

Donna B. Calvert, Library Section Director

A regular meeting of the West Virginia Library Commission was held on **Wednesday, July 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. Commissioners absent: Commissioner Robbie Skinner, 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 April 26, 2023, minutes:** Commissioner Debra Sullivan motioned to approve and dispense with the reading. Commissioner Randall Reid-Smith second the motion. No further discussion. None oppose. Motion carried. Minutes approved.

**Public Comments:**

President of WVLA (WV Library Association), Megan Tarbett, spoke on the Cabell Co. Public Library taking a potential funding cut from the Cabell County School Board of Education. Also discussed the upcoming WVLA fall conference for October 11<sup>th</sup> – 13<sup>th</sup> in Huntington, WV.

**Financial Report:**

Library Section Director Donna Calvert presents the section's financial report for the end of state fiscal year 2023. Donna Calvert comments on monies that will be deducted during the thirteenth month that are not reflected in the report provided in the meeting packet.

Commissioner Randall Reid-Smith comments that the supplemental and facilities monies will not be available until after July 31<sup>st</sup>.

Director Donna Calvert advises one item that is not reflected is an invoice from the WV Office of Technology for expenses from the library cabling project. Also comments on the personnel line reflecting eight vacancies and how interviews are going for these vacancies.

**Director Report:**

Director Donna Calvert comments on the third-floor book collection moving to the fourth floor. Library Section staff are in the process of weeding our federal documents collection. The Library Section has gone from a 31% to 4% depository. A total of 5,581 government documents have been approved for discard.

Commissioner Debra Sullivan asks if other Federal Depositories are in the local area. Director Donna Calvert advises five other sites including the Kanawha CO. Public Library and WV State University. No monies are given to the Library Section to be a Federal Depository. Chair Charlie Morris asks what the value is. Donna Calvert advises not a value in the age of digital databases since most are accessible online now. The Library Section uses a lot of floor and shelf space for storage to maintain these documents. Commissioner Debra Sullivan asks if being a Federal Depository requires providing a reading room. Director Donna Calvert advises she would ask but that a reading room is available now.

Director Donna Calvert comments on the ongoing WVOT cabling project. The project began in April 2023. New cable has been installed at twenty-six libraries thus far with about one hundred twenty libraries left to complete. This project also includes network equipment replacement and installation.

Library Facilities Improvement Grants. Director Donna Calvert advises she is working with Department of Arts staff on writing the competitive grant application. Chair Charlie Morris and Commissioner Debra Sullivan ask to see the application when completed. Commissioner Randall Reid-Smith advised it will be done with the same process as the Arts grant. This will be a one for one matching grant. Chair Charlie Morris asks for a timeline and what role the Commission will have in the process. Commissioner Debra Sullivan asks about the criteria. Director Donna Calvert and Commissioner Randall Reid-Smith advised that someone from the Commission will be on the review panel and assist in the approval of the grants before they are sent to the Governor's office. Chair Charlie Morris volunteers to be on the review panel.

Digital Equity survey for Broadband. Director Donna Calvert thanks the WVLA roundtable, Morgantown PL, Director Sarah Palfrey, and Putnam County Director, Megan Tarbett for informing libraries around the state about the Digital Equity Broadband survey. 400 responses have been received with a goal of 1,000 responses. The libraries are providing a toolkit and paper survey to the public.

Director Donna Calvert advises she is working on reviewing In-Kind proposals for the end of year report. Also working on Bibliostat. The portal is open for that. Melissa Brown from Lincoln-Hamlin Co. Public Library is helping with this and is acting as our State Data Coordinator so that we can fulfill our role of collecting and reporting the statistics.

The National Book Festival in Washington, D.C. August 12<sup>th</sup>. Director Donna Calvert and Digital Access Librarian Amanda Proper will both be attending. The Library Section is also participating in the WV Book Festival in October.

Special Services announcement. The Library Section will be adding a new refreshable braille replay machine.

#### **Unfinished Business:**

Approval of the 3Q2023 P-card report from the April 26, 2023, WV Library Commission meeting. Chair Charlie Morris asks for a motion to accept the report. Commissioner Debra Sullivan moves to accept but amends to accept both the April 26<sup>th</sup> and July 26<sup>th</sup> Purchasing Card reports. Commissioner Randall Reid-Smith seconds the motion. None oppose. Motion carries.

#### **New Business:**

None

#### **Announcements:**

National Book Festival – Washington, D.C. – August 12, 2023

#### **Adjournment:**

At 10:54:44am

Respectfully submitted,

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Chair, Charlie Morris

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Director, Donna Calvert