

MORGANTOWN PUBLIC LIBRARY  
Minutes of the Regular Meeting  
August 16, 2018

Present:

Sue Carpenter  
Linda Durfee  
Janet Paine  
Penny Pugh

Absent:

Also Present:

Sarah Palfrey

Others Present:

Call to order

The Regular meeting of the Board of Trustees of the Morgantown Public Library convened at the Morgantown Public Library, on August 16, 2018. The meeting convened at 9:09am, Penny Pugh, President presiding, Sarah Palfrey, secretary.

Approval of the Minutes of the June 21, 2018 Annual Meeting

**The minutes were accepted as corrected.**

PUBLIC FORUM – None

CORRESPONDANCE AND COMMUNICATIONS – None

REPORTS OF COMMITTEES/OFFICERS

A. President – None

B. Treasurer – June 30, 2018 financial statements accepted and filed for audit. Sue Carpenter mentioned that after attending the West Virginia Library Commission Trustee Training she has a whole new appreciation for the work that Kelly puts into the financial reports.

REPORT OF THE LIBRARY DIRECTOR

- There have been many changes and new hires at Clinton, Cheat, Morgantown, and the Aull Center. Sarah Scharf (from Reference) has moved to the Assistant Cataloger, Reference positions have been filled by Danielle Gasparro and Jason Lake, and Nathan Wuertenberg (previously Children's Page) has been hired as part-time assistant for the Aull Center.
- There is a new Aull Center Facebook page. There are music and History Alive programs scheduled for this fall.
- Teen programming, being led by Crystal Isner, was very successful this summer - 83 participants in 14 programs.
- Jim Larouso has been hired as Facilities Manager and will start on August 20, 2018. His offer includes meeting goals to improve his computer skills as a requirement of continued employment.
- Educator Appreciation Day - Teachers, service personnel, and homeschoolers were invited to explore the library with a special focus on the Digital Library. It was coordinated with the county administrator for technology, Chris Urban. Attendance wasn't as high as we hoped but the reach and the feedback was encouraging. We had attendees from University High School, Morgantown High School, Westwood Middle School, South Middle School, Cheat Lake Elementary, Skyview Elementary, and Preston County High School. We have also been invited to speak at an in-service meeting and an open

invitation to send information for the county wide newsletter. Timing may have been an issue; it was scheduled during move-in week.

- Sarah Palfrey has had some discussions with the Friends of the Library about establishing a set method for requesting or approving funds. They are looking into having a board meeting.
- hoopla (ebooks, music, audio books, tv, movies, comics) will go live in early September; staff is currently using it. It will replace One Play and Comics Plus. Patrons will be limited to 6 items a month.

#### UNFINISHED BUSINESS

- All information regarding the Arnettsville Public Library has been passed on to City Attorney Ryan Simonton. He will prepare a draft of a purchase agreement with a waiver for the Board’s review. The board has requested that Sarah Palfrey get an appraisal of the building.
- The job description for the Director has been completed. **Sue Carpenter made a motion that we accept the job description. Janet Paine seconded the motion. The motion passed unanimously.**
- Sarah Palfrey continues to try and communicate with the Clinton District Volunteer Fire Department about possible relocation of the Clinton Library, there has been no progress.
- Election of Officers:

President	Linda Durfee
Vice-President	Sue Carpenter
Treasurer	Janet Paine
Secretary	Penny Pugh
Member	vacant

**Linda Durfee made a motion to accept the slate of candidates. Sue Carpenter seconded the motion. The motion was passed as presented.**

- Sick Leave Reimbursement – tabled to September meeting.

#### NEW BUSINESS

- Levy Awareness – The library system needs to start working on consistent messaging both proactive and in response to other people speaking on behalf of the library without our consent.
- Vehicle discussions have been ongoing - debating between more utility or people focused. Policies are coming together and the Facilities Manager will be involved.

#### BOARD COMMENTS

**Sue Carpenter** attended the WVLC Trustee training; the trainers encouraged libraries to look into electronic banking and state P-Cards. Other issues that were discussed included Hotel/Motel Tax money for libraries, the ‘Panetta letter’ (local Board of Education contributions to public libraries), and the ethics of a fine free policy for Board of Trustees. Trustees were also asked to read an article about 3-D printer policies, and that personnel policies be reviewed by the City Attorney.

Discussion of Article: “The Fine Free Library: One Year Later.”

ADJOURNMENT – September 20, 2018 at 9:00am and the Morgantown Public Library were fixed as the time and place of the next regular meeting and the meeting was adjourned at 11:22am.