

West Virginia Library Commission

February 27, 2017

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 3:30 PM on Monday, February 27, 2017. Members present were Betty Gunnoe, Charles Julian, Debra Sullivan, Katy White, and Dennis Taylor. 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 – November 18, 2016
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 3:30 PM.

Approval of Minutes

Commissioner Julian moved to approve the minutes of the November 18, 2016 meeting. Commissioner Taylor seconded. The motion was approved.

Public Comments

Public Comments were moved to later in the meeting.

Financial Report

Ms. Johnson stated that Commissioners will find the most recent financial reports for fiscal year 2017 in their booklets, they show the WVLC is on track to budget. The Commission is under its benchmark in general revenue and slightly over in lottery funding.

Ms. Johnson reported that in November the Commission was required to cut \$20,713 from the general revenue fund as part of an across the board agency reduction. This 2% decrease in spending was absorbed due to vacancies the Commission has not filled.

Next, Ms. Johnson began a discussion on the Commission's Grant-In-Aid disbursements. GIA is on budget at 74% through the 3rd quarter. The disbursements reflect Match and MOE withholding totaling \$144,014, which will be split between the 3rd and 4th quarters.

Ms. Johnson reported that the Commission has received a Federal Funding Year 2017 award of \$977,903. According to IMLS, this award reflects the amount of funding available to IMLS for LSTA Grants to States under the Continuing Resolution, which is in effect until April 28, 2017. She said this grant is \$308,822 less than the same grant for 2016, and that she is hopeful that supplemental grants will be made available to offset that shortfall.

Ms. Johnson pointed out that Commissioners have been supplied with a 3-year budget overview. The report shows the Commission's budgeted spend for 2016 and 2017, the requested budget for 2018, and the Governor's proposed 2018 spending plan. She stated that if the Governor's proposal is approved, the Commission budget would be reduced by less than 1%. She said most of the decrease, \$11,079, would come from the General Revenue Personal Services line.

Chairman Gunnoe entertained a motion to accept the financial report. Commissioner Julian so moved, Commissioner Sullivan seconded, and the motion was approved. Commissioner Julian also moved to approve P-card expenditures for November and December 2016, and January 2017, Commissioner White seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report by introducing two new employees to the commission. Anne McMillion was named Library Development Director in December, and Jasmyne Lewis-Combs began working as a librarian in the Special Services Department in October.

The Secretary next discussed her Financial and Legislative concerns. The budget bill submitted to the legislature by Governor Justice budget bill includes \$15,108 in reductions to the commission in the general and lottery line items. She said the Senate Finance budget hearing is scheduled for March 2nd and the House budget hearing is set for March 8th.

Secretary Goff said Gayle Manchin, the new Secretary of Education and the Arts, is spearheading the cabinet's response to the Governor's budget proposal. She said Secretary Manchin has asked that budget presentations focus on the effects of zero funding for the six agencies that comprise the Department of Education and the Arts.

For the Library Commission, Secretary Goff said that zero state funding would have a significant impact on state libraries. 41 of 97 library systems in the state depend on WVLC Grants-in-Aid for more than 40% of their annual operating income. She said if that funding goes away, those library systems would probably close their doors. She added that 152 libraries would also lose WVLC provided internet service and support. In addition,

handicapped library patrons in the state would lose their services, and statewide data bases would no longer be available.

Secretary Goff shared a story from the previous week's House education meeting in which a delegate from the eastern panhandle told her how important libraries were while he was growing up. She said he told her that the local library practically saved his life by giving him a place to go when things got tough at home. She said this story illustrates the difference between education and learning. Learning is something you do for yourself, and that's where libraries can make a difference in a person's life.

Next, Secretary Goff addressed the Governor's alternative budget, which would eliminate all general revenue funding and GIA. For the WVLC, this budget would remove 28 positions and for all practical purposes shut down the commission. Commissioner Sullivan suggested that this budget was a scare tactic designed to force the legislature to approve a budget more in line with the Governor's original proposal. Secretary Goff and other members of the commission agreed.

Secretary Goff next turned her attention to specific bills that would affect libraries in the state, starting with HB 2344. This bill transfers TV services from the Commission to the EBA. She said this proposal is particularly concerning since the Governor's budget proposal eliminates funding for the EBA. She said this bill will probably remain in limbo until the legislature determines the future of the EBA.

Secretary Goff said HB 2332 requires the Commission to conduct a construction and maintenance survey of libraries and develop a 10-year plan to address any issues. She said the commission's current staff could handle the survey and plan, but it would require funding to implement. After a discussion with the commissioners, the Secretary said a survey of state libraries would be a good idea to do, regardless of the status of the bill.

Secretary Goff then turned to HB 2524, which would dismantle the Department of Education and the Arts and would place the Library Commission under a new department. Originally, the WVLC would have been moved to the Department of Administration, but during last week's House Education meeting, the bill was amended to place the Commission under the Department of Commerce. The bill has now moved to the House Finance Committee.

At this point, Commissioner Gunnoe recognized Gayle Manchin, Secretary of the Office of Education and the Arts, and her executive assistant Missy Phalen.

Secretary Goff then addressed HB 2556, the Coercive Federal Funds Report, which implies that federal regulations requiring libraries to demonstrate funding matches and maintenance of effort are coercive. The bill would require budget proposals to outline these coercive federal requirements.

Concerning federal funding, Secretary Goff said LSTA reauthorization is still not complete, and she is not sure of its status in the federal budget process. The commission has started drawing on the fiscal year 2016 LSTA award.

Secretary Goff next began a discussion library issues and projects. She said there are director's vacancies in Boone-Madison, Bolivar-Harpers Ferry, Jackson County, Summersville

and Wyoming. Bonne-Madison has been without a permanent director for over a year. Jackson County has been vacant since last July.

Commissioner Gunnoe recognized Gretchen Fry in the audience and announced she is the new director at Martinsburg, leaving Bolivar-Harpers Ferry for her new job. Secretary Goff added that Sarah Palfrey is the director at Morgantown after leaving her position in Summersville. Ashley Tharp is the new director at Lynn Murray.

Secretary Goff mentioned there are pending vacancies at Fayette County and Louis Bennett. Both current directors are expected to retire in the coming months. The Secretary added that the Commission provides search assistance to libraries, through the ALA JobList, the WVLC website, and other library contacts. She said the Commission also offers background checks to help libraries with the hiring process, as well as training for new hires.

Secretary Goff then brought up the situation in Alderson. She said the mayor of Alderson doesn't believe the library is being run correctly in terms of running board meetings and handling finances. She said she and Library Development Director Annie McMillion have discussed the situation with town leaders and the service center director and determined there was nothing illegal being done, but additional training is needed and will be provided. The Secretary said the situation points out the need for more extensive training for both directors and trustees, and highlights the important role of service centers in situations like this.

Secretary Goff next turned her attention to Match and MOE compliance. Initially, she said 27 libraries were out of compliance. After a review, 2 libraries were found to be in compliance and 9 have been granted total waivers. 2 libraries have been granted partial waivers. Withholding for the remaining libraries totals \$144,000.

Turning to agency issues, the Secretary reported that postings for an Office Assistant in Special Services and the state E-Rate Coordinator position were rejected due to the state hiring freeze. Because of the freeze, Secretary Goff said the Commission has not requested a posting for a Library Assistant in Special Services or for an additional consultant position. Requests for those positions may be revisited after the completion of the Legislative session.

The Youth Services position in Library Development, which is federally funded, has been posted and expires on March 17. She said that position may be extended.

Secretary Goff said she is looking carefully at all positions and duties to determine how the Commission can function more efficiently. As an example, she said the Commission's Graphic Artist was shifted from TV services to the Admin suite annex.

She said the Commission staff is also looking for space to accommodate other Education & Arts agencies. Secretary Manchin is working on a plan to house other agencies and her office in the Culture Center in order to save money and consolidate functionality.

Commissioner Julian asked if the Commission pays rent for the use of the Culture Center. Secretary Goff responded that no, the Commission does not pay rent, but does pay a share of the utilities. She said the Commission is not a tenant in the building, but a partner with Culture & History.

Secretary Goff reported that she did not complete resolutions for outgoing Secretary of Education and Arts Kay Goodwin and her Chief of Staff Martha McKee, as requested by the Commission at its previous meeting. However, she did personally express appreciation to them both, and awarded Secretary Goodwin a WVLC Gold Star at the Commission's Christmas dinner.

Public Comments

Chairman Gunnoe opened the floor for public comments and again recognized Secretary Gayle Manchin. Secretary Manchin said it was a pleasure to be at the meeting and proud to be the new Cabinet Secretary for Education and the Arts.

She said the six agencies under this cabinet are very effective independently, but said she believes that can be more effective collectively. She said the agencies have been interacting with each other to a certain extent, but they can do more in terms of sharing space and personnel. She said her goal is to make the cabinet more cost effective.

Secretary Manchin said the Legislature is currently discussing eliminating the Office of Education and the Arts and relocating the various agencies. She said she believes this would fragment these agencies and prevent them from sharing space and personnel.

Secretary Manchin said her plan is to move her office from Building 5 to the Culture Center. The Center for Professional Development would also move to the Culture Center from a building it is renting on Hale Street. Volunteer West Virginia, which is renting space on Charleston's West Side, would be housed with Educational Broadcasting.

In addition, the Secretary explained that she would like to consolidate personnel as well. As an example, she said she is sharing her chief fiscal officer with Arts & History. Secretary Manchin said these examples of sharing make Education and the Arts part of the state's fiscal solution, rather than part of the problem.

Secretary Manchin said that the Legislature's plan to eliminate Education & the Arts was in the planning stages before she was appointed. She said she hopes these proposed changes will keep Education & the Arts intact.

Old Business

None.

New Business

Chairman Gunnoe announced that she and Commissioner Sullivan had been reappointed to the Commission by Governor Jim Justice. The appointments expire on June 30, 2020.

Next Meeting

Chairman Gunnoe announced the next meeting will be held on Monday, April 28th, 2017 at the West Virginia Library Commission.

Adjourn

Commissioner Julian moved to adjourn the meeting, Commissioner Sullivan seconded the motion, and the motion was approved.

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman