



PWCPL BOARD MEETING
Wednesday August 28, 2024
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held on Wednesday, August 28, 2024, in the boardroom. June Rhodes called the meeting to order. Board members present were June Rhodes, Jennifer Carpenter, Sonya Ashby, and Richard Hayhurst. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also in attendance. Cindy Lockney participated online through Teams.
- II. **Public Forum** – Must sign up before meeting. Limit to 10 people, each allotted 3 minutes to speak. There were no guest speakers.
- III. **Minutes, Disbursements, Budget Analysis, Other Reports** – Richard H. made a motion to accept minutes, disbursements, budget analysis, and other reports followed by a second from Sonya A. Motion carried. Richard asked a question whether the bond liability as reported in the monthly report was ok with the auditor. It is. Cindy wanted to make sure the bookmobile staff could use the van for deliveries, or were reimbursed for mileage. Usually the van is used, but the library pays federal rate on mileage when needed.
- IV. **Old Business**
 - a) **Arboretum** – Fence repair can't be done by Wood Co. Tech Center. We will have to bid out. The Arboretum committee is currently getting bids to do add trim around the new flower bed.
 - b) **Williamstown Library**- Latest date from the Mayor was September 10th for demolition.

Williamstown City is seeking a grant to replace the roof on the old gym and sent a request for a supporting letter today. Brian R. will forward letter to the Library Board, and request more information from Paula at the City office.

Jeffrey reported that a volunteer parent wants to enter a float supporting the Library in the Williamstown High School Homecoming Parade and asked the Library Board to obtain releases for any children who may choose to ride the float. After considerable discussion, the Board voted unanimously not to participate in obtaining releases or otherwise interject the Library into the relationship between the volunteer parent and those responsible for any children who may ride his float. The Board determined to enter the Bookmobile into the Homecoming Parade if it is available.

Brian R. will contact Pickering to see if they are still prepared to do the initial design process for Williamstown Library when the Memorandum of Understanding with the city is completed.

- c) **Capital Projects** – Used bookmobile has been sold. Staff will continue to work on RFP.
- d) **Calendar for outside agencies –BOE/County Commission/City of Parkersburg** – No one scheduled at this time.
- e) **Director Evaluation** – Richard will share a sample form from another organization to the rest of the Board.



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Richard made a motion to start the next meeting at 4:30pm on September 25th and go directly to Executive Session regarding a personnel matter. The regular meeting will begin as usual at 5:15pm. Motion carried.

V. New Business –

VI. Announcements

- a. The Library is getting information from the city on how to get reimbursed for taxes on van/bookmobile fuel.
- b. Brian R. gave an update on Wood County Reads meeting with Wood County Schools, Read Aloud, PACF, Energy Express, Parkersburg Women’s Club, YMCA, Vienna Library, and the Boys and Girls Club. This group has been working for a few years now on how to improve the reading and literacy of students of Wood County.
- c. The Library is reviewing quotes to replace mulch at Emerson with river rocks (like South), and separate quotes to power wash and clean the windows, building, and concrete around the Emerson Library.
- d. Jeffrey gave an update on Hyperfixation Club for adults, Board Game Night, and a Freedom to Read display for the week of September 22nd (instead of Banned Books Week).
- e. Next meeting will be held on Wednesday September 25, 2024 at 5:15 pm.

Respectfully submitted,

Cindy Lockney, Secretary