

Donna B. Calvert, Library Section Director

A regular meeting of the West Virginia Library Commission was held on **Wednesday, January 24, 2024, at 10:00am** in the R. David Childers Conference Room located at 1900 Kanawha Blvd. E. Charleston, WV 25305.

**Quorum Roll Call:**

Commissioners In-Person: Randall Reid-Smith.

Commissioners attending via phone: Debra Sullivan and Robbie Skinner.

Commissioners attending via ZOOM: Beth Hammers and Carrie Abraham.

Commissioners absent: Charlie Morris and Chris Rockenstein.

\*\*Vice Chair, Beth Hammers, presided in the absence of the Chair.

**Call to Order:**

Vice Chair Beth Hammers moves to call the meeting to order. A quorum being present, the meeting was called to order at 10:00am.

**Approval of the October 25, 2023 Meeting Minutes:**

Commissioner Randall Reid-Smith motions to approve the minutes and dispense with their reading.

Commissioner Robbie Skinner seconds the motion. All in favor. None oppose. Motion carries. Minutes approved as submitted.

\*\*Commissioner Randall Reid-Smith motions to amend the agenda, moving ahead to New Business: Facility Improvement Grants. Commissioner Robbie Skinner seconds the motion. All in favor. None oppose. Motion carries. Agenda amended.

\*\*Vice Chair Beth Hammers motions to discuss and approve the Facility Improvement Grants. Commissioner Debra Sullivan seconds. All in favor. None opposed. Motion carries. Discussion approved.

**New Business: Facility Improvement Grants:**

Library Section Director Donna Calvert introduces the review committee; Jenna Green, Grants Director, WV Dept. of Arts. Charlie Morris, Chair, WV Library Commission. Bryson VanNostrand, Owner, VanNostrand Architects PLLC. Donna Calvert, Director, Library Section.

Twenty libraries submitted grant applications. Funding matches were confirmed for each. After ranking was completed nineteen of the twenty will be funded. The library not funded will reapply during the second phase. A total of \$632,680.38 will be awarded. One grant was partially awarded at two-hundred thousand dollars (\$200,000.00). \$367,319.62 remains in the fund. This remaining amount will be used for the second phase of applications. Commissioner Randall Reid-Smith asks for Director Donna Calvert to clarify Mason County's grant.

All Commissioners were provided with the applications, rankings, and summary report. Commissioner Debra Sullivan asks if remaining funds stay or have to be given back. Commissioner Randall Reid-Smith responds that any remaining monies will carry over. Commissioner Randall Reid-Smith advises the next application phase deadline will be in April. The Facilities Improvement fund will also allow for a Ten Thousand dollar (\$10,000) fast-track emergency facility grant application.

Vice Chair Beth Hammers asks for a motion to approve the expenditure of \$632,680.38 and award the nineteen facility grants. Commissioner Randall Reid-Smith motions. Commissioner Debra Sullivan seconds the motion. Hearing no further discussion. All in favor. None oppose. Motion carries. Facility Grants approved.

**Public Comments:**

WV Library Association President Megan Tarbett discusses House Bill 4654, Annual WVLA Membership, and 2024 Spring Fling Conference.

Cabell County Public Library Director Breanna Bowen thanked the Commission for awarding the Facility Improvement Grants. Commissioner Randall Reid-Smith asks about the library's litigation regarding the school levy and potential cut in funding. Breanna Bowen responds that the last rebuttal brief is due to the supreme court today and then they will be waiting for their court date which is expected sometime in February.

Kanawha CO. Public Library Director Erica Connelly thanked the Commission for their efforts on Marshall University's new Library Science degree program.

Morgantown Public Library Director Sarah Palfrey comments on Library Day at the Legislature.

**\*\*Commissioner Robbie Skinner leaves the meeting after the Facility Grants are approved.**

**\*\*Commissioner Carrie Abraham joins the meeting. Quorum remains.**

**Financial Report:**

**Presented by Library Section Administrative Services Director Brent Epling:**

Second quarter of state fiscal year 2024. The fiscal year will end on June 30, 2024. We do believe that we have the funds and spending authority to be able to meet our obligations. Vice Chair Beth Hammers asks for a motion to accept the Financial Report. Commissioner Randall Reid-Smith motions. Commissioner Debra Sullivan seconds the motion. All in favor. None oppose. Motion carries. Report accepted.

**Purchasing Card Report:**

**Presented by Library Section Administrative Services Director Brent Epling:**

The report for the second quarter has been reconciled. Hearing no further discussion Vice Chair Beth Hammers asks for a motion to approve. Commissioner Randall Reid-Smith motions. Commissioner Debra Sullivan seconds. All in favor. None oppose. Motion carries. Report accepted.

**Library Section Director Report:**

**Presented by Library Section Director Donna Calvert**

- Director Donna Calvert commented on HB4654 and thanked the WV Library Association for remaining professional and coming to the public hearing prepared with facts.
- Announced changes to the Library Section's reading room. Library Section staff members Derek Faux, Sarah Marzouk, and Amanda Proper are adding books to the first floor book collection and enhancing the West Virginia collection.
- Advised the Public Library's 2023 Statistical Report is complete and has been posted on the necessary websites.
- Library Section staff continue withdrawing and offering Government Documents from our Federal Repository.

- WV Office of Technology's library cabling and equipment projects update. Some projects have been put on hold due to staffing shortages. Possibility of taking requests for proposals and obtaining bids before moving forward with the library cabling project.
- Comments on continued work with WV Broadband Enhancement Council on WV Digital Equity program. Putnam County Library Director Meagan Tarbett and Morgantown Library Director Sarah Palfrey have also been working on several different committees.

**Unfinished Business: Tutor.com:**

Library Section employee Amanda Proper speaks on the success of contracting with (tutorwv.com) Tutor.com. Commissioner Carrie Abraham asks which topic is most popular. Amanda responds that eighth through twelfth grade math is the most popular. Commissioner Randall Reid-Smith asks Commissioner Debra Sullivan to help facilitate a demo for the schools. Commissioner Carrie Abraham asks if any services are not offered. Amanda responds that Tutor.com doesn't up front offer direct assistance with learning disabilities if the patron does not self disclose.

**New Business:**

**2024-2025 WVLC meeting calendar approval:**

Commissioner Randall Reid-Smith suggested that future Commission meetings be held in other locations outside of Charleston. Vice Chair Beth Hammers asks for a motion to approve the 2024-2025 WVLC Meeting Calendar. Commissioner Randall Reid-Smith motions. Commissioner Carrie Abraham seconds. All in favor. None oppose. Motion carries. Calendar accepted.

**Announcements:**

No further announcements.

**Adjournment:**

Vice Chair Beth Hammers asks for a motion to adjourn. Commissioner Randall Reid-Smith motions. Meeting adjourned on Wednesday, January 24, 2024 at 10:43am.

Respectfully submitted,

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Chair, Charlie Morris

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Director, Donna Calvert