

MORGANTOWN PUBLIC LIBRARY
Minutes of the Regular Meeting
February 21, 2019

Present:

Sue Carpenter
Linda Durfee
Janet Paine
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 at the Morgantown Public Library, on February 21, 2019. The meeting convened at 9:00 am, Linda Durfee, President presiding, Kelly Funkhouser, secretary.

Approval of the Minutes of the 01/17/2019 Regular Meeting

Penny Pugh moved that the minutes be accepted as presented. The motion carried.

PUBLIC FORUM - None

CORRESPONDENCE AND COMMUNICATIONS – None

REPORTS OF COMMITTEES/OFFICERS

- A. President – Linda Durfee requested that the Morgantown Parking Authority be contacted to request special dispensation for parking in Lot A during the time of library board meetings. Linda, also requested that copies of the Long Range Plan be distributed at the meeting.
- B. Treasurer – February 14, 2019 Financial Statements were distributed and filed for audit.

REPORT OF THE LIBRARY DIRECTOR

- Sarah Palfrey distributed copies of library statistics.
- The programming calendar is being emailed. March will add a 3rd page for branch programming and will note that branch programming is supported by the levy.
- Partner storytimes on Saturday mornings have been well attended.
- Bilingual, Spanish, Chinese, and Arabic board books are being added to the collection. Translation of basic library documents are being explored.
- There is movement on the broadband issue in state legislature.
- March Westin and a WVU design class are working on redevelopment of the Wharf District using tax-increment financing (TIF) and are including the library in conversations.
- Sarah Palfrey has interviewed 3 candidates for the Facilities Manager position
- Sarah Palfrey requested and attended a meeting with Health Right and the social worker from the Friendship Room on how to handle needles found in the library.

UNFINISHED BUSINESS

- Proposed Lease – Arnettsville
Sarah Palfrey has not been able to connect by phone with two realtors in order to obtain a Market Value estimate. Sarah will be following up with Ryan Simonton, City Attorney regarding proposed document(s).

UNFINISHED BUSINESS (continued)

- Plan for review of director
Linda Durfee and Penny Pugh distributed a draft of a performance evaluation document. **Sue Carpenter moved that the document be accepted. Penny Pugh seconded the motion.** The document was discussed. **Sue amended her motion to include language for a time table. The motion carried.** Linda Durfee will add the additional language and email to the library board for approval. Sarah Palfrey will have her part completed for the March 2019 meeting.
- Clinton District Public Library
The parking lot is in need of pot hole repair.
- Sick Leave Reimbursement
Judy Panagakos and Sue Carpenter have compiled sick leave policies from various locations and will distribute a copy to the library board. They will schedule a meeting with Sarah Palfrey and Kelly Funkhouser to discuss the information collected.
- Levy Awareness
During National Library Week, there will be open houses at all library locations. Sarah Palfrey will supply the library board with the calendar. The library will be attending neighborhood association meetings, friendship days, and other venues in active voter blocks. The next levy vote is slated to be held in May 2020 in conjunction with the Presidential primaries.

NEW BUSINESS

- Art Installation
Sarah Palfrey distributed a handout including ideas for an art installation positioned under the skylight on the reference floor. The initial drawings were supplied by Christian DeLeon of New Life Arts. At a later date, the library board would like to explore other options in addition to those presented
- Analytics On Demand
This is a program from Gale Research costing approximately \$9,000. It will give access to an analyst and suggested marketing plan. Sarah Palfrey did not receive the demo in time to review before today's meeting. Discussion is tabled until the next meeting.
- Bag Policy
Sarah Palfrey is encouraging enforcement of the Code of Conduct in order to handle potential issues due to excess baggage brought in by patrons. An addendum to the Code of Conduct is discussed below.
- Code of Conduct
An update to the Code of Conduct was discussed. This is a guideline for removal. It was decided that this would be added to procedures.

BOARD COMMENTS

- Sue Carpenter referenced an email listing a free webinar through Web Junction.
- Janet Paine mentioned signs she has seen at the Cheat Area Public Library.

ADJOURNMENT – The meeting adjourned at 11:20am

NEXT MEETING - March 21, 2019 at 9:00am at the Morgantown Public Library.