

Present:

Sue Carpenter  
Linda Durfee  
Meredith Hartery  
Judy Panagakos  
Penny Pugh

Absent:

Also Present:

Sarah Palfrey  
Kelly Funkhouser

Others Present:

Megan Landis

Call to order

The regular meeting of the Board of Trustees of the Morgantown Public Library convened via Zoom Video Conferencing on February 16, 2022. The meeting convened at 9:03 am, Judy Panagakos, President presiding, Kelly Funkhouser, secretary.

Approval of the Minutes

- January 19, 2022 - The minutes were approved as presented. **Penny Pugh moved. The motion passed unanimously.**

PUBLIC FORUM – Megan Landis: requested that the mask requirement be removed.

CORRESPONDENCE AND COMMUNICATIONS – Letter from Megan Landis. Discussion followed.

REPORTS OF COMMITTEES/OFFICERS

A. **President** – None

B. **Treasurer** –

- Financial Statements – The financial statements were reviewed and filed for audit.
- Approval of Checks - **Linda Durfee moved to approve checks as presented. The motion passed.**

REPORT OF THE LIBRARY DIRECTOR & BRANCH UPDATES

- Statistics presented indicated visits were lower. Circulation and digital circulation were up.
- Kanopy, a streaming video service, should be up and running in March, 2022.
- Take Your Child to the Library Day: Extended and added a scavenger hunt to teach people how to use the library. Children were told you are now an official library user and you need to share that with someone. There was a live stream of a virtual tour of all the branches.
- No update of the telephone system.
- Sarah Palfrey held a weeding workshop for Cheat Area Public Library.
- Sarah Palfrey had a review/workshop for everyone selecting and ordering library materials.
- Big Family Book Club book has been selected: Grace Lin’s “Where the Mountain Meets the Moon.” The author has agreed to have a virtual visit at the end of July for the cost of \$1,500.00.
- West Virginia Library Association’s Library Day at the Legislature is March 7, 2022.
- No updates on the ARPA Grants.
- Sarah Palfrey and Sarah Scharf are reviewing acquisition statistics, spending, book budgets, and what is and is not going out to help with future book budget planning and budget planning in general.
- Sarah Palfrey will meet with Andrew Gast-Bray, Director of Planning for Monongalia County to see if it is possible for the library facility plan to be a rider on the current county comprehensive plan.

- National Library Week, April 3-9, 2022 –Sarah Palfrey is looking into a listening tour again. In 2019, Conversations and Cupcakes at all the facilities – this is a good way to invite the public into the library facilities. Judy Panagakos will approach a City of Morgantown Council Member regarding a proclamation for National Library Week. Staff Appreciation for National Library week was discussed.
- Two temporary employees have been hired to cover for 2 staff members using military leave and maternity leave.
- Charlotte Chung, Cheat Area Public Library, will be coordinating the Summer Reading Program.
- Sarah Palfrey headed up a training for Monongalia County School Media Specialists. Topics discussed were challenged materials, SORA and allowing access to our OverDrive digital library K through 12 materials by public school kids with a WVEIS number so they would not have to have a library card. This would allow the kids to login with their student number using their Chromebooks. The Monongalia County Schools has asked that the Morgantown Public Library travel with them to various county sites for library card sign ups.
- Legislative news: The Governor has proposed that the West Virginia Library Commission be changed to a section of the Department of Arts, Culture, and History. The Executive Secretary position would change to State Library Director and the Curator for Arts, Culture, and History would hire and fire this position. This session the West Virginia Library Association is pushing for a \$1 per capita GIA increase.
- West Virginia Library Association Dues for Library Board members will be processed and paid.
- Branch reports were emailed to the board.

#### UNFINISHED BUSINESS

- **COVID-19 plans –**
  - Dr. Lee B Smith, MD, JD is the Monongalia County Health Officer spoke at Monongalia County Commission Meeting. Discussion followed. **Sue Carpenter moved to adopt the policy that mimics the guidelines of the Monongalia County Schools Updated COVID-19 Protocols – Effective February 7, 2022 model which is as follows:**
    - **When Staff Tests Positive for COVID**
      - **Isolate for 5 days at home away from others.**
      - **Day 0 is date of positive test.**
      - **Return to work on Day 6 if:**
        - **Fever free for 24 hours without the use of fever reducing medications.**
        - **Symptoms are improving.**
        - **Longer isolation of 10 days if person is severely ill or immunocompromised**
      - **Staff who return on Day 6 must**
        - **Wear a well fitted mask for 6-10 days inside the library**
        - **If a mask is unable to be worn then person will need to remain home days 6-10.**
  - Discussion followed. **Motion passed.**
- Sarah Palfrey requests that the Library System be able to return to in-person programming on Thursday, February 24. **Sue Carpenter moved that we restart in person programming with the program on Thursday, February 24. Motion passed.**
- It is the recommendation of the Monongalia County Health Officer to continue to wear masks inside the building. Board agrees.
- **Investment Committee –** Kaylon McInelly, WVU Foundation Associate Vice President, Investments and member of the investment committee spoke with Brian Dean, United Brokerage, Senior Financial Advisor, and Judy Panagakos is waiting to hear the results. Judy will speak with Kaylon to see what documentation he would like to see in the next investment committee meeting. Next meeting will be scheduled for end of March. Martinsburg-Berkeley County Public Library has one less branch and is looking to close another due to facility upkeep as a whole.

- **Catastrophic Leave Policy Review** – Tabled to next meeting
- NEW BUSINESS

- **Budget Adjustment – City increase**

The full amount of money requested for FY22 was reinstated. A budget adjustment to add this money, \$45,541.00, into the Morgantown Public Library’s Personnel line is the recommendation to the Board. This would allow for hiring two 30 hours a week positions at the rate of \$10 per hour. Also, Sarah Palfrey has had a conversation with City of Morgantown’s Council Members Danielle Trumbull and Brian Butcher to give them a more in depth understanding of the requested budget increase for FY23. We are interested in raising employee’s rate of pay from \$10 to \$12 an hour and the \$12 an hour employees to something higher. City funds can only be used with in the city. **Linda Durfee moved that the budget increase be absorbed into the Personnel line item. Motion passed unanimously.**

- **Reconsideration Policy/Forms** – Tabled until March 2022 meeting.

BOARD COMMENTS –

Judy Panagakos – requested more information regarding the past listening tour. Every night during first week in April, National Library Week, there was a public meeting at a different library location. Judy mentioned naming it a patron appreciation night.

Penny Pugh – requested the minutes for current meeting be distributed within a week after the meeting.

ADJOURNMENT – Penny Pugh moved to adjourn. The motion carried unanimously. The meeting adjourned at 10:34 am.

NEXT MEETING - February 23, 2022 at 9:00am – Special Meeting: Budget Discussion via Zoom  
March 16, 2022 at 9:00am – Library Board Meeting