



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 9, 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

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

**MINUTES:** Mr. Werner noted a wording change and a typographical error in the April 10, 2018 board meeting minutes. Mr. Werner motioned to approve the minutes with the corrections named. Mr. Marquart seconded.

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

**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	1,735.31
Payroll Account Checking		-
Capital Money Market Savings		126,494.53
Operating Money Market Savings		947,259.35
Operating CD – Main Street Bank B		107,037.15
Operating CD – First Choice A		105,405.63
Capital CD – United Bank #1		105,747.56
<b>TOTAL</b>	<b>\$</b>	<b>1,393,679.53</b>

**Revenue received: April 2018**

County Commission	\$	220,468.56
Board of Education		125,564.00
State Basic Grants-in-aid		56,601.00
Fines		1,018.17
Photocopies		730.85
Contributions		114.41

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Interest Earned		109.84
Book Sale		174.50
Out of State Patrons		45.00
Other: Operating Supply CR – 37.00, Book CR – 12.86, Operating CD Int – 168.76, Capital CD Int – 169.21		387.83
<b>TOTAL</b>	<b>\$</b>	<b>405,214.16</b>

**OPERATING CONTRIBUTIONS**

Roseanna Keller – For meeting room use	\$	50.00
Anonymous		64.41
<b>TOTAL</b>	<b>\$</b>	<b>114.41</b>

**INVOICES**

April 2018 Operating #2 Account	\$	57,949.79
April 2018 Operating #2 ACH WesBanco BillPay		34.60
April 2018 Transfer to Payroll		38,188.53
April 2018 EFTPS Deposit		11,394.38
April 2018 ACH Debit (Retirement)		8,023.65
April 2018 EFT (WV State Tax)		2,195.00
April 2018 EFT (OH State Tax)		528.00
April 2018 ACH Debit (Unemployment Comp)		2,462.38
<b>TOTAL</b>	<b>\$</b>	<b>120,776.33</b>

**WARRANTS**

April 2018 Operating #2 Account Warrants #29375 - #29427	\$	57,949.79
April 2018 Operating #2 ACH WesBanco BillPay		34.60
April 2018 Transfer to Payroll		38,188.53
April 2018 EFTPS Deposit		11,394.38
April 2018 ACH Debit (Retirement)		8,023.65
April 2018 EFT (WV State Tax)		2,195.00
April 2018 EFT (OH State Tax)		528.00
April 2018 ACH Debit (Unemployment Comp)		2,462.38
<b>TOTAL</b>	<b>\$</b>	<b>120,776.33</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of March 2018	\$	664,911.67
+ April 2018 Revenue		405,214.16
-April 2018 Expenditures		120,776.33
<b>SUBTOTAL</b>	<b>\$</b>	<b>949,349.50</b>
Operating CD Main Street Bank B		107,037.15

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Operating CD First Choice A		105,236.87
Capital CD First Choice #1		105,578.35
	<b>CD SUBTOTAL</b>	<b>\$ 317,852.37</b>
<b>Capital Balances as of March 2018</b>		<b>126,477.66</b>
	<b>TOTAL</b>	<b>\$ 1,393,679.53</b>

Ms. Thomas distributed the April 2018 statements for the WesBanco Endowment Trust and the Library's two investment accounts at Security National Trust Company. Mr. Marquart inquired if it would be possible to combine the two investment accounts at Security National Trust as the investment policy is the same for both accounts. He suggested contacting Dennis Kozicki, from the Library's auditing firm, to determine if there would be an issue with combining the investment accounts. Mrs. McCamic stated the trustees could aim to combine the accounts, if possible, as of 6/30/2018 or the beginning of the next fiscal year. Mr. Phillips moved to approve the April 2018 Financial Report. Mr. Marquart seconded.

**VOTE:**

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

**PUBLIC INPUT/PRESENTATION:**

There was no public input or correspondence.

**ANNOUNCEMENTS:**

Mrs. McCamic stated that when Sr. Mary Clark was appointed to the Board of Trustees she was fulfilling the unexpired term of Leslie Nutting whose appointment was set to end on June 30, 2018. She said she spoke with Sr. Mary Clark, and Sister has agreed to continue to serve on the Board and to be reappointed for another term beginning July 1, 2018. Mrs. McCamic asked Ms. Thomas to inform Brenda Miller of Sister's willingness to serve a new full term.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

Ms. Thomas distributed a report from Amy Kastigar, OCPL Reference Librarian, on an issue with the Library's microfilm. In the report, Ms. Kastigar states that when the last shipment of microfilm was sent to Advantage Preservation for microfilming and digitization, a representative from the company called to alert her that the reels, dated between March 1923 and January 1928, were deteriorating. Ms. Thomas said that all the microfilm produced before the mid-1980's was filmed on acetate and as the film ages it begins to degrade creating something called "Vinegar Syndrome." She said this syndrome is "contagious" to other older acetate microfilm reels and spreads from reel to nearby reel. This syndrome eventually renders the microfilm unusable, and

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she said it is necessary to separate the deteriorating microfilm from the rest of the collection to stop this spreading from reel to reel. Ms. Thomas said the microfilm reels currently showing active signs of the "Vinegar Syndrome" have been separated from the unaffected reels. She said the remaining reels affected by "Vinegar Syndrome" from 1900 forward have been sent to Advantage Preservation for digitization to be preserved in digital form and will be available to be viewed on OCPL's website. Ms. Thomas said the issue now is whether to continue to duplicate the microfilm reels from the years prior to the mid-1980's at a cost of \$95 per roll or only offer the newspapers in digital format. Mr. Werner questioned whether we are currently replacing the old microfilm. Mr. Marquart said that currently the old microfilm reels that are being sent for digitization are just being returned after being digitized, and the current newspapers are being scanned for digitization and also microfilmed. Mr. Werner asked why the newspapers are continuing to be microfilmed if the technology is being phased out. Mr. Marquart recommended continuing with the digitization of the old microfilm reels. Mr. Werner said since the compromised reels cannot be stored with the other reels of microfilm they should not be kept. Ms. Thomas said the question still remains of whether to microfilm and digitize the older reels or only receive microfilm for the current newspapers we are sending for digitization and microfilming. Mr. Marquart stated that he believed the cost to microfilm the current newspapers was negligible and if so the Library should continue to receive those reels. Mr. Marquart motioned to continue with the digitization only of the old microfilm reels, discard all microfilm that has been contaminated with Vinegar Syndrome, and continue to have the current newspapers microfilmed and digitized as long as the cost of microfilming is negligible. Mr. Werner seconded.

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

The March 2018 Tax Revenue was received from the Ohio County Commission in the amount of \$53,665.42.

As part of OCPL week, a Family Story Time will be held on Monday, May 21. The program will be presented by Tony M. Music, a performer featured at this year's Spring Fling Conference. He is a storyteller and plays guitar and sings for the children.

The invoice for the installation of the new water fountain in the Children's Department was received in the amount of \$986.58. Ms. Thomas said the quoted price was \$1,200, so the job came in under that quote. She stated the invoice would be paid from the Operating Budget's Building Maintenance.

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The automatic door opener at the 16th Street entrance, recently installed in December 2017 by Automated Entrance Systems, has not been working correctly. Ms. Thomas said AES sent a technician to repair the door opener, and he discovered that a new circuit board needed to be installed. Since the installation of the new circuit board, the door is now working properly. She said the door opener is covered by a one year warranty so there would be no cost to the Library for the necessary repairs.

Lee Bourne, long-time WAGS volunteer and recently named West Virginia History Hero, passed away after a brief illness. Ms. Thomas said he was only one of two volunteers who visited the Library weekly from WAGS, and he will be deeply missed.

The Ohio County Board of Education's special capital improvement levy passed. Now the OCBOE will be passing its operating budget for the upcoming fiscal year.

Ms. Thomas said invitations to OCPL's Grand Re-Opening and 45th Anniversary on Saturday, May 19 will be sent to all of the current and newly elected Board of Education members.

Ms. Thomas distributed the April 2018 monthly Service Report, WV Deli's monthly circulation statistics, Adult Programming statistics, and flyers for the upcoming People's University series on WW II and Family Story Time program.

**OLD BUSINESS**

**RENOVATION PROJECT FOR OCPL**

Ms. Berisford stated she contacted Carla Bronder, of M & G, to get an update on the final punch list items that need to be completed for the renovation project. Ms. Berisford said there is still some work on the exterior that needs to be completed, and Ms. Bronder will be stopping by in the next week to inspect the paint touch-ups and the laminate that was replaced on the new cabinets at the Circulation Desk. All of the work on the final punch list has been completed to M & G's and the Library's satisfaction. She said that M&G would release the final invoice from Colaianni Construction for payment once all the paperwork has been completed.

Ms. Thomas distributed a copy of the itinerary for OCPL's Grand Re-Opening on Saturday, May 19. She asked if all the trustees would be available to attend. Mr. Phillips said that he had a prior commitment and he would be unable to attend the ceremony. The other trustees indicated they would be attending the program. Ms. Thomas distributed sample photos of banners for the 16th Street lobby area that would be displayed for the event. She said the cost of the banners would be paid out of the funds budgeted for Adult Programming. She added that the Heinz History Exhibit will be opening on the following Saturday, May 26, and will be the finale to OCPL Week. Mr. Phillips said he would be able to attend the exhibit opening.

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**DISCUSSION OF THE PROPOSED APPRAISAL FOR OCPL'S BUILDING AND CONTENTS**

Ms. Thomas said she contacted Jim Williams, OCPL's insurance agent, to verify that OCPL has adequate insurance coverage for the property of third parties. She distributed the e-mail she received from Mr. Williams. In the e-mail, Mr. Williams recommends that there be a written agreement between the Library and the owner of the third party items outlining the other's responsibility and all conditions. He also again recommended that the trustees consider having an appraisal performed. Mr. Werner asked if the third parties would have a value for their items or if they would insure the materials themselves. He asked if Mr. Williams believes we do not have adequate coverage in our insurance policy for third party items. Mr. Marquart stated that the Library's liability insurance should cover the third party items. Ms. Thomas said OCPL does have a policy regarding the Archives Collection Donations. Mr. Marquart noted the upcoming display from the Heinz Center would be a third party item, and the Heinz Center should have it adequately insured.

Sr. Mary Clarke left the meeting at 5:14 p.m. Ms. Thomas gave Mr. Werner a copy of the recommended insurance policy addition that Mr. Williams attached with his e-mail regarding coverage for fine arts and other collectibles. Mr. Werner said he would review the possible policy addition. Ms. Thomas distributed copies of an e-mail she received from Tim Nulph, Regional Sales Manager for Industrial Appraisal Company. In the e-mail, Mr. Nulph clarifies the definition of the terms used in their proposal for equipment and machinery. Mr. Marquart noted that in Mr. Nulph's e-mail he does not include books with the furniture and fixtures which are included in the equipment and machinery. Ms. Thomas said that it is not difficult to determine the value of the books because the Library's automation software has a record of the entire collection and OCPL's Patron Policies list the replacement costs of various categories of library materials. She said that usually the catalog records also contain the exact price of books and other library materials. Ms. Thomas distributed copies of the proposal from Industrial Appraisal Company for appraising the Library's building and contents. Mr. Werner noted that an appraisal would verify the Library's inventory, and it would ensure that the Library would be in a better position with any possible insurance claims. He also noted that it would be difficult and time-consuming for Library staff to create an inventory of all the Library's contents. Mrs. McCamic stated that there are still some Contingency Funds available from the Renovation Project that could be used to have the appraisal completed. Mr. Werner said he thinks it would be money well spent. Mr. Werner motioned to accept the proposal from Industrial Appraisal Company to have the appraisal completed of the Library's building, equipment, and fine arts for the discounted fee of \$3,200. Mr. Marquart seconded.

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

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**NEW BUSINESS**

Mrs. McCamic changed the order of the agenda to discuss OCPL's Annual Budget before the discussion of OCPL's policies.

**DISCUSSION OF OCPL'S ANNUAL BUDGET**

Ms. Thomas distributed a list of OCPL's digital collections and their descriptions. She said, after further discussion with Amy Kastigar, OCPL's Reference Librarian, and taking into account the Library's expanding digital collections, she increased the amount budgeted for Online Resources by \$10,000 from the amount proposed at the April board meeting. She said this would decrease the annual Transfer to Capital by \$10,000. Ms. Thomas distributed copies of the 2018-2019 Annual Budget Explanation Sheet. She stated the trustees still have until June to approve the annual budget, but one personnel decision needed to be made this month so that she would know how to proceed with the Proposed 2018-2019 Budget.

Mr. Marquart moved to enter into Executive Session to discuss personnel expenses for the 2018-2019 fiscal year at 5:35 p.m. Mr. Werner seconded.

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

Mr. Werner moved to exit Executive Session at 5:46 p.m. Mr. Marquart seconded.

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

Mr. Werner motioned to add one full-time position to the Library to serve as a Webmaster and Assistant Archives Specialist. Mr. Marquart seconded.

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

**OCPL POLICY REVIEW**

Ms. Thomas distributed copies of the Mission Statement that was revised and approved at the April board meeting. Mrs. McCamic said the Patron Policies are the next policy that needs to be reviewed. Mr. Werner stated that he had reviewed the Patron Policies, and he said he made some

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notes and also has some questions regarding the policies. Mrs. McCamic stated she has also made some notes to discuss. Mr. Werner suggested e-mailing copies of their notes and then addressing the Patron Policies at the June board meeting.

Mrs. McCamic said a completed final draft of the Bylaws that included all the revisions suggested by the trustees was included in this month's board packet for the trustees to review. She noted a typographical error in Article II. Mr. Marquart motioned to adopt the revised Bylaws with the correction named. Mr. Phillips seconded.

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

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:52 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper