



A regular meeting of the West Virginia Library Commission was held on Friday, July 22, 2022 at the David R. Childers Conference Room located at 1900 Kanawha Blvd. E. Charleston, WV 25305.

Commissioners in attendance: Randall Reid-Smith, Debra Sullivan, Beth Hammers, Charlie Morris.
Commissioners on ZOOM: Carrie Abraham, Chris Rockenstein, Robbie Skinner. **Public in attendance:** Kevin Wade of Welch, WV, Erika Connelly of Kanawha County Public Library. **Public on ZOOM:** Gretchen Fry of Martinsburg Public Library, Sarah Palfrey of Morgantown Public Library, Sara Curley of Bolivar-Harpers Ferry Public Library.

Call to Order:

Commissioner Randall Reid-Smith and Commissioner Debra Sullivan motioned together to call the meeting to order because at this time there is not an elected Chair. A quorum being present, the meeting was called to order at 10:00am.

Approval of Minutes:

Commissioner Randall Reid-Smith entertains a motion and calls for the approval of the March 7, 2022 minutes. Commissioner Debra Sullivan has the first motion. Commissioner Beth Hammers has secondary motion. No further discussion. No corrections. None opposed. The minutes are approved as circulated.

Not Voting: Commissioner Carrie Abraham who joined the meeting late via ZOOM.

Public Comments:

Kevin A. Wade from Wilcoe, WV presented his concerns pertaining to the McDowell Public Library located in Welch, WV. His concerns were as follows: Welch's legal oversight and governing authority of McDowell Public Library and their Board of Directors. Allegations of fraudulent schemes and criminal conspiracy by certain individual(s) at said library. Allegations that said Board Members nominations were never presented to the City Council of Welch and never took an oath of office. Concerns about former library Director Andrea Moorehead and her alleged use of petty cash for small repairs. Concerns about the Welch city Treasurer, Robin Lee's involvement with the library and alleged conflicts of interest processing payroll for the library. Kevin A. Wade is asking for help from the WV Library Commission to investigate these alleged crimes and hold those involved accountable.

Executive Session:

Began at 10:28am and ended at 10:55am. No motions were made.



Financial Report:

Heather Campbell-Shock, CFO, Director, Library and Development Services presented the Financial Expenditures and P-card Reports for the fiscal year ending June 30, 2022.

The agency has received the allotted fourth- and first- quarter revenues from the WV State General and Lottery funds.

The agency continues to spend its American Rescue Plan Act of 2021 (ARPA) allotment from IMLS. A breakdown as of May 9, 2022 was presented. The agency requested a three-month extension to expend the funds due to supply chain issues and order fulfillment delays. IMLS approved the request. The agency now has until December 2022 to expend the funds.

Commissioner Debra Sullivan inquires about personnel line items. Director Heather Campbell-Shock reported that as of date the agency staffs twenty full time and has six vacant full time positions. Commissioner Debra Sullivan refers to a report from 2009 which reflected fifty one full time positions but explained these positions were in-house technicians. The WV Office of Technology absorbed some of these jobs, accounting for the attrition seen in the current staffing levels. Commissioner Debra Sullivan asks Director Heather Campbell-Shock if the low staffing levels were affecting work performance. Director Heather Campbell-Shock noted that work was progressing but slower than desired.

Commissioner Beth Hammers inquires about Restricted Funds and Spending Authority. Director Heather Campbell-Shock briefly explained the agency's spending authority and advised on the restrictions for Federal funds and IMLS Grant funds.

Commissioner Charlie Morris asks if the agency receives any money from income or donations. Director Heather Campbell-Shock explained that the agency receives no income money but our Special Services Department does receive donations. The donor sets their own restrictions.

Commissioner Debra Sullivan and Commissioner Randall Reid-Smith entertained a motion to accept the Financial Report. Commissioner Beth Hammers moves to motion. Commissioner Chris Rockenstein has the secondary motion. No further discussion. None opposed. Financial Report accepted.

Commissioner Debra Sullivan and Commissioner Randall Reid-Smith entertained a motion to accept the P-card Report. Commissioner Beth Hammers moves to motion. Commissioner Charlie Morris has the secondary motion. No further discussion. None opposed. P-Card Report accepted.



Unfinished Business:

Commissioner Debra Sullivan revisited the topic of inviting the WV Office of Technology to the next meeting to present their survey and take questions. Commissioner Randall Reid-Smith advised he would make contact with the department and get them scheduled for the next Commission meeting.

New Business:

Election of Chair of Commission:

Commissioner Randall Reid-Smith led by asking the board of Commissioners for their nominations. Commissioner Beth Hammers moves to nominate Commissioner Debra Sullivan as Chair and Commissioner Charlie Morris as Vice Chair for the WV Library Commission. Commissioner Randall Reid-Smith moves to motion. Commissioner Chris Rockenstein has a secondary motion. No further discussion. None opposed. Nominations adopted.

Recused from Voting: Commissioner Charlie Morris, Commissioner Debra Sullivan.

Election of Director of Library Section:

Commissioner Randall Reid-Smith asks Chair Debra Sullivan to hear his suggestion for the new Director of the Library Section. Chair Debra Sullivan advised she would hear the suggestion. Commissioner Randall Reid-Smith advised that according to the WV state code the Curator is responsible for bringing to the Commissioners a nominee to be the Library Section Director and seek their advice and consent. Commissioner Randall Reid-Smith suggested that he would like to hire current Director of Special Services Donna Calvert as the new Library Section Director.

No comments or opposition were made by the Commissioners. Their advice and consent were noted. Donna Calvert is appointed Director of the Library Section.



Orientation:

Director Heather Campbell-Shock presented Orientation. The packet included the following topics:

- Commissioner Roles and Responsibilities
- WV LSTA Grants to States Program 2018-2022
- WV LSTA Grants to States Program Implementation Evaluation
- 2023 - 2027 WV Library Services and Technology Act Plan
- Overview of Library Commission Section Funding
- Library Commission Section Chart of Accounts
- 2021 Annual Report
- 2021 Statistical Report

Director Heather Campbell-Shock made the following suggestions: Review the Public Library Board of Trustees manual, join the WV Library Association. Advised that Charlie Bagley, WVLA Trustees Division Chair, is a good resource. WV LSTA covers through the end of Federal Fiscal year 2022 which will be September 2023. Director Heather Campbell-Shock noted that our evaluation takes place three years into the plan and so far appears to be successful.

Commissioner Randall Reid-Smith announced that some of the agency's vacant positions have been posted for hiring. Director Heather Campbell-Shock advised she requested postings for a Librarian, two Library Assistants, and one Office Assistant. Chair Debra Sullivan asks if the Librarian position's salary is comparable to other states? Director Heather Campbell-Shock commented on a Salary Survey being used but didn't have the data available. Commissioner Randall Reid-Smith advised that the Librarian position is on a pay grade and salary range set by the WV Division of Personnel.

Commissioner Charlie Morris asks if the agency has the hiring registry of applicants? Director Heather Campbell-Shock noted that the WV Department of Personnel registry was not yet available.

Sara Curley from Bolivar-Harpers Ferry Public Library asks the Commission if the Agenda was posted. Director Heather Campbell-Shock advised that it was not posted due to the agency's website coordinator position being vacant.

Commissioner Charlie Morris asks about policies and operating guidelines the agency provides the public libraries. Director Heather Campbell-Shock comments on the guidance statements. Chair Debra Sullivan asks if the libraries were involved in the development of said guidelines.



Director Heather Campbell-Shock comments that most are based on WV State Codes but acknowledges that the agency will need to seek advice from the libraries when updating the building maintenance guidelines. Chair Debra Sullivan suggests a budget building guide noting that libraries have limited access to professionals such as CPAs. Director Heather Campbell-Shock comments on Niche Academy program which offers financial training modules.

Commissioner Charlie Morris asks how the libraries train their staff on dealing with child care and recognizing child abuse and neglect. Director Heather Campbell-Shock noted that the agency provides guidelines on how to address suspected abuse but not how to provide child care.

Announcements:

- WV Book Festival - Charleston Coliseum and Convention Center - October 2022
- Washington, D.C. National Book Festival - Frankenslime by Joy Keller
- WVLA Conference at Canaan Valley Resort - October 2022

Adjournment:

Commissioner Debra Sullivan asks for a motion to Adjourn. Commissioner Randall Reid-Smith moves to Adjourn. Adjournment at 11:47am.

Respectfully submitted,

WV Library Commission Chair

Library Section Director