



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 11, 2017
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips

BOARD MEMBERS ABSENT: Sister Mary Clark

ALSO PRESENT: Dottie Thomas, Library Director; Amanda Berisford, Secretary/Bookkeeper; William Paras and Heidi Kossuth of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:17 p.m. Mrs. McCamic changed the order of the meeting so that William Paras and Heidi Kossuth of Security National Trust Company and Investment Services could give their presentation on the Library's two investment accounts.

ANNUAL UPDATE ON THE SECURITY NATIONAL TRUST ACCOUNTS

Mr. Paras presented an annual report of the Ohio County Public Library's main investment account and the sub-account. Mr. Paras said that both the main account and the sub-account have a balanced investment objective. Mr. Paras reviewed the Library's holdings of equity mutual funds within the investment accounts. Mr. Paras asked the trustees if they anticipated the need for any cash disbursements to the Library from the investment accounts. Mr. Marquart stated that OCPL should not need any cash disbursements in the near future. Mr. Marquart asked if Mr. Paras had any opinions on the state of the market overall. Mr. Paras answered that the current economic background should support the market and he is anticipating an increase in interest rates as early as December from the Federal Reserve. He added that there could be at least three additional interest rate increases in the next quarter. Mr. Paras stated the Library's current strategy of keeping a balanced investment objective has been very beneficial to both of the investment accounts and that no significant changes were planned for the coming year. Ms. Kossuth said the Library's monthly statements have been out of sequence and they are working to correct the issue so OCPL will receive the investment statements promptly. Mrs. McCamic thanked both Mr. Paras and Ms. Kossuth for attending the meeting. Mr. Paras and Ms. Kossuth left the meeting at 4:35 p.m.

MINUTES: Mr. Werner moved to approve the minutes of the September 13, 2017 board meeting as tendered. Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

FINANCIAL REPORT:

Operating Account #2 Checking	\$	13,377.35
Payroll Account Checking		-
Capital Money Market Savings		367,276.11
Operating Money Market Savings		443,921.61
Operating CD – Main Street Bank B		106,507.68
Operating CD – United Bank A		105,050.98
Capital CD – First Choice #1		105,308.02

TOTAL \$ **1,141,441.75**

Revenue received: September 2017

County Commission	\$	38,010.91
Board of Education		62,782.00
State Basic Grants-in-aid		-
Fines		962.24
Photocopies		492.65
Contributions		118.00
Interest Earned		140.02
Book Sale		131.10
Out of State Patrons		90.00
Other: Operating Supply CR – 38.00, Operating CD Int – 1,641.65, Bldg Maint CR – 285.00; Telephone CR – 55.79		2,020.44

TOTAL \$ **104,747.36**

OPERATING CONTRIBUTIONS

Robert Rine – Donation		100.00
Anonymous		18.00

TOTAL \$ **118.00**

INVOICES

September 2017 Operating Fund	\$	350,000.00
September 2017 Transfer to Capital	-	129,630.00
September 2017 Transfer of Excess Operating Funds	-	220,370.00
September 2017 Operating #2 Account		56,763.06
September 2017 Operating #2 ACH WesBanco BillPay		38.60
September 2017 Transfer to Payroll		54,664.44
September 2017 EFTPS Deposit		18,193.76
September 2017 ACH Debit (Retirement)		11,158.61
September 2017 EFT (WV State Tax)		1,660.00
September 2017 ACH Debit (Workers Comp)		411.00

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

September 2017 Capital Account		142,766.83
	TOTAL	\$ 285,656.30

WARRANTS

September 2017 Operating Fund	\$	350,000.00
September 2017 Transfer to Capital	-	129,630.00
September 2017 Transfer of Excess Operating Funds	-	220,370.00
September 2017 Operating #2 Account		56,763.06
Warrants #28970 - #29022		
September 2017 Operating #2 ACH WesBanco BillPay		38.60
September 2017 Transfer to Payroll		54,664.44
September 2017 EFTPS Deposit		18,193.76
September 2017 ACH Debit (Retirement)		11,158.61
September 2017 EFT (WV State Tax)		1,660.00
September 2017 ACH Debit (Workers Comp)		411.00
September 2017 Capital Account		142,766.83
Warrants #573 - #574		
	TOTAL	\$ 285,656.30

VERIFICATIONS

Total Operating Balances as of August 2017	\$	847,115.41
+ September 2017 Revenue		104,747.36
-September 2017 Expenditures		285,656.30
	SUBTOTAL	\$ 666,206.47
Operating CD Main Street Bank B		106,507.68
Operating CD United Bank A		103,409.33
Capital CD First Choice #1		105,308.02
	CD SUBTOTAL	\$ 315,225.03
Capital Balances as of August 2017		160,010.25
	TOTAL	\$ 1,141,441.75

Mr. Werner questioned why the amount spent on Worker's Compensation in September exceeded the total amount budgeted for the 2017-2018 fiscal year. Ms. Berisford answered that when preparing the worksheets during budget preparation, she was informed that the non-clerical personnel rate for Worker's Compensation would be 2.6%; however, the rate could vary once the audit of the previous year had been completed. She said she was informed that the Children's Specialist, LeeAnn Cleary, would no longer be allowed to be classified as clerical staff due to her increased outreach schedule and the Payroll worksheets were adjusted accordingly to allow for the increase for Mrs. Cleary. Ms. Berisford stated the library's annual premium for the 2017-2018 fiscal year is due July 1 and the audit of the Library's personnel is performed after the

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

budgeted premium is paid. She said the company then performs an audit of OCPL's personnel which covers job classifications, gross wages, overtime wages, and the number of employees. The audit has now been completed and, as a result, the library rate for non-clerical staff has increased from 2.6% to 3.3% and an additional payment of \$409.00 was due to The Hartford for the increase in premiums. Ms. Berisford added that Workmen's Compensation is only paid once a year. If an additional payment is required, it is a one-time payment, so that no further payments will be made this fiscal year. The total over-expenditure for this line item is \$409.

Mr. Marquart questioned why the amount budgeted for postage for the 2017-2018 fiscal year was already at 62%. Ms. Berisford answered that the postage is added to the postage machine in large amounts a few times a year. The total budgeted for 2017-2018 is \$5,000 and \$1,500 was put on the machine immediately after July 1. Then another \$1,500 was added before Technical Services moved to the Tax Room because the ability to add the postage to the machine would not be available until it moved back upstairs again. She said the postage machine would not require additional funds to be added for quite some time and OCPL should be able to stay within the \$5,000 budgeted for this fiscal year.

Mr. Phillips motioned to approve the Financial Report for September 2017. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

Ms. Thomas distributed the WesBanco Endowment Trust August statement and the two statements from the Library's investment accounts at Security National Trust Company for September 2017.

PUBLIC INPUT/PRESENTATIONS:

Ms. Thomas read aloud a thank you the Library received from Madelyn Turner, an Outreach Service patron, for OCPL's outreach service.

ANNOUNCEMENTS

There were no announcements.

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The budgeted annual transfer of \$129,630 from the Library's Operating to its Capital account was made and an additional \$220,370 of excess Operating funds were also transferred from Operating to Capital as approved by the trustees at their September 2017 meeting.

Sean Duffy, OCPL's former Adult Programming Coordinator, has been appointed to the West Virginia Library Commission as a representative from the First Congressional District. Mr. Duffy is now the Executive Director of the Wheeling Academy of Law and Science. Mr. Duffy will serve alongside another Wheeling native Chuck Julian, former OCPL Board of Trustees member.

Ms. Thomas attended the West Virginia Library Commission's meeting held for all of the state's Designate public libraries on September 29, 2017. She stated the survey on the state of library buildings throughout the state conducted by the West Virginia Library Commission was discussed as well as the impact the loss of Federal funding could have for public libraries throughout the state. She said, fortunately, OCPL would see little impact from that loss since the Library uses Comcast for internet access rather than WVNET which is provided by the WVLC. Ms. Thomas stated the other major service WVLC provides through Federal funds is the integrated library systems (software) throughout the state; however, OCPL also has its own online catalog system and that loss would also not affect OCPL.

The Moundsville-Marshall County Public Library will be holding a reception honoring David Dalzell for his many years serving as the President of the Board of Trustees for that library. The reception will be held at Alexander's on 7th Street in Moundsville on October 24th from 4 – 5:30 p.m. Ms. Thomas is planning on attending the event and said the trustees would also be welcome to attend as well.

The Library's Legacy ad will appear in the newspaper on October 12, 2017, the date of OCPL's 135th birthday. Ms. Thomas said the ad encourages individuals to remember OCPL in their wills or trusts and provides information on how to discuss planned giving opportunities.

OCPL hired Tom Ennis to fill the position of Library Clerk/Shelver for Evenings and Saturdays vacated by DeNita Watters who resigned on September 25, 2017. Mr. Ennis is a graduate of West Liberty State College with a major in history and a minor in graphic design.

Ms. Thomas and Ms. Berisford are planning on attending a training seminar for County and Municipal Boards and Authorities on October 26th in Bridgeport, WV. Ms. Thomas said that several directors have attended the seminar and found it to be very educational.

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

The tax revenue from the Ohio County Commission was received for August in the amount of \$315,192.31.

A donation from the Wheeling Auto Club Fund for general support was received in the amount of \$5,000.

Ms. Thomas said she would be attending a meeting for WV Deli on October 17, 2017. She stated the consortium has been approached by several libraries in the Eastern Panhandle who wish to join WV Deli. The consortium members will discuss the possibilities at the upcoming meeting.

The West Virginia Library Association (WVLA) and the South East Library Association (SELA), which encompasses southern states throughout the nation, will be holding their joint 2017 Fall Conference November 8-10 at The Greenbrier in White Sulphur Springs, WV. Ms. Thomas said she, Amy Kastigar, Julia Bachmann and Lee Ann Cleary are planning to attend and stated the trustees are welcome to attend the conference as well.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Ms. Thomas distributed copies of the current Building Renovations Project budget spreadsheet. She said a current issue, in light of the recent problem with the floor receptacles, is how to reposition the data lines in the Technical Services room. She stated the current data lines are not in a good location since they are on the floor. Ms. Thomas said it has been recommended by OCPL's TSG technician that the data lines now be run through the power poles that will be installed throughout the Technical Services room. These poles will also house all the electrical lines.

In coordination with moving the data lines, she said another needed change is to move the data servers from the maintenance closet, located between the downstairs restrooms across the hall from the Board Room, to the former maintenance clerk's office. Ms. Thomas stated the technician from TSG recommended that she contact Rob Materkoski, Vice-President and Senior Analyst for the Technology Services Group, to receive a quote to relocate the data lines and servers. Ms. Thomas stated she has not heard back from Mr. Materkoski with the requested quote. She said Greg Parisi, the electrician from United Electric currently working on the electrical upgrades throughout the Library as part of the Renovation Project, said his employer, United Electric, could provide a quote to relocate the data lines. Ms. Thomas said she has received that quote and presented it to the trustees.

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

Mr. Werner asked if the problem with the data lines is separate from the receptacle issue. Mr. Marquart answered the issue originated with the flood from the burst water line. He said the flood had caused the floor receptacles to become corroded and created the need to install the new power poles, but the water from the burst line had also made its way into the maintenance closet where the Library's servers are housed. Ms. Thomas stated the Library's former TSG technician, Desi Lekanudos, had also recommended relocating the servers from the maintenance room to protect them better for quite some time. She added that the servers were covered by large waterproof tarps by the Wheeling Fire Department to protect them during the flood.

Mr. Werner stated the relocation of the data lines and the servers would then not be an issue covered by the Library's insurance as a result of the flood. Mr. Marquart said the data line and server relocation is not related to the flood but has expanded the scope of the original work planned with the power pole installation. After much discussion and a brief tour of the maintenance closet and former maintenance clerk's office, Mr. Marquart motioned to approve the quote from United Electric to upgrade and relocate the data lines and servers to be paid out of the Capital Account. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

NEW BUSINESS

MATURITY OF UNITED BANK OPERATING CD

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. Mr. Marquart said the Capital Account should have sufficient funds available to cover the remaining cost of the Building Renovations Project. He stated leaving some of the Library's funds in CDs would provide OCPL with additional money that may be needed for any projects in the future. Ms. Thomas noted that only two out of the five roof sections had been replaced since 1996 and the roof located over the Reference area may need to be replaced in the spring. Mr. Marquart suggested calling Mansuetto Roofing to inspect the roof and address any potential issues they discover before the snow begins to fall and discuss replacing the roof in the spring.

After reviewing the rates and terms, Mr. Marquart motioned to let the United Bank CD mature and move the funds to First Choice America for a term of 25 months with the interest rate of 0.65%. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
--------------	--------------	-----

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

DATE FOR THE NOVEMBER 2017 MEETING

Ms. Thomas stated the joint Fall Conference for the WVLA and SELA would be held November 8-10 at the Greenbrier in White Sulphur Springs. She said she would be attending the conference and would therefore not be available for the board meeting scheduled for November 8. After discussion, the trustees agreed to reschedule the November board meeting from Wednesday, November 8 to Tuesday, November 14.

DATE FOR THE 2017-2018 STAFF CONTINUING EDUCATION DAY

Ms. Thomas said, due to the upcoming WVLA Fall Conference scheduled for November 8-10, OCPL will not be able to hold its annual Staff In-Service Day that has always been held on Veterans Day. She asked the trustees if the Library could observe Friday, November 10th as a paid holiday for the staff and reschedule the annual Staff In-Service Day to President's Day, Monday, February 19, 2018. Mr. Werner motioned to approve the Library be closed on Veterans Day, as a paid staff holiday, and utilize Presidents Day, a normally closed paid holiday as the annual Staff In-Service Day. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

TREE TRIMMING

Mrs. McCamic reminded the trustees that she had asked them to inspect the trees after the September board meeting. She asked them, in light of their inspection, if they felt the trees should be trimmed. Mr. Marquart said many of the trees need to be trimmed. Mrs. McCamic asked if the trimming should be completed after the building renovations have been finished. Mr. Marquart stated the contractors should be finished with all of their exterior work and the tree-trimming would not interfere with the remaining renovations to be completed. Mrs. McCamic suggested Ms. Thomas gather quotes from a local tree trimming companies. Ms. Thomas said she could send the quotes to the trustees via e-mail so the trees could be trimmed this fall.

Mrs. McCamic inquired if OCPL would continue to participate in the annual Upper Ohio Valley Festival of Books. Ms. Thomas responded positively and said the annual Festival of Books programs are scheduled to be held at the Library during the first two weeks of November.

**BOARD OF TRUSTEES
MINUTES
OCTOBER 11, 2017**

Mr. Marquart referred to the handout included in this month's board packet for Ohio County Schools 2017-2018 enrollment. He asked if Ms. Thomas knew if enrollment had increased or decreased this year. Ms. Thomas said some schools' enrollment had declined while others have increased. She stated she did not have the exact figures for the changes in enrollment, though neither the increases nor decreases at any school were large.

Mr. Werner asked if OCPL had a written policy on the book purchasing program for Ohio County Schools and if teachers were able to request the materials themselves or if the request had to be made through the principal. Ms. Thomas said the teachers provide lists to either their school principals or media center specialists and then they forward the requests to OCPL. She added the schools could place requests for individual books for their classrooms and media centers or request classroom sets as well. She said there is not a formal written policy but she has communicated in writing to each school's principal and media specialist both the annual budget for each school and the fact that any format of library or reading materials may be purchased.

There being no further business, Mr. Marquart motioned to adjourn the meeting at 5:51 p.m. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. Mary Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper