

## **Commission Meeting Minutes**

**November 13, 2020**

The West Virginia Library Commission met via Virtual Meeting (Zoom Meeting Platform) Friday, November 13, 2020. Members present were Chairman Betty Gunnoe, Commissioners: Deborah Sullivan, Katy White, Charles Julian, Mary Strickland, and Dennis Taylor. Also present, Executive Secretary Karen Goff and Library & Development Services Director Heather Campbell-Shock.

### **The Agenda was:**

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes
  - Motion to approve August 14, 2020 minutes was made by Commissioner Julian, Commissioner White seconded it, minutes were approved.
3. Public Comments
  - No Public Comments
4. Financial Report
  - Review of Financial Report
  - P-card update
5. Executive Secretary's Report – Karen Goff
  - 2022 appropriation Request Update
  - Library Broadband Contract Update
  - COVID-19 Waivers and compliance Update
6. Unfinished Business
  - Discussion on Executive Secretary salary
7. New Business
8. Announcements
9. Adjourn

## **Financial Report**

Director Campbell-Shock provided an overview of the agency budget for the second quarter of the budgetary year 2021. All departments are on target.

Commissioner Julian expressed concern over lottery funding being down due to the pandemic since most funding comes from this source. Executive Secretary Goff has this concern also, however at this time, per the Governor's office, revenue hasn't been affected.

Commissioner Julian motioned to approve Financial & PCard Reports, Commissioner Sullivan seconded it, reports were approved.

## **Executive Secretary's Report**

2022 Appropriation Request Recap: The agency submitted its 2020 Appropriation budget request in September 2020. Executive Secretary Goff met with Tax & Revenue staff in October 2020. There are no discussions relating to agency budget cuts. The budget analyst suggested the re-appropriated 2011-2012 lottery funds be moved to the Facilities Fund. The Analyst will mention this to the Legislative body. Secretary Goff discussed Discretionary Grants for libraries to fund individual library needs and or improvements and would provide additional funds for Service Centers.

Commissioner Julian asked about library advocacy during the legislative session this year. WVLA legislative committee has suggested and is implementing a local library advocacy, due to the pandemic, with the theme being "Books, Buildings & Broadband." The goal is to encourage regional conversations.

### Library Broadband Contract Update:

The Purchasing Division awarded a contract to Frontier Communications. The agency selected Alum Creek, Tyler County, Clay County, Fayette County, and Morgantown Public Libraries as test sites for the speed upgrade to 100Mbps.

Executive Secretary Goff explained the pricing issue with Frontier. Frontier informed the agency that the price per Mbps on the contract was for 1-gig speed; the price per mbps would be at lower speeds. Executive Secretary Goff worked with the Purchasing Division to resolve the discrepancy. Frontier responded with a fee rate that was in compliance with the bidding process and was accepted. Frontier will bill E-Rate by filing a SPI form to receive the 87% of services fee awarded to WVLC by the federal government e-rate program.

Commissioner Julian asked how it was being paid currently. Director Campbell-Shock explained that federal IMLS funds and state Infomine are used until reimbursement is

received the USAC/e-rate program. Commissioner Julian expressed his concern over WVLC connectivity dependence on federal funding.

Executive Secretary Goff went over library COVID-19 waivers. Eleven libraries are out of compliance with the match of funding guidelines. Ten of these libraries have filed a COVID-19 waiver request. All waived, except for Boone/Madison & and Wayne which will receive a penalty and partial funding. Eighty eight of the ninety six library systems requested a waiver for of hours open due to the pandemic. Forty Eight libraries were out of compliance with the Maintenance of Effort required; Forty four were awarded waivers. Penalties will be accessed for the non-compliant libraries.

Commissioner Julian asked if WVLC being notified of library closures. Executive Secretary Goff's said no; this information was obtained from other sources like Facebook and the news. Due to COVID-19, library closure is now a part of the standard operating system for the near future. The agency learned that emergency contact information for all library directors is needed and is in the process of collecting the information.

Executive Secretary Goff informed the Commission that the Chief Financial Officer position was not going to be filled at this time. She is working on a reorganization plan per the Governor's Office. Vanesse Myers, WVLC procurement officer, is retiring in December 2020. This position will need to be refilled.

Former Library Commission employee, Tammy Richards retired from the Office of Technology at the end of November. She was immediately rehired at the Parkersburg-Wood County Public Library to continue serving as the West Virginia Library Network system administrator.

### **Old Business**

Executive Secretary Salary: Commissioner Taylor will get the bill introduced.

### **New Business**

CFO letter will be tabled at this time.

### **Announcements**

Commissioner Sullivan discussed a new grant opportunity for libraries. The Benedum Foundation has put \$400,000 toward early literacy grants. They will be giving eight grants of \$50,000; the application is long and available on WV Public Education Collaborative website.

Executive Secretary Goff announced that Commissioner Connie Shumate has resigned.

### **Next Meeting**

Next meeting would be held virtually on February 8, 2021 at 10:00am.

**Adjourn**

Meeting adjourned after meeting for 1 hour and 02 minutes and was recorded and digitally preserved in the WVLC Administrative folder.

Respectfully Submitted,

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Karen Goff, Secretary

A handwritten signature in blue ink that reads "Karen Goff".

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Betty Gunnoe, Chairman

A handwritten signature in blue ink that reads "Betty Gunnoe".