

A regular meeting of the West Virginia Library Commission was held on Wednesday, April 24, 20024, at 10:00am at WV Independence Hall. Located at 1528 Market St. Wheeling, WV 26003.

**Quorum Call:**

**Present:** Chair Charlie Morris, Vice Chair Beth Hammers, Commissioner Randall Reid-Smith, Commissioner Carrie Abraham, Commissioner Adam Gissy.

**Absentee:** Commissioner Chris Rockenstein. Commissioner Debra Sullivan.

**Call to Order:**

Chair Charlie Morris moves to call the meeting to order. A quorum being present, the meeting was called to order at 10:00am. A brief introduction for newly appointed WVLC Commissioner Adam Gissy.

**Approval of January 24, 2024, Meeting Minutes:**

Chair Charlie Morris asks for a motion to approve the minutes and dispense with their reading. Vice Chair Beth Hammers motions. Commissioner Randall Reid-Smith seconds the motion. None oppose. Motion carries. There being no corrections, the minutes are approved.

**Public Comments:**

Sarah Palfrey Director of the Morgantown Public Library System discusses last week's event – Morgantown Story Fest. Sarah Palfrey gives thanks to the Library Section staff members Sarah Marzouk and Derek Faux for attending and helping.

**Financial Report:**

Presented by Brent Epling, Library Section Administrative Services Director.

Brent presents for approval the Library Section's – State Third Quarter Fiscal Year 2024 report. Vice Chair Beth Buffy Hammers comments on the number of line items in the report and asks Brent Epling if anything was out of the ordinary that stood out or that needs to be brought to the Commission's attention. Brent Epling responds advising that the Library Section anticipates having the funds needed to complete the fiscal year with no concerns to bring forward there. With that being said, the Federal Fund 8720, a couple of appropriation items that do have a low amount of remaining spending authority for the fiscal year but is due to the period difference of the State Fiscal year and the Federal Fiscal year. Chair Charlie Morris and Commissioner Randall Reid-Smith ask if the Library Section will have enough money to finish out the year. Brent Epling responds yes, the Section has enough funds. No further discussion or questions.

**Purchasing Card Report:**

Chair Charlie Morris asks for a motion to approve. Commissioner Adam Gissy motions. Commissioner Carrie Abraham seconds the motion. No further discussion. None oppose. Motion carries. Financial and Purchasing Card Reports approved.

\*\*Agenda amended here. Moved ahead to New Business – WVOT Library Projects Update.  
WVOT representatives in attendance: CIO, Heather Abbott. ISM4, Josh Tinnel, ISM4, Donnie Patterson.

**New Business: WV Office of Technology:**

**Heather Abbott (WVOT):**

WVOT wants to make sure that we are working with you guys on a couple of different initiatives. Getting the cabling completed. One of the updates is that WVOT has been working with Corrections facilities on cabling of security cameras and connectivity. While doing this work, WVOT is creating a template for putting out to bid the cabling work that needs done throughout the state. A lot of different locations need to be worked on and WVOT has limited staffing to do this work. We will have to ask our contractors to come in and help. Josh Tinnel and his team are working on getting that template created, so that the WVOT can give the Library Section the ability to start rolling that out quickly once the template is proven to work. WVOT is using one of the corrections facilities to get that proof.

**Josh Tinnel (WVOT):**

Adds that the focus for the next couple weeks is the current cabling project at building #9 which will take a couple more weeks. After that, we will refocus on the library cabling and hope to have something by early June.

**Commissioner Randall Reid-Smith:**

Asks if there is a timeline sketched out, month by month of what is going to happen.

**Heather Abbott (WVOT):**

Responds not yet, because the unknown is on the contractor side of what their timelines are going to be. We will put the bids out but would hate to give an estimate without knowing what timelines those contracts are going to give us.

**Commissioner Randall Reid-Smith:**

Asks when is the bid going out, June?

**Josh Tinnel (WVOT):**

No, June is when we plan to have the template prepared.

**Commissioner Randall Reid-Smith:**

When is the bid going out to get contractors. When can we expect to see a bid to get a contractor and when can the libraries expect to see some movement in their buildings where they have been waiting years for this.

**Heather Abbott (WVOT):**

We are working on that; we hope to have a bid out in June. We have to get some details from the corrections facility to put in that. The template will have the requirements for cabling standards but the individual locations of where the drops are going to be, how many. Then we are going to have to start working with each individual location and we will be able to start working on that in June. But the first proof is in the pudding and that's Procurement. That will be towards the end of June.

**Commissioner Randall Reid-Smith:**

Asks Donna Calvert to clarify that the Library Section already has the needed equipment.

**Library Section Director, Donna Calvert:**

Yes. We already have the cable, racks, and other things. It is all being stored by the WVOT in their warehouse.

**Josh Tinnel (WVOT):**

Josh wants to make sure we do not have a misunderstanding. That is not all the stuff needed. Comments that the equipment at the warehouse is not all that is needed. The materials that were bought were a good portion of what is required but it was not all. Part of the procurement will be for the remaining material.

**Commissioner Randall Reid-Smith:**

Do you know how much more stuff we have to get?

**Josh Tinnell (WVOT):**

Not exactly. I believe I can talk to James and get you some information on that. I know we have bought the wall mount cabinets; we got a good portion of the cable but it's definitely not all of the material, it was never intended to be.

**Library Section Director Donna Calvert:**

Advises the WVOT to let her know, she might have some funds at the end of the year to put towards that.

**Commissioner Randall Reid-Smith:**

Advises the WVOT that if we can get that information sooner than later, so that our federal funds don't expire, then we can help.

**Heather Abbott (WVOT):**

Acknowledges.

**Chair Charlie Morris:**

Asks the WVOT do we have a plan for follow up communication so make sure we don't lose track of what is happening and come back in three months and try to catch up on what is going on.

**Donald Patterson (WVOT):**

Advise of reoccurring meetings with Library Section staff.

**Library Section Director, Donna Calvert:**

I will need to figure out how to pass along some of the findings.

**Chair Charlie Morris:**

The important thing is that the system is communicating, so that there are ongoing discussions.

**Commissioner Randall Reid-Smith:**

In July, at our next meeting, Heather, can you give us a progress report.

**Heather Abbott (WVOT):**

Absolutely.

The WVLC Commissioners and staff from the WV Office of Technology continue their discussion on library related issues such as the current Frontier internet contract, E-rate rules, and regulations. Commissioner Carrie Abraham discusses the possibility of adding verbiage for the WVOT to monitor the libraries internet. WVOT discusses the next state-wide internet contract for 2026.

**Heather Abbott (WVOT):**

Reads a question from the chat: Are there any updates on security and privacy for patron computers?

**Donnie Patterson (WVOT):**

Responds this will be coming with the Deep Freeze reboot to restore product and with the replacement of the current library internet filter. Director Donna Calvert mentions Library Section staff member Monica Keeney is working with this since the last renewal will expire in 2025.

**Donnie Patterson (WVOT)** and the Commissioners discuss current Service Desk issues occurring at Brooke CO. public library.

**Vice Chair Beth Hammers:**

Comments on a chat message regarding the WVOT Service Desk. WVOT Donnie Patterson suggests the libraries go to the WVOT executive domain. This would provide a state email and access to the Service Desk portal. Giving the libraries the ability to check the status of their service tickets. Commissioner Beth Hammers asks WVOT Donnie Patterson when a Pilot project for the libraries to go to the executive domain could happen. WVOT Donnie Patterson says that conversation just started happening with no date set.

**Chair Charlie Morris:** Give thanks to the WVOT for attending and requests an update at the July meeting.

### **Director's Report: Presented by Donna Calvert, Library Section Director**

Director Donna Calvert updates the Commission on the current storm damage situation at the South Charleston Public Library. Director Donna Calvert discussed the following topics: Morgantown Story Fest, Announces the books that will be represented at the 2024 National Book Festival in August in Washington, D.C., Marc Harshman's latest poetry collection, *Following the Silence*, and Marc Harshman co-authored with Anna Smucker *Fallingwater: The Building of Frank Lloyd Wright's Masterpiece*, One-Book-One WV, and Appalachian Heritage Writer-in-Residence Program with Shepherd University.

Gives update on staffing and vacancies. Gives update on Special Services and the new eReader machines. Announces a new program for magazines in audio and braille format that will be available on cartridge from duplication on demand.

### **Unfinished Business:**

None

### **New Business:**

#### **Phase Two - Facility Improvement Grants:**

Chair Charlie Morris discusses and explains the Phase Two Facility Improvement Grants. Commissioner Randall Reid Smith presents to the Commission the libraries and grant amounts requested for approval. All grant applications have been considered by the Library Section review panel. Twenty-nine grant applications were received; Twenty-one applications were fully funded. Five applications were not funded. One application was rescinded – cancelled by the library. Two applications were partially funded. Chair Charlie Morris asks for a commendation to be recorded, thanking the libraries for their efforts in submitting their applications.

Chair Charlie Morris asks for a motion to approve the grants. Vice Chair Beth Buffy Hammers motions. Commissioner Carrie Abraham seconds the motion. Hearing no further discussion. All in favor. None oppose. Motion carries.

### **Announcements:**

Commissioners announce the next scheduled Commission meeting on July 24<sup>th</sup>. It will be held in Bluefield, WV. Chair Charlie Morris and Commissioner Randall Reid-Smith discuss the plans for the meeting. Lodging at the Bluefield Inn. Site visits are scheduled for Craft Memorial Public Library, Granada Theater, and the Princeton Public Library.

Commissioner Randall Reid-Smith comments on attending the opening of the new Mason City Public Library location. Advised he attended the Boone Madison Public Library's 50<sup>th</sup> anniversary. Plans on attending Bluefield's anniversary.

Commissioner Randall Reid-Smith announces that he spoke with the Governor's Office and that he will be putting in for the supplementals again for the population loss offset. Also, asking again for the one million dollars for the facility improvement grants. Both should be voted upon at the next special session.

Commissioner Randall Reid-Smith announces that the Governor's office has given permission to hire our own technology supervisor and bring back four positions within the Library Section.

\*\* Clarification on the motions and approvals of the Financial and Purchasing Card Reports.  
Chair Charlie Morris asks for the motions. Vice Chair Beth Buffy Hammers motions. Commissioner Randall Reid-Smith seconds. Hearing no further discussion. None oppose. Motion carries. Financial Report approved. Commissioner Carrie Abraham motions to approve the Purchasing Card Report. Commissioner Randall Reid-Smith seconds. Hearing no further discussion. None oppose. Motion carries. Purchasing Card Report approved.

**Adjournment:** 11:11 AM

Respectfully submitted,

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Chair, Charlie Morris

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Library Section Director, Donna Calvert