

West Virginia Library Commission

April 28, 2017

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 AM on Friday, April 28, 2017. Members present were Betty Gunnoe, David Dalzell, Katy White, Mary Bland Strickland, David Nalker, Connie Shumate, 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 – February 27, 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 February 27, 2017 meeting. Commissioner Nalker seconded. The motion was approved.

Public Comments

There were no public comments.

Financial Report

Ms. Johnson stated that 4th quarter payments for Services to Libraries grants and GIA were issued. She reported that Services to Libraries Grants line is 100% expended, and that \$133,576 remains in the GIA line. She said this is due to withholdings from libraries that did

not meet the match and/or MOE requirement. Responding to a question from Commissioner Nalker, Secretary Goff reported that 12 libraries failed to meet match.

Ms. Johnson next discussed the federal E-Rate program. She reported the commission received \$279,781.15 in E-Rate reimbursement for the first half of the 2016-17 fiscal year.

Next, Ms. Johnson began a discussion on House Bill 2801. She said HB 2801 was passed and signed by the Governor, sweeping \$400,000 from the Special Projects line 62500. Those are re-appropriated funds from FY 2011 and FY 2012. The bill left a remaining balance of \$374,233, funding meant to be expended by legislative intent.

Ms. Johnson stated that the legislature's recently passed budget bill was vetoed by the Governor, and a special session will be held to address the issue. She said WVLC has been advised by the Office of Education and the Arts that the commission may incur another 2% cut before the end of the year, and that any such shortfall would be covered by the General Revenue Personal Services line.

Commissioner Julian moved to approve the financial report, Commissioner Dalzell seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report by thanking Commissioner Taylor for his presentation at the recent WVLA Spring Fling Conference in Summersville. She said his presentation on Library Trustees was very successful and well attended.

The Secretary then unveiled the latest WVLC spring poster. It features a photo of the Kanawha County Public Library and included new messaging: "Because Libraries Create Learners. Learners Transform Communities."

The Secretary next announced the resignation of Anne McMillion as Library Development Director due to health issues and her commute from Greenbrier County to Charleston. She reported that State Library Services Director Heather Campbell-Shock has accepted the interim title as Development Director and would also continue in her role as Director of Library Services.

Secretary Goff then began a discussion on financial and legislative concerns. The budget bill recently vetoed by the Governor had preserved the Office of Education and the Arts and kept WVLC under its umbrella. That version of the budget also reduced Personal services in the General Fund and preserved GIA funding. She said a special session of the legislature to deal with the budget begins Thursday, May 4, and it is unclear how a new budget would treat these library issues.

Secretary Goff said the legislature passed HB 2792 unanimously and the Governor signed the bill into law. HB 2792 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 survey must be completed no later than November 30, 2017.

Commissioners Taylor and White asked about plans to implement the survey, and Secretary Goff reported that she had contacted the directors of the Cabell and Kanawha County libraries concerning facility assessments and how those libraries handled them. She said she received useful information and references from both. The Secretary said that WVLC already collects some of the requested data, and hopes to have the survey ready to administer in September. WVLC is required to submit a report on the survey's findings to the legislature by January 31, 2018.

Secretary Goff began a discussion on federal funding and stated she would be attending the ALA National Library Legislation Day, May 1 and 2, and the COSLA Spring Meeting on May 3 in Washington, DC. Commissioners Taylor and Nalker asked about meeting with the West Virginia congressional delegation while she was in Washington, and the Secretary said she would meet with staff and had prepared handouts for them, which highlight the impact of federal IMLS funding on West Virginia libraries.

Commissioner Nalker asked about the possibility of producing a petition in support of IMLS funding for the congressional delegation. Secretary Goff said she thought that was a good idea and that it could be effective in the lobbying process.

Secretary Goff reported Dear Appropriator Letters had been sent to the state's U.S. Senators and Representatives. Senator Manchin had signed, but none of the state's three congress members had done so. Dear Appropriator Letters are needed for the LSTA and IAL (Innovative Approaches to Literacy) funding programs.

The Secretary reported that the LSTA 2013-2018 plan evaluation had been received and reviewed, and will be used to develop the next LSTA plan which is due on June 30. Secretary Goff asked Heather Campbell-Shock to present some ideas that may be used as part of the 2019-2024 LSTA plan. Ms. Campbell-Shock said goals are being re-evaluated, and WVLC plans to reduce the number of goals and establish a broader set of objectives. She said the aim is to make the list more achievable.

Ms. Campbell-Shock said some of the general goals being considered for the upcoming 5-year plan include the creation of a digital library for the state's libraries, a focus on Main Street West Virginia, and an updated approach to training new directors. She stated that she and Secretary Goff have also discussed a potential theme for the report - Create, Learn, Discover. Ms. Campbell-Shock added WVLC plans on holding focus sessions for feedback from state librarians.

Next, Secretary Goff began a discussion on library issues and projects. She said there are director's vacancies in Jackson County and Gilmer. Brigid Ryan resigned in Gilmer with Patrick Montgomery stepping in as interim director. Jackson County has been without a director for nearly a year, but is reportedly very close to making a hire. Ronceverte's director, Cherie Davis, is expected to retire by the end of the year.

Secretary Goff said WVLC has \$11,273 available in flood grants, and four libraries have applied. She said Alderson has requested \$2,000, Clay \$7,000 and White Sulphur Springs \$2,000 for repairs and collection replacement. She felt Richwood's proposal for a Richwood Strong community picnic did not meet the intents of the donors. Rainelle and Kanawha

County Public Libraries chose not to apply since so much support has already been received. Commissioner Julian moved to accept the Secretary's recommendation to award grants to Alderson, Clay and White Sulphur Springs. Commissioner Taylor seconded, and the proposal was approved.

The Secretary indicated that the May issue of Library Lookout, WVLC's monthly newsletter, includes a reminder to library directors about the need to account for receipt and expenditure of funds received from WVLC separately in fiscal year 2018. She mentioned that Kristy Browning, Cabell County PL Business Manager, conducted a presentation on the subject at the WVLA Spring Fling convention. The Secretary said emails and letters will also be sent outlining the new procedures.

Turning to agency issues, the Secretary pointed commissioners to their meeting booklets, which included a list of 100 achievements made by the library commission during Governor Justice's first 100 days in office. The list was made at the Governor's request.

Secretary Goff reported that WVLC is wrestling with telecommunication contract issues. The new statewide contract with Verizon is being implemented, but there are issues affecting the structure of the network and the federal E-Rate program. The WVLC staff is working with state purchasing and the office of technology to manage those issues.

The Secretary said WVLC is not looking to fill any positions at this time. The commission currently has 38 employees, including 7 field techs. WVLC will hold an Employee Appreciation Day on May 11 and host the 2017 Letters About Literature Award Ceremony on May 18. Special Services hosts a meeting for cooperating agencies on May 25.

Secretary Goff mentioned that in previous years Joe Panetta of the West Virginia Department of Education would send out an annual letter to county Boards of Education and Superintendents, recommending levels of support for public libraries to those agencies. She said those letters carried quite a bit of weight in the education community, but Mr. Panetta retired last fall. She said the new Executive Director of the WVDE Office of School Finance, Amy Willard, has agreed to continue the annual recommendation letters, which went out last week.

Secretary Goff next turned her attention to collaboration requests from the Office of Education and the Arts. WVLC has started the process of sharing space with other E & A agencies by moving Library Development and Tech Services out of their 1st Floor space. LD and Library Services employees have moved to the Administrative area, while one employee has been reassigned and moved to Network Services. These moves free space for Center for Professional Development staff to move into that Lower Level area. Although WVLC is moving out of that space, Secretary Goff says she's working on a Memorandum of Understanding, which will include a statement that the Lower Level space remains assigned to the Library Commission.

Secretary Goff says the Office of Education and the Arts is also attempting standardization of financial operations. The Secretary says she has no objections to standardization if there is enough flexibility to allow for WVLC's unique situation as an independent agency. Commissioner Taylor agreed that one size does not necessarily fit all.

The Secretary said she is comfortable with how WVLC currently tracks finances. The primary concern from the recent purchasing audit was with how books are purchased, and WVLC is working with State Purchasing on that issue.

Old Business

None.

New Business

Chairman Gunnoe announced that the floor was open for nominations for the position of Commission Chairman, effective July 1st, 2017. Commissioner Taylor nominated Commissioner Gunnoe to continue as Chairman. Commissioner Nalker seconded and the motion was approved unanimously.

Chairman Gunnoe announced this meeting would be the last for Commissioner Dalzell, and presented the commission with a Resolution of Appreciation for his service not only with the Library Commission, but as an advocate of libraries in Marshall County and across the state. Commissioner Julian moved to adopt the resolution, Commissioner Nalker seconded and the resolution was unanimously approved.

Next Meeting

Chairman Gunnoe announced the next meeting will be held on Monday, August 18th, 2017 at the West Virginia Library Commission.

Adjourn

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

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman