

A regular meeting of the West Virginia Library Commission was held on **Wednesday, April 26, 2023 at 10:00am** in the R. David Childers Conference Room located at 1900 Kanawha Blvd. E. Charleston, WV 25305. Commissioners in attendance: Commissioner Randall Reid-Smith, Chair Charlie Morris, Commissioner Debra Sullivan. Commissioners attending via ZOOM: Commissioner Chris Rockenstein, Commissioner Carrie Abraham, Commissioner Robbie Skinner. Commissioners absent: Vice Chair, Beth Buffy Hammers.

Call to Order: Chair Charlie Morris motions to call the meeting to order. A quorum being present, the meeting was called to order at 10:00am.

Approval of January 1, 2023, minutes: Chair Charlie Morris motioned to approve without their reading. Commissioner Carrie Abraham seconded the motion. No further discussion. None oppose. Motion carried. Minutes approved.

Public Comments: Sarah Mitchell, Assistant Director at Kanawha County Public Library, shared details on the upcoming WV Book Festival. 2023 Festival Authors have been announced. The festival will be held at the Charleston Coliseum and Convention Center on Saturday, October 21, 2023. Sarah Mitchell thanks the WV Library Commission for being a sponsor.

Financial Report: Presented by Library Section Director, Donna Calvert. Donna Calvert advises the Commission that the wvOASIS financial reporting system was down, but the report was up to date. We are in the last quarter of the fiscal year and thanks to the Commissioner of Arts, Culture, and History and his staff we are working through it and moving on with getting money spent and in the right categories.

Commissioner Debra Sullivan asks for an overview of Grants-In-Aid. Director Donna Calvert asks if Commissioner Randall Reid-Smith would like to address funding starting July 1st for GIA. Commissioner Randall Reid-Smith commented that if we disbursed the \$292,212.00, we decided to put that into the new fiscal year funding. What they would get for FY2024 was what they got in FY2022 if they had a decrease in funding in FY2023.

Commissioner Debra Sullivan asks if it will continue to be based on population. Commissioner Randall Reid-Smith advised he has nothing to do with the formula and referred Debra Sullivan to Director Donna Calvert. Commissioner Randall Reid-Smith asks Commissioner Debra Sullivan if it wasn't based on population what would it be based on. Commissioner Debra Sullivan comments that she hopes it continues to be based on population but wants to clarify that it will remain that way. Commissioner Randall Reid-Smith agrees. Commissioner Debra Sullivan advised that some of the county librarians have concerns that it will change to some other metric. Commissioner Randall Reid-Smith says the WVLC has never stated that it wouldn't be based on population. Chair Charlie Morris asks who the decision maker is. Commissioner Randall Reid-Smith answered the WV Library Commission. Chair Charlie Morris asks Director Donna Calvert if the Commission could see a written plan if this is something the

Commission is to act on. Director Donna Calvert responds, yes if needed, the agency is working on the beginning of July 1st, and it is based on population.

Director Donna Calvert comments that work is being done on Maintenance-Of-Effort. There have been changes in the Service Center areas. Both the Service Center monies and Grants-In-Aid monies are based on population. Last year was the first year that it kicked in from the 2020 census regarding replacement of what was lost. Chair Charlie Morris asks what constitutes a population center. The smallest he knows of is an Enumeration district. Director Donna Calvert comments that former Secretary Karen Goff worked long and hard on the current formula. Chair Charlie Morris asks if it is the Commissions' responsibility to constitute a plan, it would seem like, for a lot of reasons, we would want a written procedure that we could look at and say it's going to be determined by library location, county population, enumeration district or some standard. It is a little more complicated to use an enumeration district but would probably be the most accurate.

Chair Charlie Morris recommends a written plan that the Commission can review and act upon. Commissioner Debra Sullivan agrees and would like to see written down what is being used now. Chair Charlie Morris asks Director Donna Calvert if this is something that could be prepared before the next Commission meeting. Director Donna Calvert says yes. Commissioner Carrie Abraham agrees and would also like to see the written plan of what is being done now so that if changes are needed, they have a foundation to start with. Commissioner Debra Sullivan suggests that if there are changes that the WVLC should solicit broad input from all the libraries. Commissioner Carrie Abraham agrees, it would promote transparency. Director Donna Calvert comments she has spreadsheets that can be sent before the next meeting but one minor change in that one library has requested to no longer be a Service Center.

Director Report:

Director Donna Calvert introduced the section's newest employee, Digital Access Librarian Amanda Proper and advised the Commission work is still ongoing to fill the other vacancies. Commissioner Debra Sullivan asks which vacancies are posted. Director Donna Calvert responds that DACH has posted two Librarian jobs for the section. Commissioner Randall Reid-Smith has a prospect for the Financial Director position at the Library Section.

Commissioner Randall Reid-Smith speaks about the Financial Director vacancy. They have spoken with a candidate who is already on the register, but the position is closed and still needs to be reposted so the candidate can apply.

Commissioner Randall Reid-Smith spoke with WV HEPC and WV State University about finding help to fill the Librarian Assistant position. Commissioner Debra Sullivan recommends Carla Warren, Ed.D. at The WV Department of Education. Dr. Warren is working with the US Labor Department on apprenticeships for teachers. This model could be worth looking into using for

vacant Librarian positions. Commissioner Randall Reid-Smith comments on summer interns that will be starting soon along with four interns from the Governor's Office.

Commissioner Carrie Abraham asks about the salary being offered for our vacant positions. Commissioner Randall Reid-Smith responds that departments must hire within the salary range that is set by the state. Sarah Palfrey from Morgantown Public Library suggests that COSLA could help provide better salary ranges.

WVOT Cabling Project:

Director Megan Tarbett commented on The WV Office of Technology having completed new cabling and network equipment installation at all Putnam County library sites. Director Donna Calvert commented that Library Section staff are assisting the WVOT with reaching out to the libraries that are on the schedule for new cable and equipment installation. Library Section staff meet weekly with WVOT.

Center for the Book:

Director Donna Calvert comments on the upcoming National Library Week that starts on August 12, 2023, in Washington, D.C. The West Virginia represented books have been selected. The adult selection is *Strange as This Weather Has Been* by Ann Pancake. The children's selection is *Counting on Katherine* by Helaine Becker. Both authors have responded and will be in attendance.

Director Donna Calvert comments that she will be interviewed by WVRC Radio out of Elkins, WV. The topic of conversation will be on the National Library Service for the Blind and Print Disabled.

Chair Charlie Morris comments on doing more with promoting outreach services offered at libraries. Commissioner Debra Sullivan comments that Kristy Day, Director of Communications from the Department of Education may be able to help provide resources. Commissioner Carrie Abraham comments on using promotional strategies tailored to specific libraries based on culture, demographics, and location of the community. Putnam County Library Director Megan Tarbett comments that WVLA does on a voluntary basis help promote services.

Unfinished Business:

None

New Business:

None

Announcements:

Commissioner Robbie Skinner announced that the city of Buckhannon has secured funding for a multi-million-dollar renovation of the Charles Gibson Public Library located in downtown Buckhannon. The renovations will be done by Mills Group LLC of Morgantown, WV. This

expansion will double the square footage of the existing library, add meeting spaces and new offices. Commissioner Robbie Skinner advised he will send the Commission the plans and invited everyone to attend the groundbreaking once a date is set.

Commissioner Debra Sullivan inquires about the Facilities Fund that the Legislature added. Commissioner Randall Reid-Smith responds advising that information about this was explained to the libraries at Spring Fling. The Arts section is helping formulate the application and will be modeled after the Culture Facilities Grant. The tentative plan is for the grant to go out on July 1st with a deadline of September 1st. Commissioner Charlie Morris asks if the Commission will need to act on anything. Commissioner Randall Reid-Smith responds that once the application has been created it will be sent to the Commission for review and suggestions. Commissioner Debra Sullivan asks if the Commissioner be privy to how the money will be distributed. Commissioner Randall Reid-Smith responds yes, there will be a panel to present to the Commission and then the Commission will approve the grants from the panel's recommendations.

Commissioner Randall Reid-Smith announced that he and Congressman Mooney visited the Parsons Public Library and the Grant County public library in Petersburg. They distributed five hundred books from the Library of Congress as well as books from the WV Library Commission's collection. Chair Charlie Morris and others along with Congresswoman Carol Miller visited the Hamlin-Lincoln County Public Library.

Adjournment: 10:51am

Respectfully submitted,

Library Section Director

WV Library Commission Chair