

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

Approved 04.25.19

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 March 21, 2019. The meeting convened at 9:09 am, Linda Durfee, President presiding, Kelly Funkhouser, secretary.

Approval of the Minutes of the February 21, 2019 Regular Meeting

**Sue Carpenter moved that the minutes be accepted as corrected. Motion passed.**

PUBLIC FORUM – None

CORRESPONDENCE AND COMMUNICATIONS – None

REPORTS OF COMMITTEES/OFFICERS

A. President – None

B. Treasurer – A year to date financial was distributed, discussed, and filed for audit.

REPORT OF THE LIBRARY DIRECTOR

- Personnel
  - Darrin Baker, Facilities Manager, has made branch visits and is developing maintenance lists and proposals
  - Reference has had a change in staff: one for day and one for evening. The second floor procedure manual is being refined.
  - A temporary employee is being hired for Crystal Lang's maternity leave.
- In April, Morgantown Public Library is hosting a party for '1,000 Books Before Kindergarten' party. There are 170 enrolled across the county
- National Library Week 2019 (April 7-13) events are scheduled. Conversation and Cupcakes will be held as an open house at every location in the library system. Sarah Palfrey requested that board members review their schedules and let Sarah know which event they can attend. Kelly Funkhouser thanked the board for being willing to step up and attend.
- Sarah Palfrey distributed February 2019 statistics. In February there was a noticeable increase in circulation at almost every location.
- Clay-Battelle Public Library
  - In the last 2 or 3 months, circulation has increased by approximately 30%.
  - With centralization, orders have been more consistent.
  - There is a small community following for children's story time. Adult programming is offered.
  - Staff is currently examining how to better use their space.
  - Current maintenance is needed including painting, repair of concrete steps, aesthetic improvements.

- System wide weeding is taking place.
- The Morgantown Public Library was invited to Morgantown High School at the end of April to sign up students for library cards during their lunchtime.
- The Summer Schedule is scheduled to be out at the end of April.
- Cheat Area Public Library had a successful Tech Week display.
- Friends of the Morgantown Public Library meeting went well. They will be validating parking for those attending the book sale, a levy committee will be formed.

UNFINISHED BUSINESS -

- Proposed Lease – Arnettsville – no report
- Clinton District Public Library
  - Storytime attendance is increasing.
  - There is interest being generated in a new building.
  - Sarah Palfrey and Darrin Baker walked the Fire Department property for possible relocation sites.
- Sick Leave Reimbursement – no report
- Levy Awareness
  - A committee will be formed through the Friends of the Morgantown Public Library.
  - Open houses will also be used to identify people interested in serving on the committee.
- Analytics On Demand – no report

NEW BUSINESS – None

BOARD COMMENTS

Penny Pugh said that April 9 is National Library Workers Day and would like to see lunch or some other form of appreciation expressed to the employees of the Morgantown Public Library System. **Sue Carpenter moved that the library provide some form of appreciation for all locations to be purchased using donations from the Friends of the Morgantown Public Library. Penny Pugh seconded the motion. The motion passed unanimously.**

The meeting adjourned into Executive Session at 11:33am. The meeting resumed at 11:50am with no action being taken.

ADJOURNMENT – The meeting adjourned at 11:53am.

NEXT MEETING - April 25, 2019 at 9:00am at the Morgantown Public Library.