

West Virginia Library Commission

August 10, 2018

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 am on Friday, August 10, 2018. Members present were Betty Gunnoe, Sean Duffy, David Nalker, Connie Shumate, Mary Strickland, 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 – April 27, 2018
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary’s Report – Karen Goff
 - Focus on Special Services
 - Report from Special Services Director Donna Calvert
 - Facilities Fund Rule update
 - Update on Supplemental Funding
 - Budget Improvement Requests
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 27, 2018 meeting. Commissioner Nalker seconded. The motion was approved.

Public Comments

Randall Reid-Smith, Curator of the Department of Arts, Culture and History, addressed the commission. He announced he and his department were prepared to support the Library Commission anyway that they could.

Financial Report

Ms. Johnson provided an overview of commission funding and appropriations. She pointed to slight balances remaining in the FY2018 General Revenue and Lottery Funds, a total of \$1,413.06 between the two.

Ms. Johnson reported that approximately \$187,180.00 in Supplemental Grants were dispersed. Most of these funds were available due to agency vacancies throughout the FY2018 year. She said the agency currently has 7 vacancies, and she anticipates there will also be funding available at the end of FY19 for an additional round of grants

Next, Ms. Johnson reported that the 1st quarter Grants-In-Aid and Services to Libraries were disbursed. She said the 18200 line for Grants-In-Aids disbursement shows slightly more than 25% expended. \$24,244 was disbursed from the GIA line to cover an increase in the Craft Memorial Public Library's Services to Libraries grant. She anticipates withholdings due to Match and MOE incompliance will cover the increased Services to Libraries grant.

Ms. Johnson provided P-Card reports for April through July 2018. Commissioner Nalker moved that the financial report be filed for audit, including confirmation of the P-Card register. Commissioner Strickland seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report with a discussion of the agency's Trustee training sessions. She said she has received positive feed-back from trustees who attended the first two meetings.

Next, Secretary Goff began a discussion on COSLINE and its initiative to promote an increase in the Federal funding base. WVLC is a member of COSLINE, and the Secretary said the agency would be able to meet the required match if the proposal is approved.

Secretary Goff reported that the 2018 Bibliostat reporting window closes on August 15th. She said only 51 library systems out of 97 have completed the report through August 10th.

Secretary Goff discussed the "My Free Taxes" program. It is a partnership among the IRS, United Way and H & R Block, which provides free online tax filing for taxpayers who made less than \$66,000 in 2017. The Secretary said the agency could work with the program by providing a link to "My Free Taxes" on the WVLC webpages. This topic prompted a discussion with the Commissioners on how this program would affect the support staff.

Secretary Goff next provided an update on the Culture Center Relocation Plan. Secretary Goff discussed the proposal by the Governor's Communication Division to take possession of more than 5,000 square feet of space in the Special Services and agency storage areas. The Secretary mentioned she has been meeting with Department Directors

to create a plan of action, which would accommodate the move without compromising commission programs. Part of the action plan includes the potential installation of compact shelving in Special Services to save space. However, she said compact shelving is very expensive, and delivery and installation could take up to 4 months.

Secretary Goff introduced Special Services Director Donna Calvert and Special Services Librarian Jasmyne Lewis-Combs. Ms. Calvert and Ms. Lewis-Combs provided an update on Special Services initiatives, including information on the new Duplication on Demand Service that would eliminate the need for compact shelving.

Secretary Goff next turned her attention to 2020 budget improvement requests. She said the commission needs money in the Facilities Fund in order to meet the critical needs reported by state libraries, primarily funding for books, buildings, and broadband improvements.

Old Business

None.

New Business

None

Next Meeting

Chairman Gunnoe announced the next meeting will be held at 10:00 am, Friday, November 16, 2018 at WVLC offices.

Adjourn

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

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman