

PWCPL BOARD MEETING
Wednesday, April 27, 2022
5:15 P.M.

- I. **Call to Order** - The monthly meeting of the Library board of the PWCPL was held on Wednesday, April 27, 2022 at 5:15 p.m. in the Library Board Room. Board members present were Paul Miller, John Jackson, June Rhodes, Cindy Lockney, Jennifer Carpenter (via Zoom), Director Brain Raitz, and Assistant Director Jeffrey Cottrell.
- II. **Public discussion** – there was none.
- III. **McKinley – Carter Presentation** – To be rescheduled possibly in May.
- IV. **Minutes, Disbursements, Budget Analysis, other Reports** - June moved and Cindy seconded to accept minutes, disbursements, budget analysis, and other reports. Discussion followed about the library accounting program, Quick Books, being moved to online. June noted in the Profit & Loss statement that there was no money budgeted for utilities. All utilities are combined into one budgeted amount. Greg is continuing to tweak the online reports. John felt the KPI (key performance indicators) found in Quarterly Performance Report was useful. Brian felt the Cash Flow Charts were helpful for him.
- V. **Old Business**
 - a. **Arboretum** - Tim Graham Excavating gave Brian a quote of \$3,500 to remove pond and rocks. They will fill in, seed, and cover with straw. Electric and water hookups will remain. Brian will contact this company to take the job. Brian Hall and Roy Wharton will repair the shed roof and stain the building.
 - b. **Williamstown Library** - Meeting with Williamstown City Council and stockholders has been rescheduled to May 17th at 6:00 p.m. John will attend. Give Local MOV will be held on May 3rd. Money raised will be used to purchase new furniture for the Williamstown Library. Lydia and Carey made a video with Lisa Henthorn showing the needs of the Williamstown Library. It is to be used in the Give Local MOV campaign.
 - c. **Strategic Plan Update** – Survey suggestions still being addressed. Kristin Meeks helping the library with “Rediscover Your Library” plans. Postcards are being sent to patrons who have not utilized the library in the past 3-5 years. When someone comes to the library to renew their membership they will be issued a coupon to receive a free donut from JR’s Donuts. JR’s has agreed to charge the library the wholesale price. Staff have also been watching circulation and hold requests to purchase more copies in physical and electronic format to lower the wait time for popular materials. This was tricky with Libby/WVREADS, since it is a shared catalog of materials with multiple libraries, but recently we were able to start purchasing extra copies that honor our patron requests before patrons from other libraries in the consortia.
 - d. **Capital Projects** – Brian is starting to look at replacing the library van with a white one if possible.
 - e. **Calendar of Outside agencies** - Cindy attended the Parkersburg City Council meeting on April 12, 2022. June will contact Wood County BOE to be placed on an upcoming meeting.
 - f. **Excess Levy** – June gave an update on the committee. We still have signs



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for distribution. The Voters Guide was in the Sunday newspaper and the Friend's levy advertisement was a half page ad on the inside front page. We have also had letters to the editor in support of the excess levy. Kristin Meeks says that social media ads will be going out soon to promote the excess levy. Evan Bevins from N&S had come in for pictures and interviewed the director for an upcoming article in the local newspaper.

VI. New Business –

- a. Brian has presented an early draft of a possible budget for 2022 -2023. A budget will need to be submitted to WVOasis in May. The draft is mostly for format. An official budget proposal will be given in May.

VII. Announcements –

- a. Jeffrey has posted a part time sub position and will begin interviews.
- b. Pens have been purchased to give to patrons.

- VIII. Next Meeting will be held Wednesday, May 25, 2022, at 5:15 p.m. Cindy made a motion to adjourn and June seconded.**

Respectfully submitted,

Cindy Lockney, Secretary