

## **West Virginia Library Commission**

**February 4, 2019**

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 3:30 pm on Monday, February 4, 2019. Members present were Betty Gunnoe, David Nalker, Debra Sullivan, Katy White, Dennis Taylor and Charles Julian by phone. 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 10, 2018
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary’s Report – Karen Goff
  - Match/MOE Compliance Report
  - Network Services Priorities
  - War Public Library
  - Financial/Legislative Concerns
  - Library Issues/Projects
  - Agency Issues/Activities
  - Questions about activities mentioned in weekly reports
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 Nalker moved to approve the minutes of the August 10, 2018 meeting. Commissioner Taylor seconded. The motion was approved. Charles Julian abstained, since he did not attend.

## **Public Comments**

None

## **Financial Report**

Ms. Johnson reported that the Commission is on track with the FY19 budget. She pointed out a move of \$1,481 from Repairs and Alterations to Current Expenses to cover minor vehicle repairs and maintenance to fleet vehicles. In addition, she conveyed that 3<sup>rd</sup> quarter payments for services to Libraries and Grants-In-Aid had been made, and that GIA was at 74% due to MOE and Match withholdings.

Ms. Johnson stated she was working on EOY Projections for FY19. She said she anticipates having some funding, approximately \$162,000, left in the budget's Personnel lines due to vacancies. She said these excess funds are expected to be issued as grants to libraries.

Ms. Johnson next provided a comparison of the FY2020 Budget to the FY2019 Appropriated Budget. She said General Revenue will increase by 3.37% to cover annual increment and the Governor's proposed 5% pay raise. The Lottery Education fund will increase by 0.52% to cover pay raises for the Network Service Staff. Federal spending authority is increasing by 1.01%, again to cover the proposed 5% pay raise. Overall, Ms. Johnson said she expects the overall budget to increase by 0.18%.

Ms. Johnson provided P-Card reports for the months of July 2018 through December 2018.

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

## **Secretary's Report**

Secretary Goff began her report with a discussion on the Match/MOE compliance reports. During the Match/MOE review process, she said she follows the Administrative Rule statement to "liberally construe" requirements and frequently issues waivers. For FY 2019, 12 libraries were out of compliance with the Match requirement: 7 received full waivers, 1 received a partial waiver, and 1 waiver is pending additional information. Penalties for the 3 not receiving waivers total \$78,732. 30 libraries were out of compliance with the MOE requirement: 8 were waived for the minimal amount of the penalty (less than \$600) and 16 were waived by request. Penalties for the remaining 6 totaled \$14,545.

Commissioner Julian made a motion that the commissioners endorse the waivers and penalties as presented and Commissioner Sullivan seconded. The motion was approved.

Next, Secretary Goff began a discussion on Network Services priorities and potential improvements to the operation. The latest challenge facing Network Services affects the support of the Mountain and Northern library networks. The current software is aging, the hardware running the software is no longer supported by the manufacturer, and a key staff member is retiring in November. The Executive Boards of both consortia are aware of these issues. At an MLN Executive Board meeting, the Secretary stated that the Library

Commission was committed to supporting that commitment but could not absorb all support costs indefinitely. The Library Commission will not impose software decisions on the consortia but will advise on technical requirements and the level of financial support possible.

Commissioner Julian asked about Cloud Base options for the Network, and the Secretary responded by saying that option is being investigated. Commissioner Sullivan suggested a meeting with Dave Cartwright of the Department of Education to discuss network options.

The status of the War Public Library was Secretary Goff's next topic. She announced that the War Library will dissolve July 1<sup>st</sup> as an independent library and become a branch of the McDowell County Library. Eva McGuire, the director of the Craft Memorial Library, will coordinate the cleanup of the library's outdated material and catalog system.

Secretary Goff next turned to the recent Senate and House finance committee meetings. She said the discussions centered on broadband issues. The Secretary reported she had also meet with Bob Ashley, the Governor's legislative liaison, about the statewide data transport contract. In addition, Secretary Goff discussed critical library facility issues with legislators.

Next, Secretary Goff brought up the digital textbooks bill being discussed in the legislature. Delegate Higginbotham is the sponsor of the measure that would require the Library Commission to establish a program for Open Education Resources and a digital clearing house.

The Secretary said the WVLC Reference Library is offering tax assistance programs this tax season, partnering with My Free Taxes. Taxpayers may use the My Free Taxes software on library computers. Several libraries across the state are offering the same program, as well as VITA training.

Secretary Goff next brought the "Select A Book" project to the Commission's attention. It is a program introduced this legislative session allowing lawmakers to adopt a book and donate it to a local library.

Secretary Goff announced the 2019 Library Commission Library Champion and Librarian of the Year awards. Nancy Moore, the Director of the Five Rivers Public Library in Parsons, was named Librarian of the Year, and Anne Silbernagel of Kanawha County, Betty Dransfield of Monroe County, and the Friends of the Sutton Public Library were named Library Champions.

## **Old Business**

None.

## **New Business**

Charles Julian announced he would retire from Potomac State College of WVU on July 1, 2019, but would continue in his role as Library Commissioner.

**Next Meeting**

Chairman Gunnoe announced the next meeting will be held at 10:00 am, Friday, April 26, 2019 at WVLC offices.

**Adjourn**

Commissioner Taylor moved to adjourn the meeting, Commissioner Nalker seconded, and the motion was approved.

Respectfully Submitted,

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Karen Goff, Secretary

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Betty Gunnoe, Chairman