



**MINUTES  
BOARD OF TRUSTEES MEETING  
NOVEMBER 14, 2017  
TUESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Dottie Thomas, Library Director; Amanda Berisford, Secretary/Bookkeeper

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:15 p.m.

**MINUTES:** Mr. Werner moved to approve the minutes of the October 11, 2017 board meeting as tendered. Mr. Phillips seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	2,153.13
Payroll Account Checking		-
Capital Money Market Savings		238,861.99
Operating Money Market Savings		769,123.73
Operating CD – Main Street Bank B		106,507.68
Operating CD – First Choice A		105,111.42
Capital CD – First Choice #1		105,454.07
<b>TOTAL</b>	<b>\$</b>	<b>1,327,212.02</b>

**Revenue received: October 2017**

County Commission	\$	315,192.31
Board of Education		62,782.00
State Basic Grants-in-aid		56,601.00
Fines		788.22
Photocopies		574.15
Contributions		5,035.90
Interest Earned		118.18
Book Sale		148.00

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Out of State Patrons		45.00
Other: Operating Supply CR – 254.50, Operating CD Int – 60.44, Book CR – 7.77, Capital CD Int – 146.05, Telephone CR – 2,584.84		3,053.60
<b>TOTAL</b>	<b>\$</b>	<b>444,338.36</b>

**OPERATING CONTRIBUTIONS**

Wheeling Auto Club – Donation		5,000.00
Betty Kitchen – Donation		25.00
Anonymous		10.90
<b>TOTAL</b>	<b>\$</b>	<b>5,035.90</b>

**INVOICES**

October 2017 Operating #2 Account	\$	70,084.78
October 2017 Operating #2 ACH WesBanco BillPay		36.20
October 2017 Transfer to Payroll		37,428.51
October 2017 EFTPS Deposit		12,421.76
October 2017 ACH Debit (Retirement)		7,953.79
October 2017 EFT (WV State Tax)		2,184.00
October 2017 EFT (OH State Tax)		996.00
October 2017 ACH Debit (Unemployment Comp)		373.22
October 2017 Capital Account		128,433.00
October 2017 Operating Account #2 Voided Checks	-	1,343.17
<b>TOTAL</b>	<b>\$</b>	<b>258,568.09</b>

**WARRANTS**

October 2017 Operating #2 Account Warrants #29023 - #29082	\$	70,084.78
October 2017 Operating #2 ACH WesBanco BillPay		36.20
October 2017 Transfer to Payroll		37,428.51
October 2017 EFTPS Deposit		12,421.76
October 2017 ACH Debit (Retirement)		7,953.79
October 2017 EFT (WV State Tax)		2,184.00
October 2017 EFT (OH State Tax)		996.00
October 2017 ACH Debit (Unemployment Comp)		373.22
October 2017 Capital Account Warrants #575 - #576		128,433.00
October 2017 Operating Account #2 Voided Checks Warrants #28998, #29051, & #29023	-	1,343.17
<b>TOTAL</b>	<b>\$</b>	<b>258,568.09</b>

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**VERIFICATIONS**

Total <b>Operating Balances</b> as of September 2017		\$	457,298.96
+ October 2017 Revenue			444,338.36
-October 2017 Expenditures			258,568.09
	<b>SUBTOTAL</b>	<b>\$</b>	<b>643,069.23</b>
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
	<b>CD SUBTOTAL</b>	<b>\$</b>	<b>316,866.68</b>
<b>Capital Balances as of September 2017</b>			<b>367,276.11</b>
	<b>TOTAL</b>	<b>\$</b>	<b>1,327,212.02</b>

Ms. Thomas distributed the statement for the WesBanco Endowment Trust as well as the statements from Security National Trust Company from the Library's two investment accounts for the month of October 2017.

Mr. Werner inquired if the deposit shown on the Capital Account spreadsheet for September 27, 2017 in the amount of \$129,630 correlated to the amount shown October's Financial Report under Invoices & Warrants for the amount of \$128,433. Ms. Berisford answered that the amount deposited on September 27, 2017 was the planned \$129,630 annual Transfer to Capital for the 2017-2018 fiscal year. She added that, along with the annual Transfer to Capital, an additional \$220.370 of excess Operating Funds were also transferred to the Capital Account to provide OCPL with additional funds to complete the Renovation Project. Ms. Berisford stated the Capital expense in the amount of \$128,433.00 listed under the Invoices and Warrants on the October Financial Report are for checks #575 and #576. The checks are listed on the Capital Account Check Register paid to Colaianni Construction for their Applications for Payment for the period of construction thru October 11, 2017.

Mr. Werner referred to the chart in this month's board packet for the Certificates of Deposit with their maturity dates. He noted that the First Choice Capital CD would be maturing in December. Mr. Marquart said the Capital CD would be maturing after the December board meeting giving the trustees ample time to review the current rates and terms, then decide on whether to allow the CD to mature or renew for the original rate and term. Mrs. McCamic asked Ms. Berisford to prepare an updated Renovation Project Budget Sheet for the December board meeting to ensure the Capital Account has sufficient funds to cover the remaining renovation costs.

Sr. Mary Clark motioned to approve the Financial Report for October 2017. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES

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Mr. Marquart	YES
Mr. Werner	YES
Sr. M. Clark	YES
Mr. Phillips	YES

**PUBLIC INPUT/PRESENTATIONS:**

Ms. Thomas said she had received a letter from Mr. Chuck Fair requesting to present his new novel as part of the Library's Lunch with Books program. She stated Mr. Fair had expressed his displeasure with not being able to schedule the program directly with the Adult Programming Coordinator. Ms. Thomas said the letter was only just received this afternoon, shortly before the board meeting, and she has not had an opportunity to investigate the issue. Ms. Thomas stated she would keep the trustees informed of the results of her inquiry.

**ANNOUNCEMENTS**

Ms. Thomas distributed a proposal for the Wheeling Room prepared by Erin Rothenbuehler, Adult Programming Coordinator and Archivist. In the proposal, Ms. Rothenbuehler explained that the Library had been approached by Jay Frey, on behalf of the Bloch family, to inquire if OCPL would be willing to display portraits of Samuel Bloch and possibly Jesse Bloch in the Wheeling Room should the Bloch family choose to donate them to the Library. Mrs. McCamic stated the Library has been approached in the past and has decided to not accept donations with special terms attached such as where the items could be displayed. Mr. Marquart said the portraits would be a nice addition to the Archives Collection and they could be used for upcoming Archives Displays. Mr. Werner stated he would also be in favor of using the portraits for displays from the Archives Collection; however, he recommended informing Mr. Frey that the Library already has a policy in place regarding donations with restrictions. After discussion, the trustees stated the Library would be willing to accept the portraits as donations to the Archives Collection, but they could not guarantee the portraits would always be on display in the Wheeling Room.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

The tax revenue from the Ohio County Commission has been received for September 2017 in the amount of \$82,761.63.

A WV Deli meeting was held on October 17, 2017. Ms. Thomas attended the meeting and stated the consortium discussed the request from several libraries in the Eastern Panhandle who wish to join WV Deli. She said libraries in the state receive uneven support and many of the libraries who wish to join the consortium would not be able to afford the yearly commitment of at least \$10,000 for the general collection. Ms. Thomas said the officers of WV Deli and WV Reads are

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requesting a meeting with Karen Goff, Executive Secretary for the WV Library Commission to discuss a solution which would allow smaller libraries the opportunity to participate in WV Deli.

Ms. Thomas attended the reception honoring David Dalzell held by The Moundsville-Marshall County Public Library on October 24 at Alexander's on 7<sup>th</sup> in Moundsville. She said Mr. Dalzell served as the President of the Board of Trustees for the library for many years.

Amy Kastigar, Julia Bachmann, and LeeAnn Cleary attended the WVLA and SELA joint 2017 Fall Conference held November 8-10 at The Greenbrier in White Sulphur Springs, WV. Ms. Thomas said she was unable to attend. However, Ms. Kastigar, Ms. Bachmann and Mrs. Cleary all reported the conference was very informative and, since it was held in conjunction with SELA, featured several presenters from out of state.

Julia Bachmann will be a guest speaker at the November 16<sup>th</sup> meeting of the Elm Grove Women's Club. Ms. Thomas said Ms. Bachmann would share information with their members regarding the Library's services and also provide an overview of the renovation project.

The Upper Ohio Valley Festival of Books began on November 3 and will conclude on Thursday, November 16. Ms. Thomas stated that many of the programs held at the Library had been well attended, but the event has not been as successful as in years past.

Sr. Mary Clark asked if the Library was planning to have a Grand Re-Opening once the final Building Renovations have been completed. Ms. Thomas answered that Erin Rothenbuehler has been working on a proposal to hold the OCPL's Grand Re-Opening in May 2018 to commemorate the 45<sup>th</sup> anniversary of the building.

**OLD BUSINESS**

**RENOVATION PROJECT FOR OCPL**

Ms. Thomas distributed the quote from Johnson Boiler Works for the locking wall mounts for the remote controls for the standalone AC units in Technical Services. Ms. Thomas said she does not believe the locking wall mounts for the remotes would be necessary and the remotes are currently being kept in her office. After reviewing the quote, the trustees agreed not to install the proposed locking wall mounts from Johnson Boiler Works.

Ms. Thomas reported OCPL is still waiting for the safety bars to be delivered and installed for the windows in the Children's Department and the windows adjacent to the Japanese Garden. She said the door for the new closet in the Tax Room also needs to be installed.

Due to the relocation of the servers from the maintenance closet to the former maintenance clerk's office to create a dedicated server room, Ms. Thomas said an issue has arisen with the

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adjusting the temperature in the room to keep the servers cool. Currently, the server room door is being kept open at night and during the day, when there are no larger meetings scheduled, to regulate the temperature. Mr. Marquart recommended contacting Johnson Boiler Works to get a quote to install ventilation louvers on the server room door, removing the ceiling tile in the room to allow the heat to rise, and setting up a fan in the room to improve air circulation.

Ms. Thomas said additional cabinetry for the Circulation Desk still has to be installed and the final punch list for the Renovation Project also needs to be completed.

After the October 11, 2017 board meeting, Ms. Thomas contacted Gene Ochap from Mansuetto Roofing to perform an evaluation on the roof and bring to her attention any potential issues that need to be addressed before winter. She distributed a quote from Mansuetto Roofing detailing the repairs needed for the existing roof. Mr. Werner noted the remaining roof areas that still need be replaced have only two years of serviceable life left. After discussion, Mr. Marquart moved to accept the quote from Mansuetto Roofing to complete the necessary repair to prepare the roof for winter. Sr. Mary Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mrs. McCamic noted the signage letters on the exterior of the building that were broken during the Building Renovations still need to be replaced. Mr. Marquart suggested replacing all of the signage letters with a material that is more durable, such as aluminum. Ms. Thomas said the original lettering was purchased from Aladdin Signs and she could inquire if they could provide her with a quote to replace the existing signage with something sturdier. Mr. Werner suggested contacting McClellan Sign Company as well.

**TREE TRIMMING QUOTE**

Ms. Thomas said she received a quote from Acorn Tree Service to top and round all of the trees on the Library grounds for \$2,775. She also noted that the trees had not been trimmed since September 2013. Mr. Marquart motioned to accept the quote from Acorn Tree Service to top and round all of the trees on the Library grounds. Mr. Phillips seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

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**NEW BUSINESS**

**QUOTE FOR NEW PHOTOCOPIER LEASE**

Ms. Thomas distributed a quote from Hughes Xerographics to replace the Library's photocopier. After reviewing the quote and discussing the Library's needs, the trustees directed Ms. Berisford to contact additional photocopier companies to obtain quotes to replace OCPL's photocopy equipment for the December board meeting.

**QUOTE FOR NEW HANDICAPPED ACCESS DOOR OPENER**

Ms. Thomas distributed a quote from Automated Entrance Systems Co., Inc. to replace the Library's existing handicapped access door opener. She stated the entrance doors are too heavy and too wide for the existing equipment. Ms. Thomas said the door opener at the main entrance is still functional, but the door opener at the 16<sup>th</sup> Street entrance has been repaired several times. She said the quote also includes additional purchaser agreements that the Library would need to agree to before the new opener could be installed including relocating the Exit sign on the door to accommodate the new handicapped access door opener and ensuring that there is adequate support for the new larger door opener. Mr. Marquart recommended calling either United Electric or Yahn Electric to receive a quote to relocate the Exit sign. Ms. Thomas said she would investigate the purchaser agreements on the proposal for the new door opener and offered to e-mail the information to the trustees. Mr. Marquart moved to accept the proposal from Automated Entrance Systems Co., Inc. for the installation of a new handicapped access door opener for the 16<sup>th</sup> Street entrance for \$3,624 and directed Ms. Thomas to acquire more information regarding the purchaser agreements included on the proposal. Mr. Werner seconded.

**VOTE:**

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES
Sr. M. Clark	YES
Mr. Phillips	YES

**CHRISTMAS GIFT CERTIFICATES FOR OCPL STAFF**

Mrs. Thomas reported that full-time staff currently receives a gift certificate from Kroger in the amount of \$125 and part-time staff receives a gift certificate \$75. Sr. Mary Clark moved that all full-time employees receive \$125 gift cards and all part-time employees receive \$75 gift cards. Mr. Phillips seconded.

**VOTE:**

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES

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Sr. M. Clark	YES
Mr. Phillips	YES

Ms. Thomas said the date for the annual Staff Christmas Luncheon is set for Tuesday, December 19, 2017 from 12 p.m. to 2 p.m. She added that the trustees are welcome to attend.

**DATE FOR THE DECEMBER 2017 BOARD MEETING**

Ms. Thomas stated she would be unavailable for the December 13<sup>th</sup> board meeting and asked the trustees if they would like to change the date. Mrs. McCamic suggested that Amy Kastigar, Head Reference Librarian, attend in Ms. Thomas's place and continue to hold the board meeting on December 13.

Ms. Thomas distributed a thank you letter she sent to Mrs. Cara Gregory from Linsly School for their donation of their newest edition of Linsly's yearbook.

There being no further business, Mr. Phillips motioned to adjourn the meeting at 5:51 p.m. Sr. Mary Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. Mary Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper