

West Virginia Library Commission

April 27, 2018

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 am on Friday, April 27, 2018. Members present were Betty Gunnoe, Deborah Sullivan, Sean Duffy, Charles Julian, David Nalker, Connie Shumate, Mary Strickland, Katy White, and Dennis Taylor. Also present were Karen Goff, Secretary and WWLC Chief Financial Officer Jennifer Johnson.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – February 5, 2018
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary’s Report – Karen Goff
 - Staff Raises
 - Supplemental Grants
 - Facilities Fund Rule
6. Old Business
7. New Business
8. Election of Chairman (Effective July 1, 2018)
9. Announcements
10. Adjourn

Call to Order

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

Approval of Minutes

Commissioner Julian moved to approve the minutes of the February 5, 2018 meeting. Commissioner Taylor seconded. The motion was approved.

Public Comments

There were no public comments.

Financial Report

Ms. Johnson stated FY18 is winding down. She reported the Personal Services line item has been reduced by \$20,000 with the Current Expense line increased by \$20,000 in order to cover the cost of new cubicles being installed in the Administration suite for the Library and Development Services staff. This is scheduled to be done on May 10, 2018.

Ms. Johnson reported an end of the year balance of \$159,247 in General Revenue due to vacancies. She said the agency plans on using those funds to make additional upgrades to the office area, replacing office furniture and aging computers.

Ms. Johnson next discussed the Lottery Fund. She said the 18000 Appropriations for Services to Libraries and the 18200 Grants reflect 4th quarter payments with a remaining balance of \$92,087, which reflects MOE and Match withholdings for this year. She pointed out that these funds will go toward End of the Year Supplemental Grants.

Ms. Johnson moved on to the Current Expenses Line which shows a credit of \$226,118 under Telecommunications. This reflects \$301,282 in federal E-rate reimbursements received in March 2018.

Commissioner Julian began a discussion about telecommunications funds and how the agency receives it. The Commissioner stated that since the Federal Government operates on a different fiscal year, federal dollars roll over year over year. He asked if any other funds do the same, and Ms. Johnson stated the commission operates a Community Participation Grant, which rolls over each year. It currently has a remaining balance of \$374,233. Secretary Goff followed up with a discussion on federal money, and how federal funding carries over each year.

Ms. Johnson pointed out the Commissioner's meeting packets include a FY2019 Budget overview with a comparison to the 2018 appropriations. Ms. Johnson indicated a total increase of 3.70% YOY. She indicated the increase is due in part to the across the board pay raise for commission staff of \$2,160 per employee, an increase of 4.41%. She added that Current Expenses increased by 1.42% and the BRIM Premium increased 8.79%.

The employee increase announcement triggered a discussion on Secretary Goff's annual salary. Commissioner Julian expressed his belief that the Secretary's pay is too low for an agency of the WVLC's size.

Next, Ms. Johnson reported the Lottery Education Fund will increase by 0.27% in FY2019. She said there are also increases in the Infomine Network Line to cover the across the board raise for the Network Services Staff. Ms. Johnson said the overall agency budget increased by 0.54%, \$88,085 more than the current year.

HB2890, which creates the unfunded Library Facilities Improvement Fund, was passed by the legislature in 2018. Ms. Johnson announced she had submitted paper work to create the fund in the OASIS state accounting system for FY2019.

Ms. Johnson then brought the P-Card reports for January through March 2018 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.

Commissioner Julian asked if agency P-cards pay for job postings and background checks for libraries in the state. Secretary Goff responded that the agency does pay for job postings on the ALA job list and for background checks for final candidates.

Commissioners then revisited the discussion on Secretary Goff's salary, asking her to provide them with her salary history. Commissioners said they would then contact their state representatives to suggest a pay raise for the Secretary.

Secretary's Report

Secretary Goff began her report by introducing Cris Spradling as the Director of Network services. She pointed out that he has had a lengthy career with the commission, starting in the TV Studio before moving to network services. Secretary Goff said Cris is very trusted in both the field and in the office. The Secretary pointed out a new employee organization chart is available in the commission's meeting packets.

Next, the Secretary began a discussion on what she called long overdue staff pay raises. Secretary Goff said a ban on merit raises was lifted this year and the legislature also granted state employees an across the board pay raise of \$2,160. For merit raises, the Secretary said she discussed the issue with Jennifer Johnson and agency directors, and the group determined the merit increases would be provided to 16 select employees and capped at \$2,000. The increase would be based on contributions the individual employee provides the agency and would be in addition to the across the board pay raises approved by the legislature. Secretary Goff said the merit increases must still be approved by the Governor's office.

As part of the discussion, the Secretary pointed out that the agency currently has nine vacancies which need to be filled. Two critical consultant positions in Library Services and Development are open – replacements for children's consultant Suzy McGinley and continuing ed consultant Melissa Brown.

Chairman Gunnoe asked for a motion to endorse the merit raise plan as recommended. Commissioner Nalker so moved and Commissioner Duffy seconded. The motion was approved.

The Secretary Goff next turned her attention to Supplemental Grants. She said the deadline for libraries to apply for these grants is May 18th. All public libraries in the state are eligible, and grants are capped at \$5,000 per library.

The Secretary said the grants are intended for facility maintenance and service enhancements. She said computer requests are being funneled toward the 2nd Launch Program, which is a Department of Education program designed to replace aging computers for education entities and libraries.

Secretary Goff noted that the supplemental grants will be awarded before the end of the current fiscal year, and Libraries will have until the end of the next fiscal year to spend the money.

Next, Secretary Goff began an open discussion on the Library Facilities Improvement Fund Rule. Under state law, a rule is required to distribute funding for libraries under the facilities fund legislation. She said she has reviewed how other libraries in the United States address facilities maintenance. She pointed out that, in Massachusetts for instance, libraries exclude repair and maintenance, which led to a discussion among the commissioners on whether to revise current guidelines or create new ones. Secretary Goff suggested a conference call for the commission to discuss possible revisions. A conference call vote would need to take place by June 22, 2018.

Secretary Goff provided an update on the elimination of the Department of Education and Arts. She said Interim Secretary Clayton Burch has been working with the Office of the Secretary of the Education and Arts (OSEA) and the Center for Professional Development (CPD), both of which are disbanding, to find positions for displaced employees. She said Secretary Burch is also working with Volunteer WV on a federal funding issue, as well as moving events formerly handled by the Office of Education and the Arts (such as inauguration ceremonies, Christmas Tree lighting, and Public Employee Appreciation Day) to Culture and History.

Commissioner Taylor asked about the future of the Governor's Summer Internship Program. Secretary Goff replied that the Department of Education would take it over. Commissioner Sullivan, a member of the state Board of Education, said the CPD, AP testing, and the Governor's School for the Arts have all moved from the OSEA to the DOE. Commissioner Taylor asked where the money earmarked in the budget for these various programs ended up, and the Secretary replied that the state budget has not changed to reflect the transition.

Secretary Goff reported that the status of Volunteer WV and Rehabilitation Services will not be part of the upcoming legislative special session. Rehab Services is moving to the Department of Commerce.

Secretary Goff announced that Educational Broadcasting, Culture & History, and the WVLC would be meeting with the governor's advisors, Bray Cary and Brian Abraham, the 2nd week in May to discuss the transition.

Next, the Secretary Goff discussed the WVLC's former library development area which was turned over to CPD in 2017. She said she does not believe the WVLC will get this space back and may lose more. She said the Governor's advisory team has been studying the commission's lower level space in its effort to establish a centralized communications center.

Old Business

None.

New Business

Commissioner Gunnoe announce the floor was open for nominations for the position of Commission Chairman, effective July 1st, 2018. Commissioner Taylor nominated Commissioner Gunnoe to continue as Chairman. Commissioner Julian seconded, and the motion was approved unanimously.

Commissioner Julian began a discussion on the expiration of his term in June. The terms of both Commissioner Julian and Taylor expire on June 30, 2018. Secretary Goff said she would contact the Governor's office about new appointments and asked if the two commissioners would be willing to extend their appointments. They both said they would.

Next Meeting

Chairman Gunnoe announced the next meeting will be held at 10:00 am, Friday, August 10th, 2018 at WVLC offices.

Adjourn

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

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman