



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 13, 2018
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Sister Mary Clark

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Dennis Kozicki and Aimee Tickerhoof of Wilson, Kozicki & Gwynn, PLLC

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

Mrs. McCamic changed the order of the agenda so Dennis Kozicki and Aimee Tickerhoof of Wilson, Kozicki & Gwynn, PLLC could give their audit presentation.

NEW BUSINESS

AUDIT REPORT FOR 2016-2017 – WILSON, KOZICKI & GWYNN, PLLC

Mr. Kozicki indicated Ms. Tickerhoof would be presenting the annual audit review of the audit for fiscal year ending June 30, 2017. Ms. Tickerhoof reported the Library had a good year. She said that with the exception of the unrecorded OPEB (Other Post Employment Benefits) liability, in their qualified opinion the financial statements present accurately the financial position of the Library as of June 30, 2017, in all material respects. Ms. Tickerhoof then reviewed the audited financial statements and supplementary information for the trustees and asked if they had any questions. Mr. Marquart asked if the collaboration between WK&G and the other accounting firm hired to prepare the Library's compilations at the close of the fiscal year went well. Ms. Tickerhoof stated that everything went well with the work performed by Prezkop-Chappelear for OCPL. She said there is a software glitch with the Accounts Payable module in the AccuFund software, which Ms. Berisford is working to resolve; however, it presented no problem with the completion of the audit. Ms. Tickerhoof stated again that overall the Library had a very good year and there were no negative issues to report beyond the OPEB liability. Mrs. McCamic thanked Mr. Kozicki and Ms. Tickerhoof for attending the board meeting and presenting the 2016-2017 audit. Mr. Kozicki and Ms. Tickerhoof left the meeting at 4:30 p.m.

MINUTES: Mrs. McCamic noted a typographical error in the May 9, 2018 board meeting minutes. Mr. Marquart motioned to approve the minutes with the correction named. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES

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Mr. Werner YES
Mr. Phillips YES

FINANCIAL REPORT:

Operating Account #2 Checking	\$	11,483.72
Payroll Account Checking		-
Capital Money Market Savings		85,718.22
Operating Money Market Savings		923,488.80
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
TOTAL	\$	1,338,881.08

Revenue received: May 2018

County Commission	\$	53,665.42
Board of Education		62,782.00
State Basic Grants-in-aid		-
Fines		658.75
Photocopies		707.40
Contributions		803.37
Interest Earned		106.07
Book Sale		3,258.50
Out of State Patrons		15.00
Other: Operating Supply CR – 34.00, Misc CR – 31.95, Postage CR – 0.01		65.96
TOTAL	\$	122,062.47

OPERATING CONTRIBUTIONS

Maintenance & PCT Group of Covestro	\$	100.00
In memory of Nina Taylor		
Dorothy Kuhar		30.00
In memory of Kathleen Magee Jacoby		
Acardia Publishing – Donation (Sean Duffy’s royalties)		259.81
Robert Rine – Donation		100.00
Anonymous		313.56
TOTAL	\$	803.37

INVOICES

May 2018 Operating #2 Account	\$	76,688.43
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May 2018 Operating #2 ACH WesBanco BillPay		31.40
May 2018 Transfer to Payroll		38,176.53
May 2018 EFTPS Deposit		11,391.06
May 2018 ACH Debit (Retirement)		7,971.58
May 2018 EFT (WV State Tax)		1,458.00
May 2018 EFT (OH State Tax)		352.00
May 2018 Capital		40,791.92
	TOTAL	\$ 176,860.92

WARRANTS

May 2018 Operating #2 Account	\$	76,688.43
Warrants #29428 - #29492		
May 2018 Operating #2 ACH WesBanco BillPay		31.40
May 2018 Transfer to Payroll		38,176.53
May 2018 EFTPS Deposit		11,391.06
May 2018 ACH Debit (Retirement)		7,971.58
May 2018 EFT (WV State Tax)		1,458.00
May 2018 EFT (OH State Tax)		352.00
May 2018 Capital		40,791.92
Warrant #589		
	TOTAL	\$ 176,860.92

VERIFICATIONS

Total Operating Balances as of April 2018	\$	948,994.66
+ May 2018 Revenue		122,062.47
-May 2018 Expenditures		176,860.92
	SUBTOTAL	\$ 894,196.21
Operating CD Main Street Bank B		107,037.15
Operating CD First Choice A		105,405.63
Capital CD First Choice #1		105,747.56
	CD SUBTOTAL	\$ 318,190.34
Capital Balances as of May 2018		126,494.53
	TOTAL	\$ 1,338,881.08

Ms. Thomas distributed the May 2018 statements for the WesBanco Endowment Trust and the Library's two investment accounts at Security National Trust Company. She said the April 2018 tax revenue from the Ohio County Commission in the amount of \$15,910.35 was just received and will show on the June 2018 Financial Report. Mr. Werner moved to approve the May 2018 Financial Report. Mr. Marquart seconded.

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

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you note that she received from Dr. Charles Julian who gave a presentation at OCPL's Grand Reopening on Saturday, May 19, 2018. Mrs. McCamic shared a thank you that she received from Margaret Brennan who received a Library Legend Award at the Library's Grand Reopening Ceremony.

ANNOUNCEMENTS:

Ms. Thomas announced that a special program would be held on Thursday, June 14th at noon in honor of Flag Day. The Fort Henry Chapter of the Sons of the American Revolution and the Wheeling Chapter of the Daughters of the Revolution would be presenting flags to the Library, she said, with the local American Legion Post #1 performing a ceremony.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

OCPL's Grand Reopening Celebration went well, and the program was well attended. Mr. Phillips, who was unable to attend the Grand Reopening, shared that the Heinz History Center's WWII Exhibit Opening was also well attended on Saturday, May 26, and has received a lot of local publicity.

At the request of Wheeling Green Table, Ms. Thomas said she attended the group's meeting with Glenn Elliott, Wheeling's mayor, and Robert Herron, City Manager, to discuss the Library's new lighting and HVAC upgrades completed during the Library's recent renovation project. She said Wheeling Green Table also requested information on the cost and energy savings OCPL has received since completing the renovations. Ms. Thomas shared the cost comparison chart for the electric and gas bills with the trustees. She stated there had been an overall decrease in the amount spent on electricity and a slight increase in the Library's gas bill. Mr. Marquart said that the cost comparison of the utility bills is not an accurate representation of the Library's actual energy savings as utility rates can vary from year to year. He stated that to get an accurate representation of OCPL's energy savings the actual usage numbers for each month would need to be compared. Ms. Thomas said Wheeling Green Table is trying to encourage the City of Wheeling and local area businesses to be more energy efficient. She said the group wants the City to adopt an energy plan.

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Ms. Thomas said she received a leave request from OCPL's Reference Assistant, Ellen Scheid, a copy of which was included in this month's board packet. She stated that Ms. Scheid is requesting to use only eight of the twelve weeks allowed in the Family Medical Leave Act. She said Ms. Scheid plans to begin her FMLA leave upon the birth of her child in July.

A letter from United Way was received thanking the Library and its participating employees for contributing to United Way on a regular basis throughout this past year.

Ms. Thomas read aloud an e-mail she received from Leslie Nutting, a former OCPL trustee. In the e-mail, Ms. Nutting shared that she would be unable to attend the Grand Reopening and sent her congratulations on the completion of the renovation project.

The West Virginia Library Commission will be holding several trustee training workshops throughout the state. Ms. Thomas stated that the closest training session would be held in Moundsville on August 20, 2018.

Ms. Thomas said the West Virginia Legislature met recently in Special Session and the first call on the Governor's agenda for the session was to place the West Virginia Library Commission and West Virginia Public Broadcasting under the administration of the Division of Culture and History. This is in opposition to the bill that passed in this year's regular session that made WVLC independent and reporting directly to the Governor. Ms. Thomas shared an e-mail from WVLC Executive Secretary, Karen Goff. In the e-mail Ms. Goff expresses her hope that both WVLC and WVPB will continue to operate as independent agencies with West Virginia Culture and History only providing administrative support.

Ms. Thomas distributed the May 2018 Monthly Service Report and the downloadable collection, WV Deli, monthly circulation statistics.

OLD BUSINESS

OCPL POLICY REVIEW – PATRON POLICIES

Mrs. McCamic stated that as part of the revision process Ms. Thomas, Mr. Werner, and she shared their notes of possible changes to OCPL's Patron Policies via e-mail. After discussion of the suggested revisions to the policy, Mrs. McCamic suggested that Ms. Thomas compile a new draft of the Patron Policies incorporating all the discussed revisions so that the trustees could review the final draft at the July meeting. Mrs. McCamic said that the Collection Development Policy would be the next policy to be revised and asked trustees to begin reviewing that policy for the next meeting.

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

Ms. Thomas said she received an e-mail from Jim Williams, OCPL's insurance agent, to inquire whether he could receive a copy of the appraisal completed by Industrial Appraisal Company. She said she informed Mr. Williams that she would need the Board's approval before she could send him a copy. Mr. Werner said he thought Mr. Williams should receive a copy of the appraisal. He stated that it could be very beneficial in the future with any potential insurance claims. Ms. Thomas said the appraisal was just sent from IAC via email today, and she would e-mail a copy of it to Mr. Williams and the trustees.

MICROFILMING AND DIGITIZATION OF OCPL'S LOCAL NEWSPAPERS

Ms. Thomas said that the motion made at the May board meeting approved several new methods for handling OCPL's microfilm. First, the motion approved having the old microfilm with "Vinegar Syndrome" digitized only. Second, it approved discarding all microfilm that has been contaminated with Vinegar Syndrome after it's been digitized. Finally, it approved continuing to have the current newspapers microfilmed and digitized as long as the cost of microfilming is negligible. Ms. Thomas said that after checking the annual invoice, she realized that the cost situation is actually opposite to the motion. She said the cost to digitize the current newspapers is negligible while the microfilming costs are approximately twice the cost of digitizing. She shared a copy of the annual invoice from Advantage Preservation with the trustees. Ms. Thomas said she asked Ms. Kastigar to contact the company to inquire if it was possible to only digitize the current newspapers without microfilming them first. Ms. Thomas shared an e-mail received from Michelle Maltas, representative from Advantage Preservation. In the e-mail, Ms. Maltas states that current technology does not allow for the direct digitization of the newspapers to a website, therefore, the only way currently to digitize the newspaper is to microfilm them first. Ms. Thomas said the Library would continue with the digitization only of the old microfilm reels affected by "Vinegar Syndrome" and the microfilming and digitization of the current newspapers. The trustees agreed that the course Ms. Thomas outlined was the best way to proceed for now.

OCPL'S ANNUAL BUDGET FOR 2018-2019

Ms. Thomas stated that a copy of the proposed Annual Budget was included in this month's board packet. She said that after reviewing the Library's expenditures as of May 30, 2018, she wanted to suggest some possible adjustments to the expenditures in the 2018-2019 Annual Budget. Ms. Thomas recommended increasing the amount budgeted for operating supplies by \$2,000, postage by \$775, and conference/travel by \$1,000. She also reminded the trustees that the current proposed budget only allows for bi-weekly visits from the TSG technician for routine computer maintenance. Ms. Thomas said that if the trustees would like to continue with the weekly TSG visits, the amount budgeted for technology would need to be increased by \$23,500. She stated she believes it is worth trying the new bi-weekly option. Ms. Thomas added OCPL

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could call TSG for assistance if there is an emergency need for technician services. Ms. Berisford said with Ms. Thomas's recommendations regarding the amount budgeted for operating supplies, postage and conference/travel, the annual transfer to capital would be \$97,179. She added that if the trustees chose to continue weekly technician visits from TSG then the transfer to capital would be \$73,689. After discussion, Mr. Werner moved to approve the Proposed Annual Budget for 2018-2019 with the suggested increases to the operating supplies, postage and conference/travel line items. Mr. Marquart seconded.

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

NEW BUSINESS

INVESTMENT ACCOUNTS AT SECURITY NATIONAL TRUST

Ms. Thomas said she contacted Dennis Kozicki, from the Library's auditing firm, to determine if there would be an issue with combining the Library's two investment accounts at SNT. She said Mr. Kozicki informed her that there was no problem with combining the accounts into one account. Ms. Thomas said a letter from Heidi Kossuth, Account Administrator at Security National Trust, was included in this month's board packet regarding the Library's investment accounts. She said the purpose of the letter was to update the investment strategies for the two investment accounts. Ms. Thomas said that when she received the letter she called Ms. Kossuth to inform her that the trustees were discussing combining the two accounts into one. She said Ms. Kossuth informed her that the two accounts could be combined, and the trustees could confirm that change by writing a letter outlining their wishes along with the updated investment strategy. Mr. Marquart said he didn't think any changes needed to be made to the investment strategy. He said if the trustees wanted to make a change in the investment strategy, it would probably be best to wait until the annual investment meeting with Security National Trust in the fall. Mr. Marquart motioned to combine the Security National Trust investment accounts beginning July 1, 2018. Mr. Phillips seconded.

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

RFP RESPONSES FOR OCPL'S ROOF

Ms. Thomas distributed copies of the proposals received from Kalkreuth Roofing and Sheet Metal and N. F. Mansuetto and Sons for OCPL's roof replacement for roof sections 2 and 4

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along with the Add Alternate for the canopy roofs. Mr. Marquart said that the Library received a quote to replace roof sections 2 and 4 in 2009 which stated that those sections were estimated to have at least 5-8 years of serviceable life left. He informed the trustees that the last time roof areas 2 and 4 were replaced was in 1996. He said that those areas are now well beyond their expected lifespan and need to be replaced. Ms. Thomas said that replacement of the canopy roofs were included in the RFP as an add-alternate. She said in the companies' responses there was no evaluation of the current condition of the canopy roofs and an opinion of whether they should be replaced as she had requested. Ms. Thomas said she contacted both companies regarding their recommendations for the canopies and they both responded promptly via e-mail. She said those emails were attached to the proposals. Mr. Marquart stated that Kalkreuth recommended installing roofs on all of the canopies while Mansuetto Roofing provided a price for the installation of the canopy roofs, but said that those roofs are solid concrete and are not in poor condition. He said Mansuetto reported that the canopies are currently watertight so they recommended cleaning and then resealing the canopy roofs instead of installing rubber roofing. Mr. Marquart added that if a roof were to be installed on the canopies, the fasteners used during installation might create problems in the future with possible leaks since holes would have to be drilled in the concrete. After discussion, Mr. Werner moved to accept the proposal from Mansuetto Roofing to replace roof areas 2 and 4, to not proceed with the Add Alternate of roof installation on the canopies, and to have the canopy roofs cleaned and resealed. Mr. Marquart seconded.

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

There being no further business, Mr. Marquart motioned to adjourn the meeting at 5:57 p.m. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper