

Friday, November 5, 2021

The West Virginia Library Commission convened at the WVLC Headquarters in Charleston, WV on Friday, Nov 5, 2021. Members present on site: Chairman: Betty Gunnoe, Commissioners: Dennis Taylor, Randall Reid-Smith. Members joined by ZOOM or phone call-in: Commissioners Katy White and Debra Sullivan. Staff present: Karen Goff, Heather Campbell, Donna Calvert, Sam Calvert, Seth Caudill, Lisa Hechesky, Monica Keeney, Tandra English.

Chairman Betty Gunnoe called the meeting to order at 10:07 AM.

Agenda:

1. Call to Order (10:07am) – Betty Gunnoe, Chairman
 - Meeting called to order late. Chairman Gunnoe made an executive decision to amend the agenda. Waiting on Commissioners Katy White and Mary Strickland to join. Katy joined at 10:13am by phone. Mary never joined.
2. Approval of August 13, 2021 minutes at 10:20
 - Chairman Gunnoe asked for a motion to approve. Motion made by Randall Reid-Smith; seconded by Commissioner Dennis Taylor. None opposed. Minutes approved.
3. Public Comments
 - None. No member of the public present.
4. Financial Report - Heather Campbell Shock
 - Review of Financial Report
 - P-card update
 - American Rescue Plan Act Update
5. Secretary's Report – Karen Goff
 - LSTA 5 Year Plan Evaluation
 - Broadband Project Update
 - Service Populations and GIA
 - Technology Grant Proposal
6. Unfinished Business
7. New Business
 - Staff Changes
 - 2022 WVLC Calendar
8. Announcements
9. Adjournment (11:18am)

After calling the meeting to order, Chairman Betty Gunnoe made an executive decision to amend the agenda by beginning with Public Comments and Program Spotlight instead of Approval of the Minutes giving Commissioners Katy White and Mary Strickland the opportunity to call in.

Public Comments:

There being no public comments at this point, Chairman Betty Gunnoe declared that the opportunity for comments would be open throughout the meeting.

Secretary Karen Goff introduced two new staff members, Monica Keeney, and Seth Cuadill. Monica will serve as the new administrative assistant. Along with other duties, she will be handling the commissioner meetings and E-rate. Seth will serve as the new librarian in special services. At this point Seth provided a brief introduction of himself.

At 10:13am Commissioner Katy White called into the meeting. Commissioner Mary Strickland did not attend.

Program Spotlight:

The meeting's Program Spotlight was presented by Lisa Hechesky, WVLC Youth Resources Librarian. Lisa coordinates the statewide Summer Reading Program and works with school and public librarians across the state to enhance library services to children and teens. Lisa discussed plans for Family Read Week which will be held November 14th to November 20th. The theme for this year is Mysteries. Commissioner Debra Sullivan recommended sending this information to schools and suggested Lisa sign up as a delegation for the upcoming State Board of Education meeting next Wednesday at 9:00am. Commissioner Debra Sullivan recommended Virginia Harris as a point of contact for this.

Approval of Minutes:

Chairman Betty Gunnoe asked for any additions or corrections to the minutes of the August meeting that were distributed. Motion to approve made by Commissioner Randall Reid-Smith; seconded by Commissioner Dennis Taylor. None opposed. Minutes approved.

Financial Report:

Director Heather Campbell-Shock provided an overview of the agency budget vs actual and a P-Card report ending September 30, 2021.

WVLC has received second quarter allotments for state, general and lottery funds. Second-quarter GIA and Service Center Grants have been distributed. The 2023 Fiscal Year appropriation request has been submitted to the Budget Office and Legislative Services. The agency requested a level budget as well as several improvement requests.

The requests include:

- Library COVID-19 Contingency Fund - a one-time allotment of \$50,000 for libraries with decreased local tax-based funding.
- Library Facility Improvement Fund - \$10,000,000 for new construction and renovation grants.
- Service Center Grant Increase - an ongoing allotment of \$100,000 to increase grants to designated Service Centers that assist smaller libraries in their geographic areas.
- Libraries Affected by 2020 Census - a one-time allotment of \$200,000 for libraries experiencing significant reductions in GIA resulting from 2020 Census population losses.

Infomine Staff - a request to add one full-time employee to the Infomine personnel line item. This position is for the Digital Access Director. No additional funds were requested.

Director Heather Campbell-Shock reported that the Senate passed SB 3012, allowing WVLC to spend its 2021 ARPA grant allotment (\$2,388,880.00) from the IMLS. WVLC plans to use a portion of these funds to provide libraries with virtual meeting kits. These kits will include a laptop, headset, webcam, and light ring.

She also reported that upgrades to the TV Studio are scheduled to begin in February 2022.

Chairman Betty Gunnoe asked for a motion to approve both segments of the financial report. Commissioner Dennis Taylor moved to motion; Commissioner Debra Sullivan seconded the motion. None opposed. Reports approved.

Secretary Report:

Secretary Karen Goff presented the following topics for discussion:

Broadband Project Update:

- Challenges surrounding the ordering of switches to support increased speeds in the libraries have mostly been overcome thanks to great teamwork by Library Commission and Arts, Culture and History financial staff. Challenges surrounding reviewing and paying the Frontier bills are being tackled by Monica Keeney and our outside E-rate consultant.

LSTA 5-year Plan Evaluation:

- The Institute of Museum and Library Services (IMLS) requires each state to evaluate their 5-year plan, investigating how LSTA funds are being allocated for programs and projects to strengthen the efficiency, reach, and effectiveness of library services in the state. This is done three years into the five years. The Library Commission's activities are being evaluated by QualityMetrics LLC, based in Silver Spring, Maryland. A draft is expected soon but the final report is due in March 2022.
- Steps in the process to date include a Zoom meeting with public library directors, an online survey of the West Virginia library community, and interviews with Library Commission staff and users of the various services provided with our federal funds.

Census 2020 and Service Populations:

- Secretary Karen Goff presented a preliminary spreadsheet to Commissioners. This spreadsheet was not made available for distribution, its purpose was to provide the first glimpse of the effects of the 2020 Census population adjustments and identify libraries at-risk.
- State population using PL 94-171 redistricting data: 2010: 1,822,994 vs 2020: 1,793,716.
- Observations: Pendleton County showing a 25% decrease in population. Belington had a small increase while Philippi had a substantial decrease.
- Service populations based on library location and county subdivisions when necessary.
- After data is released, the intention is to give the libraries affected thirty days to appeal.
- Secretary Goff asked for suggestions on what percentage of decrease would be the baseline cutoff for what WVLC will consider at-risk.
- Chairman Gunnoe suggested the "at-risk" threshold be ten percent (10%) or more.
- If funded, the \$200,000 appropriation will be used as a one-time adjustment for decreased GIA grants.
- Commissioner Katy White asked how many would be at-risk if a double-digit percentage was used.
- Chairman Betty Gunnoe remarked that a higher end single percentage could have significant impact on a small budget library. May need to consider these on a case-by-case basis.

Technology Grant Proposal:

- The release of the ARPA funds reduced the immediacy of this plan to award formula grants to libraries for technology needs. Information on those needs provided by ARPA grant applications, OT Service Desk requests, and conversations with library directors will all factor into the development of the plan.
- OT still hasn't provided what they will be charging WVLC after this fiscal year.

Unfinished Business:

- Appointments: Department of Arts, Culture & History Curator and Library Commissioner Randall Reid-Smith reported that the Governor's Office plans to have this done before the legislative sessions starts. WVLC will keep a seven-member commission. Three from South (Congressional District 1) and three from North (Congressional District 2) with Curator Randall Reid-Smith (ex officio) as the seventh commissioner. asked Secretary Karen Goff to suggest needed staggered term language.

New Business:

- Proposed 2022 Calendar: Commissioner Dennis Taylor suggested combining the February meeting with the March 7th WVLA Legislative Day and moving the meeting to a late afternoon time slot. All agreed. Changes made.
- Barbara England (Network Services) is retiring after 13 years of service. WVLC plans to fill this vacancy.
- Manda Lueders - New Library Assistant in Library and Development Services

Announcements:

- Commissioner Debra Sullivan asked if there was an update on the subregional library at the schools for the deaf and blind. Commissioner Randall Reid-Smith provided some information on this topic.
- Secretary Karen Goff gave an update on COVID-19 waivers. 77 of the 96 libraries filed. 12 for Match. 29 for maintenance of effort, 62 for hours open, 8 for board meetings and 3 for other.
- 13 Service Centers (FY 2021): 6 did not meet Affiliate Visits, 9 did not meet Staff Development.
- Books for Schools: 137 duplicate juvenile/young adult titles offered to schools. 12 teachers selected 107 of the titles. Michelle Kubiak has created a distribution list of 54 teachers interested in future lists of available titles.
- WVNET email/webpage project completed.
- Center for the Book - Presented by Heather Campbell. Program will use college mascots to encourage boys to continue reading throughout their teen years and into adulthood. Launch of program planned for summer 2023. April 2022 poetry month promotions. Story walks - dedicated to the state. Read along while touring.

Adjournment: 11:18am (1hr.18min.22sec.)

Respectfully submitted,



Karen Goff, Secretary



Betty Gunroe, Chairman