



**MINUTES  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 12, 2018  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:15 p.m. Mrs. McCamic changed the order of the meeting so that Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services could give their presentation on the Library's Endowment Trust.

**NEW BUSINESS**

**ANNUAL UPDATE ON THE WESBANCO ENDOWMENT TRUST**

Mr. Becerra presented the annual report on the Ohio County Public Library's Endowment Trust Fund. He distributed a Performance Summary Report and a Performance Detail Report from 1/1/08 to 7/31/18. Mr. Becerra also provided the trustees with a list of OCPL's Portfolio Holdings as of 7/31/18. Mr. Becerra provided an economic overview and then reviewed the Library's portfolio performance and holdings for the trustees (see attachments). Mr. Marquart noted that the Trust Department is continuing to reduce the Library's Wesmark holdings as requested by the trustees. Mr. Becerra said the remaining Wesmark holdings in the portfolio have performed well and increased their value. Mr. Becerra said the Library has a balanced portfolio and overall the performance numbers have been very good. He said that 2019 should be another good year for investment growth. Mrs. McCamic thanked Mr. Becerra and Ms. Shelburne for their presentation. Mr. Becerra and Ms. Shelburne left the meeting at 4:31 p.m.

**MINUTES:** Mr. Phillips motioned to approve the August 8, 2018 board meeting minutes. Mr. Marquart seconded.

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

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**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	12,734.46
Payroll Account Checking		-
Capital Money Market Savings		75,021.03
Operating Money Market Savings		694,455.46
Operating CD – Main Street Bank B		107,304.33
Operating CD – First Choice A		105,576.53
Capital CD – United Bank #1		105,920.82
<b>TOTAL</b>	<b>\$</b>	<b>1,101,012.63</b>

**Revenue received: August 2018**

County Commission	\$	4,018.35
Board of Education		63,845.00
State Basic Grants-in-aid		56,601.00
Fines		1,227.81
Photocopies		815.38
Contributions		165.45
Interest Earned		103.46
Book Sale		233.20
Out of State Patrons		45.00
Other: Operating Supply CR – 55.00, Adult Prog CR – 250.00, Operating CD Int – 136.61		441.61
<b>TOTAL</b>	<b>\$</b>	<b>127,496.26</b>

**OPERATING CONTRIBUTIONS**

Compulsive Eaters Anonymous – For meeting room use	\$	25.00
Paula Lucas – In memory of Jean Hammel		30.00
Upper Ohio Valley Family Service Center– For meeting room use		40.00
Anonymous		70.45
<b>TOTAL</b>	<b>\$</b>	<b>165.45</b>

**INVOICES**

August 2018 Operating #2 Account	\$	99,252.40
August 2018 Operating #2 ACH WesBanco BillPay		31.80
August 2018 Operating Fund ACH WesBanco (Returned check/stop pymt fee)		41.00
August 2018 Transfer to Payroll		61,598.27
August 2018 EFTPS Deposit		18,433.54
August 2018 ACH Debit (Retirement)		11,923.41
August 2018 EFT (WV State Tax)		1,610.00

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August 2018 EFT (OH State Tax)		348.00
August 2018 EFT The Hartford (Workers Comp)		212.00
August 2018 Capital		5,777.50
August 2018 Operating #2 Account Voided Check	-	95.18
	<b>TOTAL</b>	<b>\$ 199,132.74</b>

**WARRANTS**

August 2018 Operating #2 Account Warrants #29647 - #29736	\$	99,252.40
August 2018 Operating #2 ACH WesBanco BillPay		31.80
August 2018 Operating Fund ACH WesBanco (Returned check/stop pymt fee)		41.00
August 2018 Transfer to Payroll		61,598.27
August 2018 EFTPS Deposit		18,433.54
August 2018 ACH Debit (Retirement)		11,923.41
August 2018 EFT (WV State Tax)		1,610.00
August 2018 EFT (OH State Tax)		348.00
August 2018 EFT The Hartford (Workers Comp)		212.00
August 2018 Capital Warrants #592 - #595		5,777.50
August 2018 Operating #2 Account Voided Check Warrant #29624	-	95.18
	<b>TOTAL</b>	<b>\$ 199,132.74</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of July 2018	\$	773,192.49
+ August 2018 Revenue		127,496.26
-August 2018 Expenditures		199,132.74
	<b>SUBTOTAL</b>	<b>\$ 701,556.01</b>
Operating CD Main Street Bank B		107,167.72
Operating CD First Choice A		105,576.53
Capital CD First Choice #1		105,920.82
	<b>CD SUBTOTAL</b>	<b>\$ 318,665.07</b>
<b>Capital Balances as of July 2018</b>		<b>80,791.55</b>
	<b>TOTAL</b>	<b>\$ 1,101,012.63</b>

Ms. Thomas distributed the August 2018 statements for the WesBanco Endowment Trust and the investment account at Security National Trust Company. Ms. Thomas said William Paras and Heidi Kossuth of Security National Trust Company would be attending the October board meeting to provide their annual update on OCPL's investment account.

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Mr. Werner moved to approve the August 2018 Financial Report. Mr. Marquart seconded.

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

**PUBLIC INPUT/PRESENTATION:**

There was no public input or correspondence.

**ANNOUNCEMENTS:**

Ms. Thomas said she received an invitation to attend a 40<sup>th</sup> Anniversary Party for Dennis Kozicki from Wilson, Kozicki & Gwynn, the Library's auditing firm. She said the event will be held at the Maxwell Centre on Thursday, September 20<sup>th</sup> from 4-7 p.m. Ms. Thomas stated that she and Ms. Berisford are planning to attend. She added that the trustees are also welcome to attend.

Ms. Thomas shared a thank you letter she received from the August Levy Learning Center. They expressed their appreciation for the Library allowing the school to use OCPL's Tax Room after the recent loss of their school building due to a fire. Ms. Thomas also shared an invitation from August Levy to join their upcoming celebration of their new temporary home, the second floor of the Children's Museum in downtown Wheeling, on Friday, September 14.

Ms. Thomas said she also received a thank you card and a donation from The Upper Ohio Valley Family Service Center for the use of OCPL's meeting rooms. She said their Senior Citizens Art Class met regularly in the Library's classroom while the Family Service Center building was being renovated.

Ms. Thomas shared a thank you card from Dawn Andlinger, Technical Services Assistant, for the flowers she received from OCPL's trustees and Library staff after her recent surgery. She also shared a thank you card from Lee Ann Cleary, Children's Specialist, for the flowers she received from the board members and Library staff after her father's recent death.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

Dawn Andlinger, Technical Services Assistant, will be returning to work on September 30 after her recent surgery.

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Ellen Scheid, Reference Assistant, will be returning from her FMLA leave on September 24.

Ms. Thomas said OCPL's Great American Read Kick-Off Party was held on September 6. She said it was well attended. Mrs. McCamic said that she and Ms. Thomas shared why one of the books on the PBS list of 100 Favorites is their favorite book from the list. Ms. Thomas said a Great American Read Reveal Party is being planned for October 25 at 7 p.m. During this program the winning national, state and Wheeling titles will be revealed.

Ms. Thomas said she, Amy Kastigar, Reference Librarian, and Erin Rothenbuehler, Web Administrator, met with Wes Ebeling from Technology Services Group to discuss the Library's website. She said that with the current design, Ms. Rothenbuehler is unable to make the desired changes to the website, such as changing headings and the banners. She stated that either the permissions must be changed, or a new website design would be necessary. Ms. Thomas said the Library is currently paying less than \$2,000 per year for TSG to maintain OCPL's website. During the meeting, Mr. Ebeling said they have a new option for website management that would allow Ms. Rothenbuehler to have the access she would like to have to make the necessary adjustments to the Library's website. Ms. Thomas said she, Ms. Kastigar, and Ms. Rothenbuehler will be going to TSG on September 17 to see a demonstration of their new website management control module to see if it would be a good option for the Library. She said she would update the trustees at the next board meeting after the demonstration.

A.E. Pelley recently inspected the flapper on the main sewer line as well as the additional flapper installed in the Storage Room. Ms. Thomas said the flapper on the main sewer line had to be replaced, but the flapper in the Storage Room is still in good condition.

Ms. Thomas said she has begun to receive orders for library materials from several Ohio County schools. She stated that she is waiting to hear from the Media Specialist at Wheeling Park High School to obtain the e-mails for the new principals and media specialists in OCS this school year. Ms. Thomas said once she receives their contact information she will e-mail the annual letter explaining the purchasing program and budget to all the principals and media specialists.

Ohio County Schools will be holding an In-Service Day on Friday, September 14. Ms. Thomas said all the teachers from WPHS's Social Science Department will be meeting with Laura Carroll, Archivist, to tour the Library's Archives Collection and to learn how they can incorporate the collection in their curriculum.

A West Virginia Deli meeting will be held on October 17 in the Clarksburg/Bridgeport area. Ms. Thomas said that she and Ms. Kastigar are planning to attend.

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The West Virginia Library Commission will be holding a meeting for library directors of Designate public libraries throughout the state in Charleston on October 18. Ms. Thomas said she is planning on attending the meeting. She said Designate public libraries are libraries with professional directors that do not act as Service Centers for small public libraries with nonprofessional directors. Ms. Thomas said the Service Center public libraries are determined mainly by geography. Since Ohio County is surrounded by counties with professional library directors, there is no need for OCPL to be a Service Center library.

The June 2018 tax revenue from the Ohio County Commission in the amount of \$4,018.35 has been received. However, the tax revenue from July and August 2018 has yet to be received. Ms. Thomas said she would contact Rod Archey at the Ohio County Commission if the revenue check is not received soon.

Ms. Thomas said she contacted N.F. Mansuetto & Sons regarding the replacement of roof areas #2 and #4. She said the company said the roof replacement is scheduled to begin on October 1.

The Library was able to obtain a roll off dumpster from Republic Services to assist with the Storage Room cleaning project last month. Ms. Thomas said the Storage Room cleaning project is ongoing.

Ms. Thomas said the weeding project of the Adult Nonfiction, Large Type, Reference, and Storage Room collections is continuing. This project has created the need to purchase two new book carts. The carts will be purchased in bright green to match the Children's Department décor. Once the new carts arrive, Ms. Thomas said the book carts currently being by the Children's Department will then be used for the weeding project.

Ms. Thomas said she was contacted by Brenda Finch of the Wheeling Garden Center. Ms. Finch said the center will be going out of business and she wondered if the Library would be interested in their book collection as well as their photos and historical records of the Garden Center for the Library's Archives Collection. Ms. Thomas said she and Ms. Carroll are planning to meet with them regarding their possible donation.

**OLD BUSINESS**

**DISCUSSION OF THE APPRAISAL OF OCPL'S BUILDING AND CONTENTS – JIM WILLIAMS, WESBANCO INSURANCE**

Mrs. McCamic stated that Mr. Williams met with the trustees at the August board meeting to review the Library's insurance policy coverages in light of the recent appraisal of the building and contents by Industrial Appraisal Company. Ms. Thomas said that after Mr. Williams reviewed the appraisal, he found that the insurance coverage on the building was a little

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excessive and the contents were slightly over insured except for the library materials collection since it was not included in the appraisal. In addition, the current valuations on the Library's computers and fine arts were quite low. Ms. Thomas said the spreadsheet from Mr. Williams comparing the Library's current 2018-2019 policy limits with the appraisal values was included in this month's board packet along with the report from IAC and the chart detailing the current library materials values. She said Mr. Williams' spreadsheet included an amount for the replacement cost of the library materials based upon the replacement values she provided. She distributed copies of the Library's commercial insurance declarations page and the list of OCPL's current assets from the most recent audit by Wilson, Kozicki & Gwynn which lists the current value of the library materials as of July 31, 2017.

Mrs. McCamic stated that Mr. Williams said that if an event were to occur where the Library's materials collection was destroyed, not all the materials would be a total loss as many items would be checked out to patrons at that time. Ms. Thomas said she contacted the Kanawha County Public Library, Morgantown Public Library, and Cabell County Public Library to see if those libraries insure their library collections at full replacement cost or only a percentage of the replacement cost. She reported that those libraries insure their collections at full replacement cost. Ms. Thomas stated that the values for various materials were outlined in the recently updated and approved Patron Policies. She said with the Library's integrated library system software, it is possible to get the total number of each type of library materials in OCPL's collection. Ms. Thomas said with those numbers she simply multiplied the total number of each material type by the values assigned in the Patron Policies. She also said that OCPL is currently in the process of weeding a large portion of the collection, so she would not be able to provide an accurate number for the replacement cost of the entire collection until the project has been completed. Mr. Werner said the chart is not accurate since it reflects all the items currently owned by OCPL and the Library should not insure the collection based upon the current number. Mr. Marquart said that insuring 50% of the collection should be sufficient since it is very unlikely the entire collection would all be lost at one time. He added that if the entire collection would be lost, the Library may choose not to replace every item that was lost. Ms. Thomas stated the 2016-2017 audit values the library materials for roughly \$2,000,000. Mr. Marquart said \$2,000,000 would be a sufficient amount to insure the replacement of library materials. Ms. Thomas agreed with that assessment.

The trustees then reviewed Mr. Williams' recommended adjustments to OCPL's current insurance policy coverage for the computer equipment and fine arts. Mr. Marquart suggested increasing the insurance coverage on the computers and keeping the current valuation for the fine arts.

After discussion, Mr. Marquart motioned to adjust insurance valuations for the building to \$6,000,000, the business personal property, including library materials, to \$3,000,000, raising the

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coverage for computers to \$80,000, and keeping the current valuation of \$25,000 for fine arts. Sister Mary Clark seconded.

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

**NEW BUSINESS**

Mrs. McCamic changed the order of the agenda to discuss the funding for the Capital Account before reviewing OCPL's Personnel Policies.

**FUNDING FOR CAPITAL ACCOUNT**

Ms. Thomas directed the trustees to the first page of the August Financial Report and said the Capital Account balance is currently \$75,021.03. She stated since the roof replacement is set to begin on October 1, it will be necessary to transfer additional funds into the Capital Account to cover that cost and to provide for any future capital expenses this fiscal year. After discussion, Mr. Marquart moved to make the annual Transfer to Capital for this budget year in the amount of \$97,189 and to transfer an additional \$150,000 from the Library's Operating Account to the Library's Capital Account. Mr. Phillips seconded.

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

**OCPL POLICY REVIEW – PERSONNEL POLICIES – INTRODUCTION, PART 1 & PART 2 - SECTION 1**

Ms. Thomas distributed copies of the Collection Development Policy that was revised and adopted at the August board meeting. Mrs. McCamic stated that the Personnel Policies are the next policy that needs to be reviewed. Ms. Thomas said that she and Ms. Berisford reviewed the Introduction, Part 1, and Part 2 - Section 1 of the Personnel Policies. She distributed copies of their suggested changes to the policy. Mr. Werner said he would like some time to review the policy and develop his suggested revisions. Mrs. McCamic suggested the trustees begin to review the Personnel Policy and the suggested changes for the October board meeting.



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There being no further business, Mr. Werner motioned to adjourn the meeting at 5:46 p.m.  
Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper