

West Virginia Library Commission

November 18, 2016

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 AM on Friday, November 18, 2016. Members present were Betty Gunnoe, Connie Shumate, Charles Julian, Debra Sullivan, Katy White, Mary Strickland, Dennis Taylor, and David Nalker. 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 – August 19, 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 10:00 AM.

Approval of Minutes

Commissioner Julian moved to approve the minutes of the August 19, 2016 meeting. Commissioner Nalker seconded. The motion was approved.

Public Comments

There were no public comments.

Financial Report

Ms. Johnson stated that the current financial reports for 2016 are on track. She pointed out that line items 18000 Services to Libraries and 18200 are 50% expended, reflecting 1st and 2nd quarter service center and GIA payments.

Next, Ms. Johnson began a discussion on the Governor's request for a 2% cut in the General Revenue Fund, and mentioned that the Library Commission has not received any official word on the anticipated reduction. She pointed out that the Commission's General Revenue Fund Appropriation totals \$1,639,828, and a 2% cut equates to a \$32,796.55 reduction in the fund. In anticipation of a potential cut, Ms. Johnson said the agency did not

fill the vacancy in the Building Services Unit from a July retirement. The salary and benefits of that position will cover the 2% reduction.

Ms. Johnson reported that the agency received a request from the legislature on November 1st asking for information regarding the Commission's Special Revenue Accounts, Video Fund 3550 and the Gifts, Grants, and Donations Fund. She said she responded with details on the cash balances in both accounts, the amount of money spent in these accounts for the past 3 fiscal years, and the anticipated expenditures for the upcoming fiscal year.

She said the Commission was also asked if these funds were used to offset general revenue cuts, and she responded that no they were not. Ms. Johnson said that these funds cannot be used for general revenue spending because they are earmarked for specific uses – the Video Fund for the TV Studio, and the Gifts, Grants and Donations Fund for spending stipulated by donors.

Chairman Gunnoe entertained a motion to accept the financial report and to approve P-card expenditures for August, September, and October 2016. Commissioner Julian so moved, Commissioner Sutton seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report with an update on recent levies from the November 8th ballot. Four libraries were on the ballot with Roane County and Wayne County passing, and Upshur and Doddridge County failing. The Secretary pointed out that the Doddridge County levy, despite a reduced rate, failed for the first time in 30 years. That levy failed by just 3 votes, and is expected to be placed back on the ballot in the near future.

The Secretary next discussed a filtering issue affecting libraries on the statewide network. A recent Office of Technology filtering upgrade does not cover public libraries in the state and now endangers E-rate and CIPA compliance for those libraries. She said Network Services is currently exploring options to keep libraries in compliance.

Secretary Goff began a discussion on Matching Funds and MOE non-compliance. After an initial review, 11 libraries were found to be non-compliant – Philippi, Craigsville, Nicholas County, Boone-Madison, Calhoun County, Kingwood, Morgan County, South Jefferson, War, Wayne County, and Webster-Addison. She said she plans on waiving Philippi and Craigsville if the Commission does not object. Commissioner Julian moved to approve those waivers, Commissioner Nalker seconded, and the motion was approved. She reported that the agency is still working on MOE calculations.

Secretary Goff next discussed the status of the libraries affected by the June flooding, reporting that the Clendenin and Rainelle libraries were featured in a recent episode of Libraries Today. In Rainelle, the library has received a \$154,000 check from FEMA and financial donations from the WVU Foundation. The library continues to deal with book donations and where to store the donated books. Many of the donated books are not viable for the library and Director Debra Goddard has arranged to have those books sent to Huntington Goodwill. The Secretary said the WVLC has offered to rent a truck to move the unwanted books from Rainelle to Huntington. The Richwood Public Library also received a

donation from the WVU Foundation that will be used to install hardwood flooring donated from another sources and to replace lighting.

Secretary Goff reported that decisions surrounding the future of the Clendenin Library are still pending. The Kanawha County Library Board of Trustees is considering whether to move the library to a new location, rebuild at the current site with FEMA stipulations, or look at other alternatives.

The Secretary said the Commission has received financial donations for flood relief from private individuals, as well as from the summer fund-raiser partnership with Books-A-Million. She said the money will be disbursed among the libraries affected by the flooding, both directly and indirectly. In addition to libraries that lost books directly due to high water, several libraries are missing books because patrons lost borrowed books in the flood, and Book Replacement Grants are being considered for those libraries.

Secretary Goff next turned her attention to a report from the Legislature's Performance Evaluation and Research Division (PERD). She said the PERD audit identified 4 issues within the WVLC:

- WVLC grantee reporting requirements need improvement and restrictions on the use of grant funds could be strengthened.
- WVLC has adequate policies and procedures in place governing travel for field technicians, but needs to be more consistent in implement those policies and procedures.
- The WVLC website should be improved in terms of both user-friendliness and transparency.
- The Library Television Network duplicates services provided by the Education Broadcasting Authority, and recommends terminating the operations of the Library Network and transferring the appropriation, fund balances, operations, studio equipment and studio space to the Educational Broadcasting Authority (EBA).

The Secretary announced she would prepare a written response and be available for an oral response when the PERD report is placed on the legislative agenda. She said the only recommendation asking for legislative action concerns the TV studio. The other proposals all recommend WVLC action. She said there is no direct appropriation to the Library Television Network, so there would be no financial benefit to the EBA. She said she plans to ask PERD to reconsider its position on the television network.

Old Business

None.

New Business

Chairman Gunnoe announced that the 2017 Legislative Day is scheduled for Monday, February 27th, 2017. After a brief discussion, the Commission agreed to hold its first meeting of 2017 on that day, following legislative activities at the capitol.

Commissioner Julian moved to create a resolution honoring outgoing Cabinet Secretary for the WV Department of Education and the Arts Kay Goodwin, and Deputy Cabinet Secretary Martha McKee. Commissioner Sullivan seconded the motion and it was approved.

Next Meeting

Chairman Gunnoe announced the next meeting will be held on Legislative Day at 3:30 pm, Monday, February 27th, 2017 at the West Virginia Library Commission.

Adjourn

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

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman