



PWCPL BOARD MEETING
Wednesday, August 23, 2023
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held on Wednesday, August 23, 2023 at 5:17 p.m. in the library boardroom. Paul Miller called the meeting to order. Board members present were June Rhodes, Jennifer Carpenter, Paul Miller, Cindy Lockney, Director Brian Raitz and Assistant Director Jeffrey Cottrell. Sonya Ashby was introduced as the new Wood County BOE library board representative replacing John Jackson.
- II. **Public Forum** – Must sign up before meeting. Limit to 10 people, 3 minutes each. There were no public speakers.
- III. **Minutes, Disbursements, Budget Analysis, Other Reports** – June made, and Sonya seconded a motion to accept minutes, disbursements, budget analysis, and other reports. Motion carried. June asked how it was determined who received travel reimbursement. Employees who must leave their primary worksite to do tasks on behalf of the library will receive mileage reimbursement. Brian said that he has been using car rentals for library related trips because it is cheaper than using his own vehicle.
- IV. **Old Business**
 - a) **Arboretum** – A water feature has been installed along with an on/off timer. It was also noted that the fountain has been bent. Free Little Library was moved to Quincy Park. June has delivered books to the site.
 - b) **Williamstown Library** – Huck’s has two shelves ready. As soon as third finished then they will be taken to the library.
 - c) **Library Board Appointment /Officers 2024**– Nominations made for officers for 2023/2024 are as follows: President-June Rhodes; Vice President-Paul Miller; Secretary-Cindy Lockney. Jennifer made a motion that we accept this slate of officers. Sonya seconded. Motion carried.
 - d) **Capital Projects** – Erskine Sealcoating will resurface the South Parkersburg Library parking lot on Monday, September 4th. The Library will be closed due to Labor Day. The digital sign to be placed at Emerson library site is being shipped. It was financed from the contingency fund in the 2022/2023 budget. Brian will make an application for a WVLC Facilities Library Grant to replace the HVAC and ceilings in the lower level of Emerson library.
 - e) **Calendar for outside agencies – BOE / County Commission / City of Parkersburg**
Paul will reschedule with the Wood County Commission and June will contact the Wood County BOE to speak on behalf of the PWCPL in the Fall. The monthly activities report, along with board minutes, will be sent to BOE, City Council, County Commission.
 - f) **Collection Development Policy-Requests for reconsideration process**
A rewrite of the policy will be presented at the next meeting.
- V. **New Business**
 - a) New signature cards will need to be signed.
 - b) Little Library placed on Quincy Hill needs re-registered with new location.
 - c) Looking for a place to recycle used books.
 - d) “Freedom to Read” will be the month of October.

Announcements –

- a) Memorandum of understanding has been signed with Literacy Volunteers.
- b) Money has been moved from the conservative Fidelity account to a money market.
- c) The youth summer reading program had 899 kids attend and given out 2,651 free books.



PWCPL BOARD MEETING
Wednesday, August 23, 2023
5:15 P.M.

- d) We have been unable to hire a new Bookmobile driver for after school programs. Reviewing job description and will repost.
- e) Next library board meeting scheduled on Tuesday, September 19, 2023 at 5:15 pm.

Respectfully submitted,

Cindy Lockney, Secretary