



**MINUTES
BOARD OF TRUSTEES MEETING
JULY 11, 2018
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Sister Mary Clark

BOARD MEMBERS ABSENT: Anthony Werner, Edward Phillips

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:22 p.m.

MINUTES: Mr. Marquart motioned to approve the June 13, 2018 board meeting minutes. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES

FINANCIAL REPORT:

Operating Account #2 Checking	\$	6,478.86
Payroll Account Checking		-
Capital Money Market Savings		82,534.34
Operating Money Market Savings		822,202.29
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	\$	1,229,405.83

Revenue received: June 2018

County Commission	\$	22,770.04
Board of Education		-
State Basic Grants-in-aid		-
Fines		1,139.71
Photocopies		797.15
Contributions		822.73
Interest Earned		136.79
Book Sale		156.00
Out of State Patrons		20.00
Other: Operating Supply CR – 274.40, Adult Prog CR – 0.97, DVD CR – 18.00		293.37

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

TOTAL \$ 26,135.79

OPERATING CONTRIBUTIONS

Shirley Simon – For historical events	\$	100.00
Betty & Michael McCulley – In memory of Nina Barnette Taylor		100.00
Deborah Bartz – In memory of Marycarla Schneider		30.00
Wheeling Central Catholic Cafeteria – In memory of Barbara A. Carroll		15.00
Collegiate Alumnae of Wheeling – In memory of Mrs. Alberta Huggins		25.00
Jane Wolen – In memory of Lee Bourne		100.00
The Yes, You Can Unit – In memory of Martha McMillen		40.00
Joan Gray – In memory of Marycarla Schneider		25.00
The Ochsenein Family – In memory of Georgetta Bassett		50.00
Bonnie Thurston – For poetry books		300.00
Anonymous		37.73
TOTAL	\$	822.73

INVOICES

June 2018 Operating #2 Account	\$	73,224.81
June 2018 Operating #2 ACH WesBanco BillPay		31.40
June 2018 Transfer to Payroll		38,219.03
June 2018 EFTPS Deposit		11,402.32
June 2018 ACH Debit (Retirement)		7,969.17
June 2018 EFT (WV State Tax)		1,458.00
June 2018 EFT (OH State Tax)		352.00
June 2018 Capital		3,200.00
June 2018 Operating #2 Account Voided Checks	-	245.69
TOTAL	\$	135,611.04

WARRANTS

June 2018 Operating #2 Account	\$	73,224.81
Warrants #29493 - #29570		
June 2018 Operating #2 ACH WesBanco BillPay		31.40
June 2018 Transfer to Payroll		38,219.03
June 2018 EFTPS Deposit		11,402.32
June 2018 ACH Debit (Retirement)		7,969.17
June 2018 EFT (WV State Tax)		1,458.00
June 2018 EFT (OH State Tax)		352.00
June 2018 Capital		3,200.00
Warrant #590		

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

June 2018 Operating #2 Account Voided Checks Warrants #29498 & #29521	-	245.69
TOTAL	\$	135,611.04

VERIFICATIONS

Total Operating Balances as of May 2018	\$	934,972.52
+ June 2018 Revenue		26,135.79
-June 2018 Expenditures		135,611.04
SUBTOTAL	\$	825,497.27
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		85,718.22
TOTAL	\$	1,229,405.83

Ms. Thomas pointed out the June 2018 Expenditure Report included in this month’s board packet and noted that the June report shows the entire fiscal year and so serves as the annual report of expenditures. She also directed the trustees to the Carryover Sheet which shows the total revenues and expenditures for this fiscal year along with the amount carried over into the new fiscal year. Mr. Marquart stated that funds will be needed for the upcoming roof replacement.

Ms. Thomas distributed the June 2018 statements for the WesBanco Endowment Trust and the Library’s two investment accounts at Security National Trust Company. She said the Security National accounts have now been combined as of June 30, 2018.

Sr. Mary Clark moved to enter into Executive Session to discuss personnel expenses for the 2018-2019 fiscal year at 4:25 p.m. Mr. Marquart seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Sr. M. Clark YES

Mr. Marquart moved to exit Executive Session at 4:30 p.m. Sr. Mary Clark seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Sr. M. Clark YES

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

Sr. Mary Clark motioned to approve the recommended salary adjustment for the 2018-2019 fiscal year with the adjusted amount to be deducted from the amount budgeted for salary contingencies. Mr. Marquart seconded.

VOTE: Mrs. McCamic YES
 Mr. Marquart YES
 Sr. M. Clark YES

Mr. Marquart moved to approve the June 2018 Financial Report. Sr. Mary Clark seconded.

VOTE: Mrs. McCamic YES
 Mr. Marquart YES
 Sr. M. Clark YES

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you note that she received from Bob Workman, Custodian, for the trustees.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The Library is currently trying to obtain a roll-off dumpster to assist with the Storage Room cleaning project. Ms. Thomas said it is very difficult to get one right now because they are all in use at other sites. She said she contacted Republic Services and the earliest available date for a dumpster from them is July 25. She commented that it's been many years since the Storage Room has been thoroughly cleaned. Ms. Thomas stated that, in the near future, it may be necessary to expand the Archives Room so additional space will need to be freed up to relocate the Ohio County Commission's records to another area in the Storage Room. Sr. Mary Clark asked what would happen to the books that will be weeded from the Storage Collection. Ms. Thomas answered that the books would either be sold at the Library's book sale, donated to area nonprofits or recycled.

The Children's Department's Summer Reading program has been going well and featured a puppet show on Monday, July 9, from Madcap Puppets which was well attended. Ms. Thomas said the Adult Programs for the summer have also been extremely successful and popular. On Tuesday, July 10, the People's University program featured Gregory Cooke, Adjunct Assistant Professor in the Department of English and Philosophy at Drexel University. He led a class

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

entitled *The Role of African American Women in World War II*. She said a special program will also be held on Thursday, July 12, for the People's University program with author David Wisnia, a former Auschwitz prisoner.

The Augusta Levy Learning Center will be using the Library's Tax Room for the next two weeks for their older students. The Augusta Levy Learning Center recently lost their building, the former Sacred Heart Church in North Wheeling, to a fire.

Ellen Scheid, Reference Assistant, began her FMLA leave on July 9, 2018. Her baby is due July 14th.

Ms. Thomas reported that during OCPL's Flag Day Celebration the Library was presented with a United States flag, which had flown over the United States Capitol Building, from Senator Joe Manchin. Ms. Thomas said that the letter sent to Senator Manchin thanking him for the flag was included in this month's board packet.

For the next board meeting, Ms. Thomas said she is working on acquiring a proposal from Advantage Preservation to complete the digitization of the Library's entire microfilm collection. She said once all the older microfilm reels are digitized OCPL will only need to continue sending the current local newspapers for microfilming and digitization.

OCPL's People's University program was featured in the "Unabashed Librarian" magazine and the Library was sent two complimentary copies. She passed one of those copies around to show the trustees.

Ms. Thomas said she met with Geneva Barrax, former President of OCPL's Friends Group, to close the Friends' bank account at First Choice America Community Federal Credit Union. She said the Friends' group was disbanded many years ago and the Library has continued to receive a quarterly statement for the minimal amount left in the account. She said she and Ms. Barrax went to the credit union to close the account and the check was donated to the OCPL and deposited into the Library's Operating account.

Ms. Thomas said the 2018-2019 Approved Budget allows for bi-weekly 6 hour visits from the TSG technician for routine computer maintenance. She said after informing TSG of the change, she was contacted by TSG to suggest keeping the weekly visit schedule with the weekly visit being reduced to 3 hours. Ms. Thomas said she agreed with TSG that this was a good solution and would allow the TSG technician to stay up to date with the necessary computer repairs and maintenance better than a bi-weekly visit.

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

The May 2018 tax revenue from the Ohio County Commission in the amount of \$6,859.69 was just received.

A check from Change, Inc. was received in the amount of \$388.41 for the expenses incurred by OCPL during the VITA tax service at the Library this past tax season. The furniture and equipment moving costs and the phone line expenses are the two reimbursements.

OLD BUSINESS

OCPL POLICY REVIEW – PATRON POLICIES

Mrs. McCamic said a completed final draft of the Patron Policies that included all the revisions was included in this month's board packet for the trustees to review. Mr. Marquart motioned to adopt the revised Patron Policies as presented. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES

DISCUSSION OF THE APPRAISAL OF OCPL'S BUILDING AND CONTENTS

Ms. Thomas said she spoke with Jim Williams, OCPL's insurance agent, regarding the Library's appraisal. Mr. Williams informed Ms. Thomas that he is still reviewing the appraisal. She said he asked that the staff and trustees review the appraisal to see if they find any issues. Ms. Thomas said that she and Ms. Berisford plan to review the appraisal in detail as well to look for any discrepancies. She said Mr. Williams would like to attend a future board meeting to discuss the Library's insurance needs with the trustees.

UPDATE ON THE ROOF PROJECT

Ms. Thomas said she contacted N.F. Mansuetto and Sons to get an estimated start date for the roof replacement of Sections 2 and 4. She said Mansuetto is currently working on several school roof projects that must be completed before school resumes in August, so the company representative told her that work should begin on the Library's roof at the end of September.

NEW BUSINESS

OCPL POLICY REVIEW – COLLECTION DEVELOPMENT POLICY

Mrs. McCamic stated that Ms. Thomas shared notes of possible changes to OCPL's Collection Development Policy via e-mail. Ms. Thomas said that she and Ms. Kastigar reviewed the policy and the e-mail she sent to the trustees contained their notes for suggested policy changes. She said they both would like to update the definition of library materials; otherwise, there were only some grammatical errors to correct. Mrs. McCamic suggested that Ms. Thomas compile a new

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 11, 2018**

draft of the Collection Development Policy incorporating the suggested policy changes so that the trustees could review the final draft at the August meeting. Ms. Thomas said that the Personnel Policies would be the next policy to be revised. Mrs. McCamic suggested that the trustees begin reviewing that policy for the September meeting.

There being no further business, Mr. Marquart motioned to adjourn the meeting at 5:09 p.m. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper