

## **West Virginia Library Commission**

**August 9, 2019**

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 am on Friday, August 9, 2019. Members present were Betty Gunnoe, David Nalker, Mary Strickland, Connie Shumate, Dennis Taylor and Charles Julian by phone. Also, present, Karen Goff, Secretary.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – April 26, 2019
3. Public Comments
4. Financial Report – Provided by Karen Goff
5. Secretary's Report – Karen Goff
  - Grow with Google Report – Heather Campbell-Shock
  - Update on Broadband Request for Proposal
  - Update on Library Cooperative Pilot Program
  - FY2020 Supplemental Grants
  - FY2021 Improvement Requests
  - Critical Vacancies
  - War Public Transition
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 April 26, 2019 meeting. Commissioner David Nalker seconded. The motion was approved. Comment by Connie Shumate to add her name to the April 26<sup>th</sup> Minutes.

### **Public Comments**

None

### **Financial Report**

Secretary Goff reported Jennifer Johnson resigned but will be hired back as a temporary employee once she out of the personnel system. This will allow her to be available to assist

us with the 2020-2021 appropriation budget process Secretary Goff went to discuss that this job is the only one of its kind, and does not require a degree, and that it was suggested that anyone who took over this job should take the Carl H. Vinson Training Program, which provides a lot of additional information on library financial operations.

Commissioner Nalker asked if Ms. Johnson will be available to train the person who would take over her position, in which Secretary Goff stated yes. Her job position will be posted once she is out of the system.

Secretary Goff went over the Financial report; this one was larger and going forward will be smaller in size. Secretary Goff mentioned that this report covers closeout for 2019, and the start for 2020. In the close out of 2019, the General Revenue and Lottery Education Funds do not roll over to the next fiscal year. Secretary Goff discussed that on page 119 of the information provided. The General Revenue balance of \$120,534.19 and most of these funds were available because of the unfilled vacancies. These funds have traditionally been used for Supplemental Grants to libraries. Secretary Goff explained that although we followed the same procedures as last year and Ms. Johnson answered many questions for the Governor's Office and the Budget Office, approval to use the funds for grants was denied.

Commissioner Taylor started a discussion asking why the Governor's Office denied the request. Secretary Goff went on to say that the was that funds for personal services could not be transferred.

Secretary Goff said that instead of awarding 53 grants totaling 214,655.00 we had awarded 18 grants for \$76,092.00. Most of this money was from GIA that people did not qualify for and funds that were not personal services.

Commission Julian started a discussion that Federal carries over and we have until the end of September to spend it, Secretary Goff verified that this was correct.

Secretary Goff continued onto the 2020 report, that on page 195 to 196, Ms. Johnson created Chart of Accounts and Unit Codes. Secretary Goff continued onto page 207 for Personal Services, which has a Reserve Fund of \$3,090.00. Secretary Goff said these are funds that could be used to offer more than the budgeted amount for new hires. Next Secretary Goff mentioned that for some reason this report does not reflect the expenditure of the 1<sup>st</sup> Quarter GIA and Service Center Grants. Secretary Goff said the Grants have been disbursed before the end of July, which has always been our goal.

Commission Nalker, stated this was the issue that made the news. Secretary Goff mentioned she had sent out an email to the library directors saying the funds might be delayed and to let her know if this would cause any libraries to be in desperate need. Secretary

Goff mentioned Ronceverte, and Senator Baldwin put on Facebook that the Library Commission would front the money for those libraries need which was not correct.

Commission Taylor started a discussion on the invoices and the issues with the Auditor's office. Secretary Goff went on to answer his questions.

Secretary Goff talked about the addition for Raleigh Co. Public Library as a Service Center for Boone, and issues associated with Clarksburg's transition from a Service Center to Designate.

Secretary Goff provided P-Card reports for the months of April 2019 through June 2019. Commissioner Julian moved that the financial report be filed for audit, including confirmation of the P-Card register. Commissioner Taylor seconded, and the motion was approved.

### **Secretary's Report**

Secretary Goff asked Ms. Heather Campbell-Shock to report on "Grow with Google Events", which happened recently at the Weirton and the Cabell County Public Libraries. Secretary Goff mentioned these sites were selected by Google, and they did a fantastic job.

Ms. Campbell-Shock stated she had attended both the Weirton and Cabell County Grow with Google Events. Ms. Campbell-Shock said Google provided thirty of their own staffers to host this event, along with providing promotional materials, statements on what to say for press releases for the media, Facebook postings, social media information, and a Google statue that weighed 1000 pounds to place in front of the libraries. Ms. Campbell-Shock stated that Weirton liked the statue since it was made of steel, and Weirton is a steel town. Secretary Goff mentioned that Google also provided extra broadband for this event and not for only a day or two, but for an entire month. Ms. Campbell-Shock continued saying that Google handled the registration, the libraries had eight classes to choose from, and that both Weirton and Cabell County chose the same demonstrations. Ms. Campbell-Shock said that the classes selected went over how to use Google, and how Google could help with Community Organizations or Small Businesses to promote them, and how to get your name on Google. Next Ms. Campbell-Shock went on to say that Google talked about its Non-Profit event for Grow with Google Initiative, and if you apply it is free to State, Local Government and Non-Profit Organizations. Ms. Campbell-Shock mentioned that these organizations are provided with an extra suite of classes, and libraries can sign up for video tutorials on how to get in depth services for your business on Google. Secretary Goff then mentioned that "Grow with Google" is going to every state with these events.

Ms. Campbell-Shock next discussed that the American Library Association would be offering Scholarships and Grants, so that other libraries can provide this same event at their libraries.

Chairman Gunnoe started a conversation on what the cost would be for having Google Events. Ms. Campbell-Shock said she would provide the cost of the One-on-One session's information in an email. She mentioned that there was a minimum of fifty required for the all-day sessions.

Commissioner Shumate asked how many people attended, and Ms. Campbell-Shock replied that we did not have the numbers from Weirton Public Library, but Cabell County Public Library had 1400 people in the library that day and usually there were only 600 people who came into the library a day. She went on to say that the Mayor of Huntington was very happy with this event and that the Google sign on 5<sup>th</sup> Ave. was very exciting.

Commissioner Nalker wanted to know if we could provide information on these events and if Google could do a presentation at the next West Virginia Library Association Meeting. Ms. Campbell-Shock replied that she had planned on having a Google Event at the 2020 Annual meeting in Canaan Valley. Secretary Goff went on to say that the Library Commission Field Techs from these areas assisted Google with setting the libraries up for these events.

Commissioner Taylor mentioned that he had spoken to several local businesses that attended the event and were impressed.

Secretary Goff began her report with an update on the Broadband Request for Proposal. The Agency had a good meeting with Purchasing. Purchasing agreed with the plan to write the requirements so that vendors would have to bid by library site, and not by the average for the county, or city. Secretary Goff went on to say that Cris Spradling from Network Services has devised a spreadsheet with different requirements to be scored and Purchasing suggested changing some of those to mandatory requirements Secretary Goff continued that we want to have this completed so that it can be reported to the Legislators and what we are doing and keeping with the timeline with E-rate.

Secretary Goff discussed The Library Cooperative Pilot Program, which is an alternative to existing Service Centers. Secretary Goff discussed how Gilmer, Doddridge and Taylor Public Libraries were out of county parts of Clarksburg Service Center. Secretary Goff said that Taylor Public Library was assigned to Morgantown Public Library and that has been working fine. Secretary Goff stated that the Library Commission was exploring an alternative to the traditional Service center by assigning Doddridge and Gilmer Public Libraries to a regional support co-operative that includes: Affiliates, Designates, and Service Centers. Secretary Goff mentioned that there have been two meetings about this pilot program, and it is getting people from the libraries to talk to each other. Secretary Goff

mentioned the next meeting is scheduled for August 27, 2019, and the biggest issue is that we do not have a name for this program yet. Secretary Goff mentioned that a John Faria from the Jackson County Library had suggested, "The Central West Virginia Mid-Ohio Valley Regional Library Co-op", as a name for this pilot program, Secretary Goff said she would like to keep it simple. Secretary Goff next discussed what is needed to bring to this new program together, and how it should be a three-year pilot program. If it works, we could include three more libraries from the Harrison County affiliates to this in FY 2021. Secretary Goff mentioned funding is another issue. Currently, Service Center Funds that previously went to Clarksburg for Doddridge and Gilmer are now going directly to the two libraries who must consult with the Library Commission on the expenditure of the funds. Secretary Goff mentioned that this program is a menu driven program and that the libraries choose what works best for them. Secretary Goff spoke about how she had heard comments that the Library Commission was doing away with Service Centers and wanted to confirm that this is not the case.

Commissioner Julian started a discussion on the MOU document provided in his Commissioner folder, and Secretary Goff replied that this document was presented at the last meeting. The libraries will take it to their boards for review. We want to finalize the MOU before the start of the 2<sup>nd</sup> quarter. Secretary Goff stated she would like to be able to show the Governor's office that we have the authority to establish new models along with this Memorandum of Understanding. Commissioner Julian suggested that somewhere in the document we may want to write that "This is not a governing document", so there is no misunderstanding, and Secretary Goff will take that into consideration and will note it.

Secretary Goff spoke about the FY2019 Supplemental Grants and the difficulties we had during filing of the financial report. A list was provided in the Commissioner packet. Secretary Goff continued that in the past we have been able to supplement Service Centers Grants with end of the year grants, and this year we were not able to do that. Secretary Goff stated that the supplement and additional grants we were able to give were for maintenance and renovations.

Secretary Goff spoke about FY2021. Improvement packages were included in the Commissioners packets, and she asked for their thoughts on the draft. Secretary Goff mentioned she had a meeting with West Virginia Library Commission Legislative Committee on Wednesday, and the goals for the 2020 session are very similar. They will support the Library Commission's proposal for increased funding to public libraries. Secretary Goff mentioned the libraries wanted to increase \$1.00 per capita in GIA which would be easy to promote but would cause Match issues for many of the libraries. Secretary Goff went over her thoughts for to use the increase for an Incentive Grant Program.

Commissioner Taylor and Julian started a discussion on the Improvement Packet, Commissioner Julian went on to discuss the Packet on how it started in a negative tone and ended on a positive note. This may need to be reviewed and work on to what needs

changed. Secretary Goff mentioned she would take the Commissioners' comments under review for changes to the Improvement Packet.

Secretary Goff spoke about the Facilities Improvement Fund, which is same as last year except the term "non-recurring appropriation" was added. Secretary Goff mentioned that she had sent out a survey on Facilities Improvement Projects to determine what actual projects are in place, what money is in place, and what is the status of the projects. Secretary Goff mentioned that in two days we received thirty-seven responses.

Commissioner stated that several projects completed this year: such as Ohio Co. and Wood Co. Public Libraries. Libraries are moving forward in this state. Secretary Goff followed up on this discussion that not all libraries have the funds that are needed. Secretary Goff went on to say that from the survey we had 17 Projects in planning or in progress. Two of these projects were new buildings, 6 renovation or expansions, 5 repairs, and 1 other.

Commissioner Julian moved that the Commissioners endorse the recommendations of the Executive Secretary's FY2021 Improvement Requests, Commissioner Nalke seconded.

Secretary Goff announced the critical vacancies, in the agency. Jennifer Johnson's position of Library Administrative Services Director will be posted as soon as the system permits. Secretary Goff discussed what she was looking for in the Library Administrative Services Director. Secretary Goff moved on to Stan Howell's position of Public Information Specialist and mentioned that because of the Governor's Office practice of not approving agency level positions that focused on communications, that we are seeking this position reclassified as an Administrative Services Assistant 2. Secretary Goff went on to explain that the Department of Personnel had already approved to post this position as a Administrative Services Assistant 1, we are planning to add more duties such as back-up for the time-keeping and other duties of Oasis, and Kronos, along with E-rate and appeal the recommendation, so we ask more of that person. Secretary Goff went on to discuss the Information System Specialist 2, which is the Assistant Director of Network Services, this was posted and we had the approval, Cris interviewed a selected prospect, who had accepted, but then the Governor's Office rejected the transfer because this position needed the Office of Technology's approval. Secretary Goff believes we can get approval, but it will take some time. Secretary Goff mentioned that Randall ReidSmith as the Cabinet Secretary, is supportive and is brokering meetings to try to get this resolved, he has sit up meeting next week to include the Office of Technology, Arts, Culture and History, and hopefully the Library Commission and the Governor's Office to explain why the Library Network is different from the Office of Technology network. Secretary Goff went on to inform the Commissioners that she had sent the Arts, Culture and History and the Educational Broadcasting, a copy of the 2008 Memorandum of Understanding with the Office of Technology that exempts the State Library Network from being on the Office of Technology

network. Secretary Goff went on to say that the Library Assistant position for Special Services was approved at all levels and an offer made and accepted. Secretary Goff ended with the hiring of a new Librarian for Library Development and Services.

Commissioner Nalker asked about the candidate for the Network Services job, would he still be interested? Secretary Goff responded that he was and would still transfer to our Network Services.

Secretary Goff followed up that War's transition from an independent library to a branch in McDowell County is complete and was successful. The Director has not been established.

Commissioner Nalker started a discussion on passport services, since Greenbrier County is thinking of doing this. Chairman Gunnoe went on to discuss that the Martinsburg Libraries process passports she had provided, and that South Charleston currently processes passport applications. Chairman Gunnoe went over the process that she used to follow, and the cost at that time was \$60.00. Commission Nalker also asked about the Census, in which Heather Campbell-Shock replied that American Library Association has a toolkit and training for libraries.

### **Old Business**

Chairman Gunnoe raised discussion on requesting a salary increase for Secretary Goff. Chairman Gunnoe stated that compared to other Department Heads, the Secretary, this would be a legislative request. Commissioner Julian on this information so it can be send to the Office Budget or Office of Legislation. Commissioner Julian suggested that also need to reinforce the size of the budget. Commissioner Nalker made a motion to pursue an increase for the position of Executive Secretary of the Library Commission salary. Commissioner Shumate seconded, and the motion was approved.

Chairman Gunnoe will write up the information and have ready, and sign as Chair and requested Commissioner Julian to assist in this. Commission Julian will also speak to Gary Howell who is the chair of the House Government Organization Committee. Commissioner Taylor will review the State Statute who else is there and see what extent that has boards to govern them, and drop a note explaining what we are doing.

Expired Commissioners terms; the terms of Commissioner Julian and Commissioner Taylor expired 6/30/18; Commissioner Strickland and Commissioner White's terms expired 6/30/19; Chairman Gunnoe, and Commissioner Sullivan's terms expire 6/30/20; and Commissioner Nalker and Commissioner Shomate's terms expire 6/30/21. The vacant position created when Sean Duffy resigned, expires 6/30/21. The Governor's office is aware of the vacancy and expired terms. Secretary Goff went over the guidelines for the Commissioners and requested suggestions for filling the vacancy.

Reminder that the WVLA Fall Conference is scheduled for October 16-18, 2019 at the Clarion in Shepherdstown.

## **New Business**

### **Next Meeting**

Chairman Gunnoe announced the next meeting will be held at 10:00 am, Friday, November 15, 2019, at WVLC offices.

### **Adjourn**

Commissioner Taylor moved to adjourn the meeting, Commissioner Strickland Seconded, and the motion was approved.

Respectfully Submitted,

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Karen Goff, Secretary

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Betty Gunnoe, Chairman