



**MINUTES  
BOARD OF TRUSTEES MEETING  
DECEMBER 13, 2017  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Jimmie McCamic, Chairman; Tony Werner, Sister Mary Clark, Edward Phillips

**BOARD MEMBERS ABSENT:** Greg Marquart, Secretary/Treasurer

**ALSO PRESENT:** Amy Kastigar, Reference Librarian; Amanda Berisford, Secretary/Bookkeeper; Charles Fair

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

Mrs. McCamic changed the order of the agenda to allow Mr. Charles Fair to speak to the trustees.

**PUBLIC INPUT/PRESENTATION**

Mr. Fair informed the trustees that he is a local novelist who is interested in presenting his newest novel as part of the Library-sponsored Lunch with Books series. He said that he would like to get on the list to present his novel next year and thanked the trustees for meeting with him. Mrs. McCamic told Mr. Fair that when the Library Director returned from sick leave she would investigate the issue and contact Mr. Fair. Sr. Mary Clark and Mrs. McCamic thanked Mr. Fair for attending the meeting.

**MINUTES:** Mr. Phillips moved to approve the minutes of the November 14, 2017 board meeting. Sr. Mary Clark seconded.

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

**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	1,882.53
Payroll Account Checking		-
Capital Money Market Savings		189,052.00
Operating Money Market Savings		803,230.11
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

**BOARD OF TRUSTEES MEETING  
MINUTES  
DECEMBER 13, 2017**

<b>TOTAL</b>	<b>\$</b>	<b>1,311,237.81</b>
 <b>Revenue received: November 2017</b>		
County Commission	\$	82,761.63
Board of Education		62,782.00
State Basic Grants-in-aid		-
Fines		1,073.22
Photocopies		639.70
Contributions		292.63
Interest Earned		128.13
Book Sale		150.10
Out of State Patrons		65.00
Other: Operating Supply CR – 51.95, Book CR – 426.16		478.11

**TOTAL**                      **\$**                      **148,370.52**

**OPERATING CONTRIBUTIONS**

David Lindert, M.D.	50.00
Margaret Brennan – For Archives Collection	100.00
Elm Grove Women’s Club – Donation	25.00
Leann Yudasz	
In memory of Thomas Joseph Bruno Biega	90.00
Anonymous	27.63

**TOTAL**                      **\$**                      **292.63**

**INVOICES**

November 2017 Operating #2 Account	\$	54,856.87
November 2017 Operating #2 ACH WesBanco BillPay		36.40
November 2017 Transfer to Payroll		37,642.73
November 2017 EFTPS Deposit		12,493.80
November 2017 ACH Debit (Retirement)		7,962.65
November 2017 EFT (WV State Tax)		1,499.00
November 2017 Capital Account		49,853.28

**TOTAL**                      **\$**                      **164,344.73**

**WARRANTS**

November 2017 Operating #2 Account	\$	54,856.87
Warrants #29083 - #29133		
November 2017 Operating #2 ACH WesBanco BillPay		36.40
November 2017 Transfer to Payroll		37,642.73



**BOARD OF TRUSTEES MEETING  
MINUTES  
DECEMBER 13, 2017**

occurred as a result of the burst water line in the hallway ceiling directly in front of the main floor women's restroom on May 23, 2017 and was therefore part of the insurance claim. Mr. Werner motioned to approve the Financial Report for November 2017. Sr. Mary Clark seconded.

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

Mr. Fair stated he would need to leave and thanked the trustees for allowing him to attend the meeting and left the meeting at 4:21 p.m.

**ANNOUNCEMENTS**

Ms. Berisford shared a thank you card from Ms. Thomas for the flowers she received from the Board of Trustees and staff after her recent surgery. She also shared a thank you card from Jennifer Clarke, part-time Circulation Clerk, for the flowers she received from the Board of Trustees and library staff after her mother's passing. Ms. Berisford said a letter of thanks was also received from a student at Elm Grove Elementary for the new books OCPL purchased for the school.

**DIRECTOR'S REPORT**

There was no Director's Report.

**OLD BUSINESS**

**RENOVATION PROJECT FOR OCPL**

Ms. Berisford reported that the safety bars have been installed on the floor to ceiling windows in both the Children's Department and the adult public seating area in front of the Japanese Garden. She said electrical outlets that were blocked by the new Circulation Desk cabinet have been relocated by United Electric and the new countertop was installed on this new cabinet. Ms. Berisford said the door for the Tax Room closet was installed.

Ms. Berisford distributed a quote from United Electric for an additional outlet for the Circulation Desk that was not included in the original scope of the project. She explained the additional outlet is needed for the photocopier machine. Ms. Berisford said the photocopier is currently being powered by a power strip that has become a tripping hazard due to the photocopier's location. After reviewing and discussing the quote, Sr. Mary Clark motioned to accept the quote from United Electric to install an additional outlet at the Circulation Desk for \$530.00. Mr. Phillips seconded.

**BOARD OF TRUSTEES MEETING  
MINUTES  
DECEMBER 13, 2017**

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

Ms. Berisford distributed a quote from Johnson Boiler Works to improve the ventilation for the Computer Server Room. She explained that a ceiling exhaust fan will be installed as close to the servers as possible and the ductwork for the room will be extended to connect to the existing exhaust system for the adjacent restrooms and maintenance closet. Ms. Berisford said the addition of the fan should allow the temperature in the room to be properly adjusted in order to keep the servers cool. She said the quote from Johnson Boiler Works does not include the necessary electrical work for the installation. Ms. Berisford distributed a quote from United Electric to provide the necessary electrical wiring for the new exhaust ceiling fan and to verify the existing roof exhaust fan is working properly. After discussion, Mr. Werner motioned to accept the proposal from Johnson Boiler Works to install the exhaust ceiling fan and extend the ductwork for \$3,930 and to accept the quote from United Electric to provide the necessary electrical work for \$1,025 to be paid out of the Capital Account. Mr. Phillips seconded.

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

**QUOTE FOR NEW PHOTOCOPIER LEASE**

Ms. Berisford referred to the quotes from Hughes Xerographic, MOS Office Systems, and Richardson Copy Concepts included in this month's board packet. She said a chart and summarized review was also included in the packet. Ms. Berisford reviewed the photocopier options for the trustees. She stated that overall the photocopier machine from Hughes Xerographic appeared to be the best option to suit the Library's needs. Ms. Berisford stated the copier also has the capability of making color copies and the trustees would have to set a charge for this new option. After discussion, Sr. Mary Clark motioned to accept the quote from Hughes Xerographic for the Xerox Workcentre 7855i for \$165 per month for a lease term of 48 months. Mr. Werner seconded.

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

**BOARD OF TRUSTEES MEETING  
MINUTES  
DECEMBER 13, 2017**

Mr. Phillips moved to set the prices for the new photocopier at \$0.10 per page for black and white copies and \$0.25 per page for color copies. Mr. Werner seconded.

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

**NEW BUSINESS**

**QUOTES TO REPLACE EXTERIOR SIGNAGE**

Ms. Berisford stated the quotes from McClellan Sign Company, Inc. and Aladdin Signs, Inc. were included in the December board packet. Mrs. McCamic noted the quote from Aladdin Signs also included the cost for brushed aluminum letters along with the cost of the painted white aluminum letters. After reviewing and discussing the quotes, the trustees agreed to table the discussion the replace the exterior signage. The trustees directed Ms. Berisford to obtain an additional quote from McClellan Sign Company for the unpainted brushed aluminum lettering.

**MATURITY OF FIRST CHOICE AMERICA CD**

Ms. Berisford distributed a chart listing the current Certificate of Deposit rates and terms from area banks. She said the Capital Account should have sufficient funds available to cover the remaining cost of the renovations project. Ms. Berisford added that the CD held at Main Street Bank will be maturing in February 2018 should the Library need any additional funds in the near future. After reviewing the rates and terms, Mr. Werner motioned to let the First Choice America CD mature and move the funds to United Bank for a term of 13 months with the interest rate of 0.55%. Mr. Phillips seconded.

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

**REVIEW OF CIVIL LEAVE POLICY**

Ms. Berisford said Laura Carroll, part-time professional archivist, recently served as a juror. She stated that under the current policy only full-time staff members are eligible for civil leave with pay and Ms. Carroll brought it to her attention. Ms. Berisford said she contacted Ms. Thomas, and she suggested reviewing the policy. Mrs. McCamic suggested reviewing all of the Library's policies after the Renovation Project has been completed. Mr. Werner said he would like to discuss the policy when all of the trustees and Ms. Thomas would be present. The trustees agreed to table the discussion.

**BOARD OF TRUSTEES MEETING  
MINUTES  
DECEMBER 13, 2017**

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:04 p.m.  
Sr. Mary Clark seconded.

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

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper