



MINUTES
BOARD OF TRUSTEES MEETING
MARCH 13, 2018
TUESDAY, 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 4:17 p.m.

MINUTES: Mrs. McCamic referred to the monthly Expenditure sheet for February 2018 and questioned why the amount spent on Worker's Compensation in February exceeded the total amount budgeted for the 2017-2018 fiscal year. Ms. Berisford answered that when preparing the worksheets during budget preparation, she was informed that the non-clerical personnel rate for Worker's Compensation would be 2.6%; however, the rate could vary once the audit of the previous year had been completed. She said she was informed that the Children's Specialist, LeeAnn Cleary, would no longer be allowed to be classified as clerical staff due to her increased outreach schedule and the payroll worksheets were adjusted accordingly to allow for the increase for Mrs. Cleary. Ms. Berisford stated the Library's annual premium for the 2017-2018 fiscal year is due July 1. After that due date and payment, the company then performs an audit of OCPL's personnel which covers job classifications, gross wages, overtime wages, and the number of employees. After the audit is completed, the findings led to the Library's rate for non-clerical staff being raised from 2.6% to 3.3%, so an additional payment of \$409.00 was due to The Hartford for the increase in premiums. Ms. Thomas added that Workmen's Compensation is only paid once a year and if an additional payment is required, it is a one-time payment, and no further payments will be made this fiscal year. The total over-expenditure for this line item is \$409.

Mrs. McCamic asked about the Miscellaneous line item on the Expenditure Sheet. She noted that it has already exceeded the amount originally budgeted for the 2017-2018 fiscal year. Ms. Berisford explained that there were several reasons for the increased expenses in that line item. One reason, she said, was the three days the Library was closed to the public for the relocation of the book stacks as a result of the renovation project. Ms. Berisford stated that lunch was provided to the staff and workers on each of those days. Ms. Berisford added that Carl Clark retired in July and the cake and retirement present from OCPL was also a Miscellaneous expense. Ms. Thomas said lunch was also provided to employees on the

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

annual Continuing Education Day that was held on President’s Day. Ms. Thomas said the Miscellaneous line item also includes other expenses not easily categorized within the Library’s budget, such as flowers for funerals and for sick employees and trustees. She noted that it is very difficult to determine exactly how much to budget for Miscellaneous expenses as it can vary greatly from year to year.

Mr. Phillips motioned to approve the minutes of the February 14, 2018 board meeting. Sr. Mary Clark seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	17,517.75
Payroll Account Checking		19,311.16
Capital Money Market Savings		130,388.50
Operating Money Market Savings		687,362.58
Operating CD – Main Street Bank B		106,773.55
Operating CD – First Choice A		105,236.87
Capital CD – United Bank #1		105,578.35
TOTAL	\$	1,172,168.76

Revenue received: February 2018

County Commission	\$	7,302.73
Board of Education		-
State Basic Grants-in-aid		-
Fines		866.95
Photocopies		476.65
Contributions		324.11
Interest Earned		123.50
Book Sale		91.50
Out of State Patrons		50.00
Other: Operating Supply CR – 25.50		25.50
TOTAL	\$	9,260.94

OPERATING CONTRIBUTIONS

U.S. Charitable Trust – Donation	\$	250.00
WALS Foundation – For Adult Programming		55.11
Anonymous		19.00
TOTAL	\$	324.11

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

INVOICES

February 2018 Operating #2 Account	\$	53,362.10
February 2018 Operating #2 ACH WesBanco BillPay		31.40
February 2018 Transfer to Payroll		19,153.15
February 2018 EFTPS Deposit		11,555.80
February 2018 ACH Debit (Retirement)		12,033.73
February 2018 EFT (WV State Tax)		1,492.00
February 2018 EFT (OH State Tax)		309.00
February 2018 Capital Account		43,534.56
February 2018 Operating #2 Account Voided Check	-	400.00
TOTAL	\$	141,071.74

WARRANTS

February 2018 Operating #2 Account	\$	53,362.10
Warrants #29268 - #29318		
February 2018 Operating #2 ACH WesBanco BillPay		31.40
February 2018 Transfer to Payroll		19,153.15
February 2018 EFTPS Deposit		11,555.80
February 2018 ACH Debit (Retirement)		12,033.73
February 2018 EFT (WV State Tax)		1,492.00
February 2018 EFT (OH State Tax)		309.00
February 2018 Capital Account		43,534.56
Warrants #584 - #587		
February 2018 Operating #2 Account Voided Check	-	400.00
Warrants #29246, #29270 - #29272		
TOTAL	\$	141,071.74

VERIFICATIONS

Total Operating Balances as of January 2018	\$	812,490.46
+ February 2018 Revenue		9,260.94
-February 2018 Expenditures		141,071.74
SUBTOTAL	\$	680,679.66
Operating CD Main Street Bank B		106,773.55
Operating CD First Choice A		105,236.87
Capital CD First Choice #1		105,578.35
CD SUBTOTAL	\$	317,588.77
Capital Balances as of January 2018		173,900.33
TOTAL	\$	1,172,168.76

Ms. Thomas distributed the February 2018 statements from Security National Trust Company for the Library's two investment accounts and the February 2018 statement for the WesBanco Endowment Trust. Mr. Marquart moved to approve the February 2018 Financial Report. Mr. Werner seconded.

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

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:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The trees on the Library grounds have been trimmed. Ms. Thomas said that Acorn Tree Service trimmed the trees on Sundays before the Library opened because of the need to use the parking spaces for their equipment.

WVLA's Annual Spring Fling will be held April 5 & 6, 2018 at the Summersville Arena and Conference Center. Ms. Thomas said she and a member of the Children's Department staff will be attending the conference this year.

The dates for OCPL's annual book sale have been set. The book sale will begin on Saturday, May 5, however, it will be closed on Sunday, May 6. The sale will re-open on Monday, May 7 and run through Friday, May 11, 2018. Mrs. McCamic asked if the book sale dates would coincide with the plans for OCPL's anniversary of the grand opening of this facility. Ms. Thomas said OCPL's 45th Anniversary Celebration is being planned for Saturday, May 26. She added that the World War II display from the Heinz History Center will also open on the same day. Ms. Thomas said representatives from the Heinz History Center have already visited OCPL to plan the coming display and accompanying activities with the Library staff and have mapped the area which will house the display.

The Ohio County Commission tax revenue was received for the month of January 2018 in the amount of \$29,428.98.

The first half of the rebate from AEP's Take Charge program has been received in the amount of \$2,345.77. The second half of the rebate could be more or less than the first half depending on whether the actual savings come in more or less than the original estimated saving of \$4,691. The second rebate will be received after the completion of the 12 month study of the Library's utility bills post installation of the lighting and HVAC upgrades.

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

The annual Staff Continuing Education Day was held on President's Day, Monday, February 19, 2018. Ms. Thomas said the staff training went well and she shared a thank you with the trustees from Jennifer Clarke, Circulation Clerk, for the day.

Ms. Thomas said the comfortable seating chairs have been removed. She stated the chairs were in disrepair, and the frames were unstable and unsafe. She said the area was filled with a regular table and chairs. Mr. Marquart said we could begin to look for durable and comfortable seating to replace the old furniture. Ms. Thomas said she could begin to look for suitable replacements for the comfortable seating area.

The WVLA Legislative Committee will be meeting on Friday, March 16. Ms. Thomas will be traveling to Charleston with Susan Reilly, Director of the Moundsville-Marshall County Public Library, to attend the meeting.

Sr. Mary Clark asked Ms. Thomas if she received a response from Devyn Nickerson of Project Hope regarding trustees' concerns with being advertised as a place to shelter in Project Hope's advertising campaign. Ms. Thomas said she has not received a response from Ms. Nickerson.

Ms. Thomas distributed a copy of emails she has received from Stacy Greer, principal of West Liberty Elementary. Initially, Ms. Greer inquired if OCPL had any additional shelving that the school could purchase for the media center. Ms. Thomas stated she informed Ms. Greer that the Library currently did not have any extra shelving, but she said she referred the principal to the Demco and Library Store websites and catalogs where OCPL purchases its shelving. Ms. Thomas said the emails also include an email order request sent after the discussion with Ms. Greer from Barb Wood, Media Center Specialist for West Liberty Elementary, for furniture. Mr. Werner asked if the policy for the purchase of educational materials for Ohio County Schools states exactly how the funds could be expended. Ms. Thomas said there is currently no formal policy which outlines how the funds may be used by the schools, but she said that the letter sent to each school principal at the start of the program stated that the money budgeted for each school was to be used for books and educational materials. Mr. Werner said Ms. Thomas should inform Ms. Wood that the request for the furnishings is not in keeping with the intended purpose for how the budgeted funds were to be spent.

Ms. Thomas referred to the two Archives and Special Collections activity reports that were included in the March board packet for the first time. She said the reports detail the work that Laura Carroll, Archivist, has completed from September 2017 through February 2018.

Ms. Thomas distributed the January 2018 Service Report and WV Deli monthly circulation statistics. She said the use of OCPL's online resources continues to grow and the use of the physical items in the Library's collection continues to decline. She shared that OCPL still has many good readers and to keep up with the demand from patrons the Library is also adding new subscriptions to its online resources such as Acorn TV, an online streaming service for British television shows, and Hoopla, a streaming service for audio books, music, videos, and eBooks.

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

The new exterior signage on the building in the driveway area has been installed. Mr. Phillips commented that the new letters look good. Ms. Thomas shared that the painters have been back to the Library and are working to touch up the paint on the metal doors.

Ms. Thomas said she contacted Jim Williams from WesBanco Insurance regarding the need for an appraisal for the Library. She shared an e-mail with the trustees from Mr. Williams with his recommendation that the Library engage the services of Industrial Appraisal Company in Pittsburgh to perform an appraisal of the building and contents for OCPL. In the e-mail, Mr. Williams also shared a pamphlet from the company and listed several libraries that are clients of Industrial Appraisal Company. Mr. Werner stated that he thought OCPL's auditors, at one time, did not recommend having a value placed on the book collection. He suggested contacting the Library's auditors to get their opinion on whether OCPL should have an appraisal completed. Ms. Thomas said she would contact the auditors, and then get back to the trustees with that information. Based on the auditor's response, she said the trustees could then decide how to proceed.

NEW BUSINESS

ELECTION OF OFFICERS

Mrs. McCamic agreed to continue as Chairman, and Mr. Marquart agreed to continue as Secretary/Treasurer. Mr. Phillips motioned to continue with the current slate of officers. Mr. Werner seconded.

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

REVIEW OF OCPL'S MISSION STATEMENT AND BYLAWS

Mrs. McCamic referred to the various mission statements included in this month's board packet and asked the trustees if they had any thoughts or opinions to share. Sr. Mary Clark and Mr. Phillips both stated that OCPL's current Mission Statement is better than many of the examples included in the board packet. Ms. Thomas said that she always reminds the library staff that a public library has five important functions to fulfill: it provides information, education, and recreation materials, it is a repository of culture and local history, and it serves as a community center. She said she believed the mission statement should include those key functions. Ms. Thomas said when OCPL's Mission Statement was originally adopted in 1997 the Library did not have an archives collection, so she asked Ms. Carroll to write a statement about that function to use in the new mission statement. Mrs. McCamic said she liked the statement included in Kanawha County Public Library's Mission Statement which says they seek "To provide opportunities for lifelong learning." She stated she worked on a revised draft

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

of the Library's Mission Statement and distributed copies of her draft for the trustees to review. Mr. Werner shared his concern that the current Mission Statement, which lists the Library's scope "to provide books and related materials," needs to be widened. Mr. Marquart agreed and said that OCPL now provides so much more than books. Mrs. McCamic stated that she liked the statement written by Ms. Carroll and she would like to include it as well. Sr. Mary Clark shared that she also liked the statement included in KCPL's Mission Statement that included lifelong learning and said that OCPL's Lunch with Books and People's University programs provide that opportunity. Mr. Werner said that he liked Mrs. McCamic's draft and that it included good modifications to the existing Mission Statement. Mrs. McCamic said that she would meet with Ms. Thomas and they would work on a final draft of the Mission Statement, including the trustees' suggestions, and share it at the next board meeting for final review.

Mrs. McCamic said that she reviewed OCPL's Bylaws and noted that in Article II it dictates that the Secretary/Treasurer of the Library Board shall keep an accurate record of all the board's proceedings and oversee all the receiving and disbursements of library funds. Mr. Marquart said that Ms. Berisford already keeps all the records of all the board's meetings as well as the Library's financial information. Mr. Werner said that the Secretary/Treasurer may not have been meant to be a recorder of those records but rather a custodian. He suggested changing the wording in Article II to state the Secretary/Treasurer shall ensure an accurate record of the board's proceedings is kept.

Mr. Werner referred to Article IV and stated that it dictates the trustees shall hold no political office, state, county or municipal; however it does not restrict trustees from holding a federal position and asked if the article came from a statute. Ms. Thomas said that it may have come from the West Virginia Code. Mr. Werner suggested researching the topic to determine if it comes from a statute.

Sr. Mary Clark referred to Article VII and asked what it meant that the Library Director's position is an exempt position. Ms. Thomas said that it means as the administrative position, the Library Director is paid by salary not by the hours worked. Mr. Werner noted that Article VII references the Fair Labor Standards Act because it is a federal law that administrative positions are exempt.

Mrs. McCamic referenced Article III which states that the board meeting shall be held the second Wednesday of each month. She asked if it should be modified to state only that the board meeting would be held in the second week of the month. Mr. Marquart said the Article also states the Chairman may reschedule monthly meetings due to conflicts. Mrs. McCamic said that she will meet with Ms. Thomas regarding the Bylaws and they would compile a new draft for the trustees to review at the next board meeting.

Mrs. McCamic said the next policy to be reviewed would be the Patron Policies which could take a while to review. She asked that the trustees read those for the next board meeting and come ready to make suggestions for revision.

**BOARD OF TRUSTEES MEETING
MINUTES
MARCH 13, 2018**

Mrs. McCamic reminded the trustees that the April board meeting was rescheduled to Tuesday, April 10 instead of Wednesday, April 11, due to the lack of available parking during tax season.

Sr. Mary Clark referred to the *New York Times* article included in this month's board packet regarding overdoses in libraries. She asked if OCPL keeps Naloxone on hand for patrons who have overdosed. Ms. Thomas said that OCPL does not at this time, but has been approached in the past to see if the Library was interesting in having staff trained to administer Naloxone. Sr. Mary Clark asked if the Library has receptacles for used needles in the bathrooms. Ms. Thomas said that the Library does not have receptacles. Mr. Werner suggested contacting other libraries to see if they have needle receptacles and if they have staff that is trained to administer Naloxone.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:32 p.m.
Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper