



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

BOARD MEMBERS PRESENT: Jimmie McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Sister Mary Clark, Edward Phillips

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Library Director; Amanda Berisford, Secretary/Bookkeeper; Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:16 p.m. Mrs. McCamic changed the order of the meeting so that Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services could give their presentation on the Library's Endowment Trust.

ANNUAL UPDATE ON THE WESBANCO ENDOWMENT TRUST

Mr. Becerra presented the annual report on the Library's Endowment Trust Fund. He distributed an Economic Overview Report, Summary of Investments Report, and a Benchmark Report from 1/1/08 to 7/31/17. Mr. Becerra reviewed the general economic overview of the country. Mr. Marquart arrived to the meeting at 4:21 p.m.

Mr. Becerra reviewed the Library's portfolio performance and holdings for the trustees. He explained that the Trust Department is continuing to reduce the Library's Wesmark holdings as requested by the trustees at the 2016 annual update. He said the remaining Wesmark holdings in the portfolio have performed well and increased their value. Mr. Becerra stated the number of Wesmark holdings will continue to be reduced and reallocated. Ms. Shelburne stated the Library has a balanced portfolio overall.

Mrs. McCamic thanked Mr. Becerra and Ms. Shelburne for their presentation. Mr. Becerra and Ms. Shelburne left the meeting at 4:42 p.m.

MINUTES: Mr. Werner moved to approve the minutes of the August 9, 2017 board meeting as tendered. Sr. Mary Clark seconded.

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

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FINANCIAL REPORT: Ms. Thomas distributed the WesBanco Endowment Trust August statement and the two August statements from the Library’s investment accounts at Security National Trust Company.

Operating Account #2 Checking	\$	20,518.87
Payroll Account Checking		17,228.44
Capital Money Market Savings		160,010.25
Operating Money Market Savings		809,368.10
Operating CD – Main Street Bank B		106,507.68
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,308.02
TOTAL	\$	1,322,350.69

Revenue received: August 2017

County Commission	\$	-
Board of Education		125,574.00
State Basic Grants-in-aid		-
Fines		1,137.36
Photocopies		648.70
Contributions		611.36
Interest Earned		155.65
Book Sale		157.00
Out of State Patrons		45.00
Other: Operating Supply CR – 150.01, Operating CD Int – 279.03, Online Resource CR – 3,500.00		3,929.04
TOTAL	\$	132,258.11

OPERATING CONTRIBUTIONS

Joan Gray	\$	25.00
In memory of Virginia Hanson		
Rachel Sincavich		30.00
In memory of Laura Wakim		
Collegiate Alumnae of Wheeling		75.00
In memory of Caroline Becker, Judy Bowman, & Judy Stanstead		
Cassandra Tweedlie		15.00
In memory of William Ickler		
Nancy Medley		225.00
In memory of Martha Eubanks		
Bonnie Thurston – Poetry books		200.00

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Anonymous		41.36
	TOTAL	\$ 611.36

INVOICES

August 2017 Operating #2 Account	\$	102,557.61
August 2017 Operating #2 ACH WesBanco BillPay		35.20
August 2017 Transfer to Payroll		37,556.17
August 2017 EFTPS Deposit		12,889.24
August 2017 ACH Debit (Retirement)		7,353.47
August 2017 EFT (WV State Tax)		1,439.00
August 2017 ACH Debit (Workers Comp)		555.00
August 2017 ACH Debit (Postage)		1,510.00
August 2017 Capital Account		134,100.60
August 2017 Voided Checks	-	2,527.07
	TOTAL	\$ 295,469.22

WARRANTS

August 2017 Operating #2 Account	\$	102,557.61
Warrants #28892 - #28969		
August 2017 Operating #2 ACH WesBanco BillPay		35.20
August 2017 Transfer to Payroll		37,556.17
August 2017 EFTPS Deposit		12,889.24
August 2017 ACH Debit (Retirement)		7,353.47
August 2017 EFT (WV State Tax)		1,439.00
August 2017 ACH Debit (Workers Comp)		555.00
August 2017 ACH Debit (Postage)		1,510.00
August 2017 Capital Account		134,100.60
Warrants #569 - #572		
August 2017 Voided Checks	-	2,527.07
Warrants #28937 & #28890		
	TOTAL	\$ 295,469.22

VERIFICATIONS

Total Operating Balances as of July 2017	\$	876,548.43
+ August 2017 Revenue		132,258.11
-August 2017 Expenditures		295,469.22
	SUBTOTAL	\$ 713,337.32
Operating CD Main Street Bank B		106,228.65
Operating CD United Bank A		103,409.33
Capital CD First Choice #1		105,308.02

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	CD SUBTOTAL	\$	314,946.00
Capital Balances as of July 2017			294,067.37
	TOTAL	\$	1,322,350.69

Mr. Marquart moved to approve the Financial Report for August 2017. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS:

There was no public input or correspondence.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas distributed the August 2017 Service Report and an updated Children's Department Outreach Schedule. She referred to the Service Report and noted a significant increase in children's offsite program attendance for the month of August. She stated the higher statistics were attributed to Youth Services Day, held at Wheeling Park, Heritage Port story times, and the Summer Reading Program's finale party held every year at the Wheeling Park Pool.

Ms. Thomas reported on the following:

The West Virginia Library Commission sent a survey on the state of public library buildings throughout West Virginia. The survey was requested by the West Virginia Legislature. Ms. Thomas stated she has already completed and returned the survey to the Library Commission.

The Library Commission will be holding a meeting on September 29, 2017 with all of the directors of the state's Designate public libraries. Ms. Thomas explained that the public libraries in West Virginia are classified in one of three ways according to the West Virginia Code: Service Center, Designate, and Affiliate. Ms. Thomas said OCPL is a Designate library since it has a professional library director but does not oversee other small public libraries. She said Affiliate libraries are libraries that do not have professional library directors and so must be overseen by the professional library directors from Service Center libraries.

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DeNita Watters, Circulation Clerk, has accepted a full-time position at Progressive Bank and will be resigning from the Library on September 25, 2017. Ms. Thomas stated an advertisement will be placed in the newspaper this weekend to fill the 27 hour per week position.

Ms. Thomas said the Annual Statistical Report for OCPL was included in this month's board packet along with the updated spreadsheet for Ohio County schools' book orders. She said a copy of the initial school year e-mail concerning OCPL's book buying program for the schools was sent to the principals and media specialists and was included in this month's board packet. Ms. Thomas said OCPL has already received several orders for the new fiscal year.

Ms. Thomas reported she was recently contacted by Susan Reilly, Director of the Moundsville-Marshall County Public Library, to arrange a time for her and Jim Stoltz, Chairman of the Moundsville-Marshall County Public Library Board of Trustees, to tour OCPL's Archives Collection and also obtain information on how MMCPL could begin to make some of their archival materials available on their website for patrons.

Parsons Yard Care Management, a new local business that provides lawn and grounds maintenance, has completed the initial cleanup of the Library grounds. Ms. Thomas stated the Japanese Garden was infested with poison ivy and suggested updating the Garden in the spring. She asked the trustees if they would like to wait until spring to trim the trees surrounding the building or have the trees trimmed before winter. Mr. Marquart said it has been three years since the trees were last trimmed. Ms. Thomas said Parsons Yard Care Management also recommended removing the large tree located by the 16th Street entrance. Mr. Phillips said it would be a shame to lose the tree, but he said it has become a nuisance and covers the entire front walk when it sheds its pods. Mrs. McCamic stated the leaves from that tree clogged the gutter and drain on the 16th Street entrance canopy. She suggested inspecting the trees before the next board meeting and then the trustees could make a decision on when to have the trees trimmed at the October board meeting.

A check was received from Change, Inc. in the amount of \$340.79 for the expenses incurred by OCPL during the VITA (Volunteer Income Tax Assistance) service at the Library this past tax season.

The tax revenue from the Ohio County Commission was received for the month of July 2017 in the amount of \$38,010.91. The revenue check for September 2017 from the Ohio County Board of Education has also been received in the amount of \$62,782.00.

Ms. Thomas said she and Amy Kastigar, Reference Librarian, attended the Annual WV Deli meeting on August 15, 2017. She reported that she has been elected Chairman of the consortium for the coming year. Ms. Thomas stated the consortium is currently dealing with software issues.

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She said each library in the consortium is required to spend at least \$10,000 for the general collection and can also purchase materials specifically for their own patrons in the Advantage Collection. For example, Ms. Thomas said OCPL can purchase books on the local schools' Summer Reading lists and they can be placed in the Advantage Collection and only be made available to OCPL patrons and not the entire consortium. She stated they will also be adding an Advantage Plus Collection, where titles may be shifted into the general collection when they are no longer needed exclusively for OCPL's patrons. However, Ms. Thomas said there is currently a software glitch with the new Advantage Plus, but the consortium is hoping the issue will be resolved in the near future.

The West Virginia Library Association and the South-East Library Association will be holding their joint 2017 Fall Conference November 8-10 at The Greenbrier in White Sulphur Springs. Ms. Thomas said she, Amy Kastigar and Lee Ann Cleary are planning to attend and stated the trustees are welcome to attend the conference as well.

Ms. Thomas said she spoke with Mike Kelley from the Ohio County Commissioner's office regarding relocating the County's records currently held in OCPL's Storage Room. Ms. Thomas said OCPL has been approached by Wheeling Heritage (formerly Wheeling National Heritage Area Corporation) to house their archival collection from the La Belle Cut Nail Plant. She said due to the size of the collection, it may be necessary to expand the Archives Room sooner than expected in order to continue to receive additional archival materials. Ms. Thomas stated she informed Mr. Kelley that if the Archives Room needed to be expanded, OCPL would need the space where the County's records are currently stored. Mr. Marquart stated the County Commission may have other facilities where the records could be housed. Mr. Werner said, since the Library currently has sufficient space, we should accept the LaBelle Collection from Wheeling Heritage.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Ms. Thomas distributed copies of the Construction Document Phase Budget from Matyskiela & Grant and the current Building Renovations Project Budget spreadsheet. She said the original contingency budget was \$108,370 of which \$64,893 is still available, which does not include some recent change orders. Mr. Marquart said there is currently approximately \$47,000 in contingency expenses. Ms. Thomas distributed quotes from Select Security and United Electric to relocate the smoke detectors in the basement corridor from the original basement ceiling to the lower new drop ceiling. Mr. Marquart suggested using United Electric since they are already on site working on the renovation project and have the lower quote. Ms. Thomas also distributed a quote from United Electric for an LED kit to retrofit the light fixtures in the hallway where the elevator is located. Mr. Marquart said the kit would make all of the light uniform throughout the

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Library. He moved to accept the proposals from United Electric to relocate the fire alarms in the basement corridor for \$1,675.00 and to retrofit the hallway light fixtures in the elevator hallway for \$425.00. Mr. Phillips seconded.

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

As a result of the flood on May 23, 2017 from the burst water pipe, Mr. Marquart said water had leaked into the electric floor receptacles in the Technical Services room. He stated the outlets had become corroded from the water damage and several of the outlets began to smoke and short-out. The electrical outlet closest to Erin Rothenbuehler’s work area was smoking and beginning to catch on fire. Mr. Marquart said unfortunately all the wiring between the various floor outlets and the wall outlets in Technical Services were connected under the floor. He stated the electrical workers on site for the renovation project worked to repair the corroded outlets and to restore power to the Technical Services room. He said United Electric provided a quote to install power poles instead of the current floor receptacles because power poles can be moved and relocated if the office arrangement ever needed to be adjusted. Mr. Marquart stated since the electrical problems are a result of the flood, the cost to replace the electrical lines would be offset by the monies received from the additional claim to the insurance company. Mr. Werner said the insurance company may request an additional quote to restore the current floor receptacles since the insurance would only provide the replacement cost. Mr. Marquart agreed and added, given the age of the original receptacles, it may be harder to get replacement parts. Mrs. McCamic said the Library is fortunate the electrical issues occurred during the day instead of at night when there would be no staff present. Mr. Marquart motioned to accept the quote from United Electric to install power poles in the Technical Services room for \$4,850.00 and to pay the remaining balance not covered by the insurance claim. Mr. Werner seconded.

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

Ms. Thomas stated the construction workers have pointed out that the transverse top tie rods, recommended by KPC Architectural Products to be installed on the Adult Nonfiction stacks, will have to be installed under the tops of the book stacks and will be directly underneath the light fixtures that hang between the stacks. She said there would be three rods, one near each end of

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the book stacks and one in the middle of each stack. She stated since the trustees had voted at the April 11, 2017 board meeting to install the cross ties. Ms. Thomas said the trustees would need to vote not to install the cross ties if they do not want them based on this new information.

Ms. Thomas said the old carpeting has been removed from underneath the Adult Nonfiction stacks to improve stability. Sr. Mary Clark stated the stacks should be more secure since they are now sitting on cement instead of carpeting. Mr. Marquart said the last stack of the Adult Nonfiction where the Oversize collection is located seems to be the most unstable. Ms. Thomas stated the Oversize collection has been aggressively weeded to reduce the instability issue. Mr. Marquart recommended not installing the cross ties because of the placement below the lights. He said an angled bracket could be installed at a later date for the last stack of the Adult Nonfiction section if the instability continues to be an issue. Mr. Werner motioned not to proceed with installing the transverse top ties for the Nonfiction stacks. Sr. Mary Clark seconded.

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

Ms. Thomas informed the trustees the Library would be closed on Monday, September 18 in order for KPC Architectural Products to return the displaced stacks to their original locations. She said this is the final stack move. Mr. Marquart said Colaianni Construction is working to complete the outer wrap of the Circulation Desk canopy. Sr. Mary Clark asked about the progress of the outside canopy over the main entrance. Mr. Marquart said the planned in-fill inserts have been eliminated and the electrical wiring will be concealed by running down the back side of the brick columns and underground between the two sections of concrete canopy using conduit. As a result, some of the plantings may need to be replaced after the work has been completed. Mr. Marquart also suggested removing the Yew trees along the building adjacent to Eoff Street and replacing them with more attractive shrubbery. Mrs. McCamic said that once the Renovation Project has been completed the trustees could discuss options for updating the Library's landscaping.

NEW BUSINESS

MATURITY OF UNITED BANK OPERATING CD

Mrs. McCamic said Main Street Bank changed the terms of the Operating CD that matured last month to 6 months at a rate of 1.0% instead of the original rate of 0.50% offered before the date of maturity. Ms. Thomas said the Capital Account currently has a remaining balance of

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\$36,607.94. Mr. Marquart explained that all of the Renovation Project expenses are paid out the Capital Account. He said in order to cover the remaining costs of the Renovation Project the trustees could choose to allow the CD to mature, make this fiscal year's budgeted transfer to Capital, and/or transfer excess funds from the Operating Fund into the Capital Account. Ms. Thomas said the current balance of the Operating Fund is \$869,394. She said Mr. Thomas Stephan, former OCPL trustee and board chairman, always recommended keeping enough money in the Operating Fund to cover at least two months of operating expenses. In accordance with that principle, she said the trustees could choose to transfer funds from the Operating Account into the Capital Account to cover upcoming costs for the renovation project. Ms. Thomas said she thought a minimum of \$300,000 should be left in the Operating Account. Mr. Marquart suggested making the annual transfer to Capital now instead of waiting until the end of the fiscal year and transferring excess funds from the Operating Fund into the Capital Account. He also suggested renewing or transferring the Operating CD held at United Bank, set to mature in October, to the bank with the best rates and terms at the October board meeting. He said leaving some of the Library's funds in CDs will provide OCPL with additional funds that may be needed for future projects. Mr. Marquart motioned to move \$350,000 from the Operating Fund to the Capital Account, which would include the planned \$129,630 annual Transfer to Capital for the 2017-2018 fiscal year. Mr. Werner seconded.

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

There being no further business, Sr. M. Clark moved to adjourn the meeting at 5:38 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