



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 11, 2017
TUESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Robert M. Baker

BOARD MEMBERS ABSENT: None

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:17 p.m.

MINUTES: Mr. Werner moved to approve the minutes of the March 14, 2017 board meeting. Mr. Marquart seconded.

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

Mr. Baker arrived to the meeting at 4:20 p.m. Mrs. McCamic stated the trustees had just voted to approve the minutes of the previous board meeting and asked Mr. Baker if he found any issues with the minutes. Mr. Baker answered he did not find any issues in the March 14, 2017 meeting minutes.

FINANCIAL REPORT: Ms. Thomas distributed the March statements for the WesBanco Endowment Trust and the Library's two investment accounts at Security National Trust Company.

Operating Account #2 Checking	\$	19,283.39
Payroll Account Checking		-
Capital Money Market Savings		438,265.86
Operating Money Market Savings		757,809.38
Operating CD – Main Street Bank B		105,703.18
Operating CD – Main Street Bank C		216,007.53
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,021.26
TOTAL	\$	1,745,499.93

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

Revenue Received: March 2017

County Commission	\$	37,314.71
Board of Education		130,114.00
State Basic Grants-in-aid		-
Fines		1,525.81
Photocopies		1,017.85
Contributions		167.60
Interest Earned		145.65
Book Sale		178.00
Out of State Patrons		55.00
Other: Operating Supply CR -936.90; Book CR - 282.00; Operating CD Int - 194.47		1,413.37
TOTAL	\$	171,931.99

OPERATING CONTRIBUTIONS:

Roseanna Keller – For meeting room use		50.00
WV Alpha Kappa Iota Chapter – For Wheeling Room		50.00
Anonymous		67.60
TOTAL	\$	167.60

March 2017 Operating #2 Account	\$	80,437.53
March 2017 ACH WesBanco BillPay		35.60
March 2017 Transfer to Payroll		53,598.03
March 2017 EFTPS Deposit		17,607.90
March 2017 ACH Debit (Retirement)		8,004.25
March 2017 EFT (WV State Tax)		1,505.00
March 2017 Capital		108,909.09
TOTAL	\$	270,097.40

WARRANTS:

March 2017 Operating #2 Account	\$	80,437.53
Warrants #28619 - #28692		
March 2017 ACH WesBanco BillPay		35.60
March 2017 Transfer to Payroll		53,598.03
March 2017 EFTPS Deposit		17,607.90
March 2017 ACH Debit (Retirement)		8,004.25
March EFT (WV State Tax)		1,505.00
March 2017 Capital		108,909.09
Warrant #550 - #553		
TOTAL	\$	207,097.40

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

VERIFICATIONS:

Total Operating Balances as of February 2017		766,595.98
+ March Revenue		171,931.99
- March Expenses		270,097.40
	SUBTOTAL	\$ 668,430.57
Operating CD – Main Street Bank A		105,064.35
Operating CD – Main Street Bank B		105,703.18
Operating CD – Main Street Bank C		216,007.53
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,021.26
	CD SUBTOTAL	\$ 635,205.65
Capital Balances as of February 2017		441,863.71
	TOTAL:	1,745,499.93

Mr. Marquart referred to the chart detailing the materials purchased for the schools in Ohio County and asked if all the school requests have been completed. Ms. Thomas said she is still waiting for a request from Madison Elementary and for Amy Kastigar, Head Reference Librarian, to return from medical leave to complete the remaining requests. Mr. Werner noted one of the Library’s Certificate of Deposits will be maturing next month. Mr. Marquart stated, depending on the progress of the renovation project, the CD may need to be cashed in to cover construction costs. He added if the money is not needed the funds could be rolled over into another CD. Mrs. McCamic returned to the subject of the books purchased for Ohio County Schools and asked what will happen to the unused funds set aside for each school’s request. Ms. Thomas said she informed the schools there would be no carry-over of funds from year to year since the Library’s budget does not carry-over from year to year. She said the final expenditures of OCPL’s annual budget must be turned into the West Virginia Library Commission. Mr. Marquart asked how much money is allotted for each school. Ms. Thomas answered Wheeling Park High School was given a budget of \$7,600 since they serve all the students in Ohio County and the remaining schools each received a budget of \$4,800. Mr. Werner asked who Ms. Thomas contacted at the schools. Ms. Thomas said she sent a letter to each school’s principal and media specialist providing details of the program. She added she would contact the principal at Madison School to remind her about the Library’s offer to purchase books for Madison’s classrooms and media center. Mr. Marquart moved to approve the February Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS:

There was no public input or correspondence.

ANNOUNCEMENTS

There were no announcements.

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

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

A special surprise Lunch with Books program was held on April 4, 2017 in honor of Sean Duffy, Adult Programming Coordinator, who resigned on April 7, 2017 to join the law firm of Cassidy, Myers, Cogan & Voegelin LC to pursue a law career. Ms. Thomas said the program was well attended and featured several speakers and a performance from "Yodeling Dick" who performed the Lunch with Books' theme song. Ms. Thomas also shared a copy of a letter sent to Mr. Duffy from Ted Hess, former Chairman of the OCPL Board of Trustees. In the letter, Mr. Hess wished Mr. Duffy well on his new career path and thanked him for his service to the Library.

The February tax revenue check from the Ohio County Commission in the amount of \$218,763.90 was received and will show on next month's Financial Report.

Ms. Thomas shared a thank you she received from the Kiwanis Club for being the guest speaker at the club's March meeting. She said she provided the members with information about the Library's services and an overview of the renovation project. She added she will be speaking to the Rotary Club on April 18, 2017.

Ms. Thomas said she will be traveling to the Morgantown Public Library with Susan Reilley, Director of the Moundsville-Marshall County Public Library, on April 19, 2017 to attend a retirement reception for Sharon Turner, Director of the Morgantown Public Library. She said the new Director of the Morgantown Public Library, Sarah Palfrey, formerly held the position of Director at the Summersville Public Library.

Ms. Thomas and Amanda Berisford, Secretary/Bookkeeper, met with the Library's auditors from Wilson, Kozicki and Gwynn on March 14, 2017 and reviewed the final audit of the 2015-2016 fiscal year. Ms. Thomas said the auditors will attend the May 10, 2017 board meeting to present the audit to the trustees. She added the Library has contacted the West Virginia State Auditor's office to be placed on the Audit Bid List. She said that to date OCPL has not received confirmation the Library has been placed on the Bid List.

A new staff member, Jennifer Clarke, was hired on March 28, 2017. Mrs. Clarke will be replacing Joan Barnes, Library Clerk, who resigned on March 16, 2017. Ms. Thomas said Mrs. Clarke will work on Tuesday and Wednesday nights and every Saturday at the Circulation Desk for a total of 19 hour per week.

Ms. Thomas said she met with Mike Kelley from the Ohio County Commissioner's office on April 5, 2017. At the meeting, Ms. Thomas informed Mr. Kelley the County's records held in OCPL's Storage Room will be inaccessible once the renovation project progresses to the lower level of the Library. Mr. Kelley said he has identified rental space that would be appropriate to store the materials. Mr. Kelley said he plans to meet with the County Commissioners on this issue shortly after the start of the next fiscal year once the County's annual budget is approved.

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

Ms. Thomas stated she has a meeting scheduled with Michael Fitzwater from AEP on April 12, 2017 to discuss their rebate program for the new LED lights and upgrades to the HVAC system at OCPL.

Ms. Kastigar will be returning from sick leave on April 17, 2017.

Ms. Thomas was recently contacted by Martha Polinsky from the YSS to inquire whether the Library staff would like to be trained to administer Naloxone to victims of a drug overdose. After discussion, the trustees agreed that Naloxone training would not be required due to the Library's proximity to local hospitals, fire station, and police station as well as the quick response time to the Library's emergency calls for assistance.

Ms. Thomas said a policy question has arisen regarding whether an individual can reserve one of OCPL's meeting rooms. The individual was not the member of any specific group and the meeting was held

merely to express his personal views. Ms. Thomas said OCPL's Meeting Room policy currently assumes the meeting is being held by a nonprofit group and not an individual. She asked the trustees if they would like to review and revise the policy. Mr. Werner said the Library needs to be careful not to discriminate regarding the use of the meeting rooms. Ms. Thomas said this is the first time something like this has occurred and it may never happen again. Mr. Baker asked who is responsible for the scheduling of the meeting rooms. Ms. Thomas answered the meeting rooms are scheduled through the Reference Desk so only the Reference staff schedules rooms. Mr. Werner stated if this same situation occurs again, the trustees should then decide whether to review the policy. Ms. Thomas distributed a copy of the Meeting Room Policy to the trustees.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Mr. Marquart said the next bi-weekly Construction Meeting will be held on Wednesday, April 12, 2017. He reported all the lights, ceilings and windows have been replaced in the Children's Department and the area is considered to be completed since there will be no painting in the department. Mr. Marquart stated Phase 1 of the stack move has been completed, but in order to ensure the new ceiling lines up properly, the first stack move had to be adjusted from the original plan. He said the new lights are currently being installed in the Adult Fiction and first half of the Adult Nonfiction collections. Mr. Marquart said the windows in the Technical Service Room are in the process of being replaced this week. He said there was a bit of a delay in obtaining the tile for the upstairs restrooms, but he said the restrooms should be completed in the next two weeks. Mr. Marquart stated some more ductwork was found that needed to be rebuilt and repaired. He said the starter motor on the air handler system will also need repair and additional electrical work is needed on the electrical panel to ensure it responds properly. Mr. Marquart reported a smoke detector will need to be installed in the ductwork as a safety precaution and the Library's alarm company, Select Security, will handle its installation.

Ms. Thomas said some of the roof deck was discovered to be in bad condition. Mr. Marquart stated the old roof deck under the chiller unit on the roof was rusted through. He said Mansuetto could not replace the deteriorated decking when they re-roofed that section of the roof because the bad decking supported the lights and ductwork. Mr. Marquart said, as a result, Mansuetto had to put new deck over the

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

deteriorated deck areas. Mr. Marquart said that as part of the renovation new supports will need to be installed that are not attached to the old roof deck to be sure the lights and ductwork will be secure.

Ms. Thomas said when the Adult Nonfiction stacks were moved, the stack movers discovered the new sections, which were added to lengthen each stack in order to expand the collection, were not bolted properly. She said due to the immense weight of the nonfiction stacks, KPC Architectural Products (the stack moving company) also recommended installing transverse top tie rods on the top of the nonfiction stacks. Ms. Thomas said KPC would be able to install the stabilization rods and install the needed bolts for \$2,500. She said the company also recommended removing the old carpeting from under the nonfiction stacks to improve stability as well. Ms. Thomas said the stack movers also requested not to move the last nonfiction stack with the Oversize collection due to its instability. Mr. Marquart said we would need to ask the contractors if this would be possible. Ms. Thomas stated the safety bars for the large floor to ceiling windows in the Children’s Department and in the Adult Nonfiction area facing the Japanese Garden also need to be re-installed. She said she spoke with Jason Merkle, Supervisor from

Colaiani Construction, and he said they were waiting for new brackets to reinstall the safety bars. Mr. Baker asked how much the stack moving service will cost. Ms. Thomas said the total cost for the stack moving is \$27,000. Mr. Marquart said the overall cost was added to the contingency in the project budget. Mr. Baker motioned to approve the installation of transference top ties for the nonfiction stacks for the sum of \$2,500 and to hire an individual to remove the old carpeting if Carl Clark, maintenance personnel, is unable to perform the task in time. Mr. Marquart seconded.

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

TRUSTEE APPOINTMENT FOR INTERIM TERM

Mr. Baker referred to the profile provided by Sister Mary Clark included in this month’s board packet. Mr. Baker stated he did not know Sr. Mary Clark personally, however he said he's heard very good things about her from individuals in the community. Mr. Marquart also said he did not know Sr. Mary Clark personally, but she received a very good reference from Sr. Marguerite O’Brien and Sr. Ellen Durkin. Mr. Baker moved Sister Mary Clark be appointed to fill the board position left vacant by the resignation of Leslie Nutting. Mr. Marquart seconded.

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

Mr. Baker asked if Sr. Mary Clark was aware she would only serve the remaining balance of Mrs. Nutting’s term. Ms. Thomas said she would meet with Sr. Mary Clark before the next board meeting to go over the Trustees' Manual and bring her up to date with the board’s current business as well as operational and administrative details.

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

UPDATE ON STATE AND FEDERAL LEGISLATIVE ISSUES

Ms. Thomas stated she has not heard the status of Federal funding to public libraries. She said if the funding is eliminated, as the President's budget proposes, it would affect database services such as WV Info Depot, from the West Virginia Library Commission, as well as grants for adult programming. Ms. Thomas said since there is a possibility of losing federal grant money, she increased the Adult Programming line item in the proposed annual budget for 2017-2018. She reported the state legislature passed an annual budget, but Governor Jim Justice will probably veto the budget. Ms. Thomas said the Legislature's budget left Grants-In-Aid per capita support to public libraries at the same level as this year.

NEW BUSINESS

PURCHASE OF A NEW COLOR PRINTER FOR ADULT SERVICES

Ms. Thomas referred the board to the product specification sheets for the printer Erin Rothenbuehler, Adult Programming Coordinator and Archives Specialist, recommended to replace the current Adult Programming printer. Mr. Baker asked how old the current printer was and if the new printer would be sufficient to handle all of the Adult Programming print jobs. Ms. Thomas said the current printer is over ten years old. She said Ms. Rothenbuehler researched printers thoroughly to find the best match to suit the needs of Adult Programming. Mr. Baker moved to approve the purchase of the HP Color LaserJet Enterprise Laser Printer for Adult Programming. Mr. Marquart seconded.

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

DIRECTOR'S AND OFFICERS/EMPLOYMENT PRACTICES INSURANCE POLICIES

Ms. Thomas distributed an email from OCPL's insurance agent, Jim Williams, who contacted her to inform the trustees that OCPL's current insurer, Great American Insurance Company, was willing to extend the same rate for another fiscal year. Ms. Thomas said the current annual premium is \$1,006. She said the entire process of putting out an RFP and then communicating many times with each local agent and providing requested additional information numerous times was very time consuming. Ms. Thomas said she would like to avoid that right now in the midst of the time-demanding renovation project. Mr. Werner asked when was the last time the Library had issued an RFP for the Director's and Officer's/Employment Practices insurance. Mr. Baker said he doesn't believe it has been issued in over ten years. Mr. Marquart said the premium from Great American Insurance Company seems reasonable for the Director's and Officer's insurance. Mr. Werner motioned to approve Mr. William's recommendation to extend OCPL's Director's and Officer's/Employment Practices Insurance with Great American Insurance Company for one year. Mr. Marquart seconded.

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

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

OCPL'S ANNUAL BUDGET FOR 2017-2018

Ms. Thomas distributed copies of the proposed 2017-2018 annual budget. She also handed out a copy of the West Virginia Library Commission's monthly newsletter with an article from Karen Goff, WVLC Executive Secretary, detailing how the Library Commission uses federal funds. Mr. Baker recommended all the trustees read Ms. Goff's newsletter. Ms. Thomas distributed a Budget Explanation Sheet detailing the changes made in the proposed budget from the current fiscal year's budget. She then reviewed each line item in the proposed Expenditure Budget.

Ms. Thomas reported the Ohio County Commission's revenue and estimated expenditure budgets have both been published in the newspaper and the budgeted amount for the library is \$765,624. She said the Ohio County Board of Education's proposed revenue budget was also published in the newspaper and based on that OCPL will receive \$753,394 for the 2017-2018 fiscal year, if the Library's funding request is granted. Ms. Thomas stated OCPL should receive \$226,403 again this coming fiscal year from Grants-In-Aid if the West Virginia Legislature does not change the per capita amount in their annual budget and the Governor signs off on the final budget. Ms. Thomas said she calculated OCPL's Miscellaneous Income based upon OCPL's income for the 2016-2017 fiscal year in this category. She stated she removed two of the largest one time donations during this fiscal year, which totaled \$14,000, to calculate an appropriate amount for Contributions. Ms. Thomas said OCPL will not be able to hold the Annual Book Sale this fiscal year but the revenue generated from that activity continues to drop, so she reduced the anticipated income from that source in the proposed budget for 2017-2018.

In the expenditure budget, Ms. Thomas stated personnel line items do not include a replacement for Ms. Rothenbuehler's former position as Reference Assistant and Archives Specialist, so she said that part of the proposed budget will likely be altered for May's board meeting. Ms. Thomas said she needs to speak with Ms. Kastigar once she has returned from sick leave to discuss how to proceed with filling the position. She said Ms. Kastigar has expressed her desire to hire another professional librarian instead of a paraprofessional reference assistant. Ms. Thomas said she has also adjusted the line item for PEIA to accommodate upcoming changes. She said OCPL currently only pays for two retirees, Bonnie Vavrock and Ralph Gray; however, Carl Clark has announced he will be retiring on July 31, 2017. Ms. Thomas said the current monthly amount for Bonnie Vavrock is \$616, but once she becomes eligible for Medicare in January 2018 the Library's portion of her insurance will reduce to \$133 per month because it will be a supplemental to Medicare rather than full coverage through PEIA. She said since Carl Clark will already be eligible for Medicare when he retires at the end of July, OCPL will only need to pay the \$133 per month supplemental premium for his coverage.

For the books line item, Ms. Thomas reported she will continue to budget \$70,000 for the purchase of materials for Ohio County Schools. She said she will lower the overall amount budgeted for books to accommodate the need to increase the online resources line item. Ms. Thomas said the budget for periodicals has remained the same and reminded the trustees the microfilming and digitization of the local newspapers is included in the line item.

Ms. Thomas stated she did not make any major adjustments to the amounts budgeted for the various operating expenditures with the exception of the Technology line item. She said she reduced that line item by \$15,000 based upon reducing the weekly visits by the technician from Technology Services Group to every other week. Mr. Baker asked if the technician's hours could be reduced to 3 hours per week. Ms. Thomas said she would have to check with the manager at TSG; however she believes they

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

may have a minimum requirement for the amount of hours scheduled per day. Mr. Werner asked what impact the reduced TSG visits would have on the Library. Ms. Thomas answered it may affect how quickly some issues are corrected, for example an out of order public access computer. Mr. Werner said he would hate to see things left in a state of brokenness. He asked if there are projections available to forecast the need for paper materials versus downloadable items. Ms. Thomas answered the trend is definitely toward downloadable items, but each community is unique and the library in that community needs to follow its circulation. She said that is why OCPL devotes more funds each year to downloadable items.

Ms. Thomas said she increased the budgeted amount for Adult Programming by \$8,000 to accommodate the potential loss of available grants from federal and state governmental programs like the Endowment for the Humanities and the Library Services and Technology Act grants. On the other hand, Ms. Thomas said she is reducing the amount budgeted for Children's Programming since the special programs do not draw much attendance and the Summer Reading Program and regular story times are fairly inexpensive. She said the Professional Services line item was also reduced because the \$10,000 budgeted for the compilation was only \$2,880.

Ms. Thomas said the budget is still in its preliminary stages and the trustees have until June to approve the annual budget. Mrs. McCamic suggested continuing the budget discussion at next month's board meeting. Mr. Marquart left the meeting at 5:36p.m.

Ms. Thomas stated she had contacted OCPL's health insurance agent, Joyce Shively, regarding the health insurance premiums for the coming fiscal year. She said Ms. Shively informed her that the new rates would be available by the end of April. Ms. Thomas said she is hoping to have the new premiums in time for the May 10, 2017 board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:42 p.m. Mr. Baker seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES
	Mr. Baker	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper