

MORGANTOWN PUBLIC LIBRARY
Minutes of the Regular Meeting
January 19, 2022

Approved February 16, 2022

Present:

Sue Carpenter
Linda Durfee
Meredith Hartery
Judy Panagakos
Penny Pugh

Absent:

Also Present:

Sarah Palfrey
Kelly Funkhouser

Others Present:

Call to order

The regular meeting of the Board of Trustees of the Morgantown Public Library convened via Zoom Video Conferencing on January 19, 2022. The meeting convened at 9:02 am, Judy Panagakos, President presiding, Kelly Funkhouser, secretary.

Approval of the Minutes

- December 16, 2021 - The minutes were approved as corrected. **Sue Carpenter moved. The motion passed unanimously.**

PUBLIC FORUM – None

CORRESPONDENCE AND COMMUNICATIONS –

- Email regarding Mask Policy – Discussion followed. A committee has been formed to revise challenged material and will now include other challenged policies.

REPORTS OF COMMITTEES/OFFICERS

A. President – None

B. Treasurer –

- Financial Statements – The financial statements were reviewed and filed for audit.
- Approval of Checks - Financial statements were distributed via email. Note: Check 51010, \$499.00, written to Horizon Medical Group was signed in house – the library had the opportunity to purchase COVID home test kits. **Meredith Hartery moved to approve checks as presented. The motion passed.**

REPORT OF THE LIBRARY DIRECTOR & BRANCH UPDATES

- December is typically one of our lowest use months. Sarah Palfrey presented a six-month comparison. Discussion followed. Martinsburg-Berkeley County Public Library is comparable to the Morgantown Public Library System. Sarah Palfrey will request their numbers. Sarah Palfrey presented a spreadsheet of digital usage. The Morgantown Public Library System has access to a preview of Kanopy. A cost limit can be set per patron. Items would be listed in the Overdrive catalog and would direct the user to Kanopy to check out the item. Magazines are available in Hoopla with binge passes.
- The Friends consistently working on preparing the booksale and are now accepting donations.
- Corina Chang has updated the Morgantown Public Library Welcome emails and is including a follow up email. Open rates are well above industry averages.
- Sarah Palfrey submitted four grants to the West Virginia Library Commission for ARPA Funds:
 1. Outreach Programming Coordinator: a full time position starting in February
 2. Improve the memory and the monitors for all public computers
 3. LibAnswers software
 4. Replace chairs in meeting room A

- Sarah Palfrey is working on submitting a grant for training the trainer to get staff computer competency up in order to better help the public.
- Sarah Palfrey attended an Overdrive presentation. With the contract due for renewal, WVDeli is reviewing individual billing, lowering platform fee, and shorter time for the contract due to the ever changing availability. Overdrive is performing a diversity audit of our collection.
- Personnel:
 - Teen Specialist is pretty much out on maternity leave.
 - Charlotte Chung, Cheat Area Public Library, will be back from maternity leave.
 - Lynda Lukenbaugh, Morgantown Public Library, will be out for February for military leave.
 - Colleen Caldwell, Cheat Area Public Library, is retiring January 29.
 - Janet Nurkewicz has been appointed at Clinton District Public Library as interim branch manager, for 3-6 months.
 - Michelle Vorndran has been appointed at Cheat Area Public Library as interim branch manager, for 3-6 months.
 - Sarah Palfrey is posting temporary positions.
 - Sarah Palfrey is closing libraries based on staff numbers.
- Sarah Palfrey has been asked to do a training for Monongalia County School Media Specialists and will present what the library can do for them including Sora. Sora will allow kids to access MPLS kid's e-materials through Overdrive.
- Sarah Palfrey is serving as Chair of Legislative Committee for the West Virginia Library Association.

UNFINISHED BUSINESS

- COVID-19 plan – Sarah Palfrey shared the COVID Exposure Guidelines with the board. The CDC recommends 5 days quarantine. Monongalia County Health Department recommends 10 days quarantined. The Board of Trustees agreed to keep a 10 day quarantine for staff who are care giving for someone who is positive or the staff member has a positive result on a COVID test.
- Investment Committee – All of the money has been moved from Huntington National Bank and Wells Fargo Investments to United Brokerage. Balances were distributed to board. The 5 people who were contacted all are willing to serve as part of the investment committee. The initial meeting will be 5:30 Monday, January 24 with the five volunteers, Sarah Palfrey, Judy Panagakos, Meredith Hartery, and Kelly Funkhouser.
- Your Community Foundation Start Up Awards for FY22 – Sarah Palfrey would like to put remainder of money (approximately \$5,000) into the digital library. **Sue Carpenter moved that the balance of the Your Community Foundation Start Up Awards for FY22 redirected to digital libraries. Motion passed.**

NEW BUSINESS

- Review of Catastrophic Leave Policy – Sarah Palfrey was asked by a staff member if they could donate some of their accrued time to people on maternity leave. After discussion, this was tabled until next meeting.

BOARD COMMENTS - None

ADJOURNMENT – **Meredith Hartery moved to adjourn. The motion carried unanimously. The meeting adjourned at 10 am.**

NEXT MEETING - February 2, 2022, 9:00am Budget Working Session
February 16, 2022, at 9:00am Regular Meeting