

West Virginia Library Commission

November 17, 2017

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 AM on Friday, November 17, 2017. Members present were Betty Gunnoe, Mary Bland Strickland, David Nalker, Deborah Sullivan, and Dennis Taylor. Commissioner Charles Julian joined the meeting via Skype. Also present were Karen Goff, Secretary and WVLC Chief Financial Officer Jennifer Johnson.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – August 18, 2017
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary's Report – Karen Goff
6. Old Business
7. New Business
8. Announcements
9. Adjourn

Call to Order

Chairman Gunnoe called the meeting to order at 10:00 AM.

Approval of Minutes

Commissioner Taylor moved to approve the minutes of the August 18, 2017 meeting. Commissioner Nalker seconded. The motion was approved.

Public Comments

There were no public comments.

Financial Report

Ms. Johnson began by discussing financial reports for October 2017, indicating the agency's budget is on track. She pointed out that the Grants to Libraries budget line reflects disbursement of 2nd Quarter Grants-in-Aid. However, she said the 2nd quarter was slightly

higher than 1st quarter by \$7,910. Craft Memorial Library is now the Service Center for McDowell County PL, so Craft's Services to Libraries Grant increased by \$24,244. She said she anticipates using GIA withholding to cover the additional costs to Craft.

On the Gifts, Grants and Donations Fund line, she pointed to revenues of \$34,061.84 and expenditures of \$63,043.95. This includes reimbursements from the Community and Technical Colleges (CTC) for the Reference Library providing access to EBSCO and LexisNexis databases to the CTCs. The Commission has entered into a MOU with the CTC to provide these services.

Ms. Johnson reported that the Books and Periodicals line reflects the first 2 quarterly payments for the EBSCO database totaling \$211,132.50. The remaining balance will be paid from the Lottery Fund as part of the Commission's LSTA match.

Ms. Johnson reported the agency is working on an RFQ with the state Purchasing Division to bid out and put under contract the purchase of books, audio/visual materials, and large print for the Reference and Special Services library. This process was put in place due to citations in the last purchasing review. The agency is currently answering questions from vendors with a bid opening date scheduled for December 5, 2017.

Commissioner Taylor posed a question concerning the CTC's collaborative agreement with libraries to purchase books and other materials, and whether this would be something of interest to the WVLC. Ms. Johnson responded that she would investigate the situation.

Next, Ms. Johnson discussed plans to reorganize the agency's office space to better accommodate current staff and make space available for new employees. She said the agency is working with Capitol Business Interiors to redesign the cubicles in the hall and reception area of the Administrative Suite, and to build a cubicle in the library for the new Circulation Library Assistant. The total cost quoted was \$29,160. The library cubicle is the only item currently scheduled to be installed as it is an immediate need. It will be installed on December 5, 2017 and carries a price tag of \$8,002.24. She said she is working with Capitol Business on alternatives to lower the cost of the additional construction items. Commissioner Nalker asked if there was a standing state contract for construction work, and Ms. Johnson responded that there is one in place with Capitol Business Interiors.

Ms. Johnson then brought the P-Card reports for July – September, 2017 to the Commission's attention for approval.

Commissioner Julian moved that the report be filed for audit, including confirmation of the P-Card register. Commissioner Nalker seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report by introducing the Commission's new administrative service assistant, Tandra English. English's position will be shared between Library & Development Services and Administrative Services. She then thanked Commissioners Julian and Taylor for their presentations at the WVLA Fall Conference at the Greenbrier in November, as well as Commissioners Gunnoe and Nalker for their attendance at the conference.

Secretary Goff announced that Sean Duffy had accepted the appointment as the Commission's replacement for the retired David Dalzell. However, he was unable to attend the November meeting due to a family vacation.

Next, the Secretary began a discussion on financial and legislative concerns. She reported the Library Commission has submitted its 2019 Budget Appropriation request and has met with the Tax & Revenue division. The submission included a request for an improvement package which would increase the appropriation for Service Center libraries. Talking points on the budget were prepared at the request of OSEA Secretary Gayle Manchin and have been provided to her and the Commission.

Secretary Goff began a discussion on Designate Libraries and the Service Center system. She explained to the Commission that some libraries would lose their designate status when their current MLS or MLIS librarians retire. Those libraries would then become part of a current Service Center. The FY 2018 funding for Service Centers limits funding to \$.85 per capita. The improvement package proposes increasing that to \$1.02 which is 20% of the per capita GIA of \$5.09. The Secretary said some libraries, such as Boone-Madison, could be moved to a Service Center and that would increase costs. This led to a further discussion on budgeting for Service Centers.

Secretary Goff discussed HB 2792, stating that the facility survey had an excellent 92% response rate. The survey indicated that 57% of the libraries responded that they need more space for meetings and programs. 24% rate their plumbing system as Fair, 8% as Poor, and 2% as critical. 49% say they are operating with an electrical system that was either updated more than 25 years ago or unknown as to when it was last upgraded, 36% have aging to aged HVAC systems, and 16% need new roofs. She said 64% have no plans to remodel, renovate, or expand the existing building, due to having no funds or having no way of getting funds.

The Secretary went on to say that, 87% have no plans for a new building, 47% rated the general condition of their building as good with no issue or concerns, and 35% related the general condition as fair, some major repairs needed. Secretary Goff also mentioned that HB 2792 also requires information on the number of computers, the number of telephones, meeting rooms, library square footage, and a cost estimate. She said the commission staff will compile the information from this survey and present it to the legislature in January.

Next, Commissioner Taylor began a discussion on bond money and funding to address some of the problems highlighted by the survey. He suggested taking this information to Washington D.C. or ALA Day to illustrate the need for the Library Improvement Facility Fund. He also suggested the WVLC provide presentations on library facilities and how to budget for issues that might arise.

The Secretary then began a discussion on the Library Services and Technology Act. She reported on a recent meeting in which she and other state library officials discussed the reauthorization of the LSTA, and mentioned that libraries are approaching reauthorization very quietly in Congress. She said reauthorization is not necessary for federal funding, but would ensure appropriations.

Secretary Goff moved on to issues and projects. The secretary reported that the WVLC awarded 18 \$500 WVLC scholarships to the WVLA Conference at the Greenbrier. She said she received thanks from several of the recipients, who told her they could not have attended without the WVLC scholarships. She went on to explain that the awards were Continuing Education Scholarships, funded with federal dollars. She said the WVLC plans to seek scholarships for the April 18 PLA National Conference in Philadelphia. This project is being overseen by Library and Development Services Director Heather Campbell-Shock.

Secretary Goff reported that all vacant positions have been filled or will be filled by middle of December. However, she said she recently received notification that Network Services Director Harlan White would retire on December 22nd. She said Cris Spradling, Harlan's second in command, is a potential replacement for the position.

Secretary Goff next turned her attention to what she described as mission creep. She said she had spoken with department heads about whether their everyday work was actually supporting the Commission's core mission – helping libraries help West Virginians. She said she has asked the departments to provide ideas on how the WVLC can do a better job of supporting the agency's mission. She said she will keep the Commission updated.

Secretary Goff updated the Commissioners on discussions about implementing the recommendation of the Legislative Performance and Evaluation Division concerning transferring Library Commission Television Services operations to WV Public Broadcasting (aka Educational Broadcasting Authority). Instead of a complete transfer which presents a variety of barriers, including the difficulty of transferring classified WVLC employees to a non-classified agency (EBA), an alternative proposal is being discussed. This proposal would result in a WVLC/EBA joint project called "Capital Video Services", which would allow the EBA and WVLC to expand TV coverage on the Capital Complex.

Secretary Goff announced the creation of a Library of Champions Award. This award would recognize individuals who have made significant contributions to public libraries in the state. She presented the eligibility requirements for the award and asked for the commission's approval. There were no objections.

Old Business

None.

New Business

The commission was presented with a tentative meeting calendar for 2018. Commissioner Julian moved to accept the calendar. Commissioner Strickland seconded. The motion was approved.

Next Meeting

Chairman Gunnoe announced the next meeting will be held on Libraries Day at the Legislature at 3:30 pm, Monday, February 5th, 2018 at WVLC offices.

Adjourn

Chairman Gunnoe adjourned the meeting.

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman