconded, and the motion was approved.

Commissioner White moved to approve the p-card reports, Commissioner Taylor seconded, and the motion was approved.

## **Secretary's Report**

Secretary Goff began her report with a discussion on Commissioner's terms. She announced Commissioners Shumate and Nalker have been reappointed by the Governor, and pointed out there is currently a vacancy in District 1 due to the retirement earlier in the year of David Dalzell. She reported that Jo Brown had been appointed as a replacement by the Governor, but he declined the post. The Secretary said she is currently discussing with the Governor's Office the potential appointment of Sean Duffy of Wheeling to the position.

Secretary Goff then began a discussion on Fiscal Year 2019. She said the Commission is leaning towards not submitting improvement packages. However, she said if they are submitted, she would suggest increasing the Services to Libraries line to bring the Service Center grants closer to the 20% target of affiliate GIA. Commissioner Taylor suggested submitting the improvement package to bring it to the attention of the Governor and Legislature. There was additional discussion explaining how Service Centers are funded and structured.

Next, Secretary Goff discussed HB 2792, which requires the commission to conduct a survey of all public libraries in the state to determine the conditions and needs of libraries and to prepare a 10-year plan for construction and maintenance. The Secretary reports a draft survey is complete and it has been distributed to the Service Center Directors for comment. The Survey will be sent out in mid-September and will run for 3 weeks. Both the

survey and 10-year plan must be completed in time to present to the Legislature at its next session.

Secretary Goff began a discussion on open Library Director positions across the state. In Wirt County, the previous director is acting as an interim director until a replacement is named. In both Elkins and Fayette County, the libraries are in the process of hiring a new director. The director in Helvetia has resigned and the director at Louis Bennett is retiring in October. Louis Bennett has already hired a new MLS graduate who will work with the current director through the end of October. The WVLC will hold a New Director's Academy on October 18-19.

Next, Secretary Goff discussed the state's Hotel/Motel Tax. Brian Helmick, a lawyer hired by the Auditor/SOS is trying to determine if libraries qualify to receive Hotel/Motel Tax revenues. Currently, Greenbrier County receives the tax revenues and uses them for arts programs/materials, which qualifies them for the funding. Half of Pocahontas County libraries also receive local Hotel/Motel Tax dollars, and the libraries are working with the county to determine how they are being used for the intended purpose. One suggestion is for the Hotel/Motel funding be used for a county recreation project, freeing up other county funds for library use.

Secretary Goff reported that 24 libraries have submitted requests for In-Kind support, including three libraries, Morgan, Paw Paw, and Terra Alta, submitting for the first time. She said all the requests have been approved, totaling \$257,089 for In-Kind contributions.

Secretary Goff presented Commissioners with the new WVLC organizational chart. Under the new chart, Library Development and Library Services have been combined. The chart also indicates seven vacant positions that are planned to be filled.

The Secretary said 3 positions have been posted – Network Services Cabell Tech, Special Services Office Assistant, and Library Services Library Assistant. 4 other positions will be posted soon – Network Services Clarksburg Tech, another Special Services Office Assistant, another Library Services Library Assistant, and Administrative ASA. The Administrative ASA position will combine the duties of ASA with the Library Development Office Assistant on a trial basis. There are no plans to eliminate the OA position.

Secretary Goff next turned her attention to collaboration activities with the Office of Education and the Arts. She said a Memorandum of Understanding for shared facilities is in process with the Commission still trying to determine how to split utility costs with the other agencies. Currently, WVLC pays 27% of the Culture Center's monthly electricity/gas costs.

Secretary Goff reminded Commissioners to stop by the TV studio after the meeting to record a PSA for Family Reading Week.

Commissioner Sullivan requested the Commission set up Newsbank accounts for the Commissioners. State Library Services and Library Development Director Heather Campbell-Shock agreed to do so.

Commissioner Nalker mentioned a rotary meeting where the discussion centered on how to set up e-books and library cards.

**Old Business**

None.

**New Business**

None.

**Next Meeting**

Chairman Gunnoe announced the next meeting will be held on Friday, November 17<sup>th</sup>, 2017 at 10:00 am at WVLC offices.

**Adjourn**

Commissioner Taylor moved to adjourn the meeting, Commissioner Nalker seconded the motion, and the motion was approved.

Respectfully Submitted,

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Karen Goff, Secretary

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Betty Gunnoe, Chairman