**MINUTES**

**BOARD OF TRUSTEES MEETING**

**DECEMBER 16, 2015**

**WEDNESDAY, 4:15 PM**

**BOARD MEMBERS PRESENT:** Jimmie McCamic, Chairperson; Greg Marquart, Secretary/Treasurer; Tony Werner, Leslie Nutting, Robert M. Baker

**BOARD MEMBERS ABSENT:**

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

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:14pm.

Mr. Baker arrived to the meeting at 4:15pm.

**MINUTES:** Mr. Baker moved to approve the minutes of the November 12, 2015 board meeting as written. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker YES

Mr. Werner YES

Mrs. Nutting YES

**FINANCIAL REPORT:**

Operating account #2 checking $ 1,804.54

Payroll account checking 0

Capital Money Market savings 144,187.56

Operating Money Market savings 947,117.16

Operating CD – Main Street Bank A 104,082.38

Operating CD – Main Street Bank B 104,385.13

Capital CD – First Choice #1 104,299.13

Operating CD – Progressive Bank 215,358.95

Operating CD – United Bank-A 103,409.33

**TOTAL $1,724,644.18**

**Revenue received: November 2015**

County Commission $ 372,719.27 Board of Education 0

State basic grants-in-aid 56,601.00

Fines 1,060.42

Photocopies 660.75

Contributions 40.42

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

Interest Earned 99.72

Endowment Trust I.E. 2,462.64

Book Sale 211.00

Out of State Patrons 45.00

Other: Operating Sup Cr - 25.00, Operating CD Interest - 433.60, 6,719.79

Car Cr - 49.00, Building Maint Cr - 400.50, Phone Cr – 1,611.69

LSTA Grant - 3,000.00, Adult Program Cr - 1,200.00

**TOTAL $ 440,620.01**

**OPERATING CONTRIBUTIONS**

Anonymous $ 40.42

**TOTAL $ 40.42**

**INVOICES**

November 2015 Operating #2 Account $ 66,956.98

November 2015 Transfer to Payroll 33,709.88

November 2015 EFTPS Deposit 11,049.41

November 2015 ACH Debit (Retirement) 8,498.89

November 2015 EFT (WV State Tax) 1,502.12

November 2015 Capital Account 1,678.11

**TOTAL $ 123,395.39**

**WARRANTS**

November 2015 Operating #2 Account

Warrants #27566 - #27639 $ 66,956.98

November 2015 Transfer to Payroll 33,709.88

November 2015 EFTPS Deposit 11,049.41

November 2015 ACH Debit (Retirement) 8,498.89

November 2015 EFT (WV State Tax) 1,502.12

November 2015 Capital Acccount 1,678.11

Warrants #525

**TOTAL $ 123,395.39**

## VERIFICATIONS

Total **Operating Balances** as of October 2015 $630,521.01

+November 2015 Revenue 440,620.01

-November 2015 Expenditures 123,395.39

**SUBTOTAL $947,745.63**

Operating CD Main Street Bank A 104,082.38

Operating CD Main Street Bank B 104,385.13

Capital CD First Choice #1 104,299.13

Operating CD Progressive Bank 214,925.35

Operating CD United Bank - A 103,409.33

**CD SUBTOTAL $631,101.32**

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

## Capital Balances as of October 2015 145,797.23

**TOTAL $1,724,644.18**

**INVOICES AND WARRANTS:**

Ms. Thomas distributed a handout to the Board members with an updated list of APY rates and terms for CDs at local banks for the Board’s future reference in case they would like to move funds out of the library’s Operating Fund. Mr. Marquart stated that the interest rates will be increasing soon due to the Federal Reserve’s decision to raise interest rates in the coming years. Ms. Thomas also distributed a copy of the monthly Federal Reserve Bank Pledgee Holdings report. Ms. Thomas wanted to seek clarification that our current holdings at WesBanco were being covered by the FDIC. Mr. Baker stated that the funds in the WesBanco accounts are covered up to $5 million. Mr. Marquart moved to approve the Financial Report for the November 12, 2015 board meeting. Mrs. Nutting seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker YES

Mr. Werner YES

Mrs. Nutting YES

**PUBLIC INPUT/PRESENTATIONS**

There was no public input or presentations.

**DIRECTOR’S REPORT**

Ms. Thomas reported on the following:

The library has recently purchased a new book “Part of Our Lives: A People’s History of the American Public Library” and Ms. Thomas distributed a review about the book from Publisher’s Weekly.

Ms. Thomas stated that Amy Kastigar, Head of Adult Services, is still exploring the options we have available to obtain microfilm for our current 2 year backlog of our local newspapers and the possible digitization of those newspapers. WVU is currently in the process of digitizing newspapers from the mid 1800s to 1902. Mrs. Nutting has inquired and reported that the current Wheeling newspapers do not have a searchable database. Ms. McCamic questioned whether we could order our microfilm from ProQuest and Ms. Thomas stated that in the past ProQuest had been a very unreliable company.

Ms. Thomas referred to a recent copy of the Staff’s weekly notes that stated that the Staff is no longer permitted to release the personal contact information of the Board of Trustees. Staff has now been directed to encourage any patron who wishes to express his or her intent to contact the Board members to do so in writing and mail the letter in care of the library. Mr. Werner

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

inquired why the library made this change and Mrs. McCamic stated that she had requested it due to the fact that she did not want her personal contact information given out. Mr. Baker stated that all of the Board meetings are public and patrons are welcome to come and express their opinions in person.

The Library was recently named as a beneficiary in the will of Jean S. Sharp. Ms. Thomas asked if any of the Board members were familiar with her as she was not a regular patron of the library and currently unknown to us. Mr. Werner and Mr. Marquart both stated that they were familiar with family name, however, they did not know her.

A letter was sent to the Board of Trustees from our auditors, Wilson, Kozicki & Gwynn, to inform the Board that they have begun our yearly audit and they would be ready to present their report no later than January 31, 2016.

Johnson Boiler Works has recently sent a bill for the glycol replacement in our HVAC unit that had been approved in the last budget year. The motion to replace the glycol was approved in November of 2014, however Johnson Boiler Works was unable to flush the system and add the new glycol until April of 2015. The total amount due is $5,125.00. Due to staff changes at Johnson Boiler Works and their need to hire a new office manager has resulted in the bill coming so late. Ms. Thomas questioned whether the bill would need to be paid out of our Operating Fund or if we would need to pay it out of Capital Account. Mr. Baker moved that the bill be paid out of the Operating Fund. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker YES

Mr. Werner YES

Mrs. Nutting YES

Ms. Thomas also informed the board that she had received a letter from McKeen Group stating that they would be raising their billing rates. The change was prompted due to the fact that the State Minimum Wage in WV is increasing. The new billing rate for security guards will increase from $13.00 per hour to $14.00 per hour. The new billing rate for the cleaning service will increase from $14.00 per hour to $15.00.

The Ohio County Board of Education mailed out our November revenue check in the amount of $63, 965.00, however it was not received until December 2, 2015 and thus did not appear on November’s Revenue sheet.

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

Ms. Thomas reported that a pipe leaking in the hallway in the basement has been fixed and Johnson Boiler Works has once again been called in the manually adjust the dampers due to high temperatures in the Technical Service office. Johnson also provided a work order suggesting a separate unit to cool the office. The computer servers are kept in the Technical Service office and with several staff and their computers in the office as well the area is always warm. Mr. Marquart brought up that when the library was constructed, changes in technology were not a factor and a determination would need to be made about the heat load for the office. He suggested two options to explore: purchasing a separate unit to cool the office, or finding ways to increase air flow into the room.

The Mary Lu Hutchins from Ohio County Schools has approached Lee Ann about participated in their Leaders of Literacy program. They have already attained the grant money needed for the program and since we would be a partner the Library logo would appear on the promotional materials as well as billboards. The first school in the first year will be in Warwood Elementary. The following year the Warwood Elementary students would mentor Steenrod Elementary students. In the third year, Warwood and Steenrod would mentor 2 more schools, etc. Ms. Hutchins has asked that the Library contribute by scheduling special story times at the school as well as providing tours and programs at the Library itself. Mr. Baker questioned the amount of the grant received by the Ohio County Schools and stated that Lee Ann did not have the authority to agree to a joint venture with Ohio County Schools without the Board’s knowledge. Mr. Werner stated that we should not be resistant to working with Ohio County Schools. Mr. Marquart said that we might consider obtaining grant money of our own to cover our staff’s services. Ms. Thomas suggested that policies need to be drafted to outline our involvement with this process and whether we would need to obtain our own grant for the literacy project. Ms. Thomas also suggested a policy be drafted to outline the criteria for the books we are purchasing for Ohio County Schools, i.e. books for classroom or just a general wish list to stock their own libraries. Mr. Marquart stated he was in favor of doing what we can to encourage reading. Ms. Thomas said that most schools are underfunded when it comes to stocking their school libraries. Mr. Werner said that we fill the void in that respect and we are dependent on the Board of Education for our funding.

Madison School has also received their grant money and will bringing their students back in January for their after school program.

Storytimes with visits from Santa have also been taking place this week.

**ANNOUNCEMENTS**

There are no announcements.

**OLD BUSINESS**

Mrs. McCamic suggested that the board proceed to the revision of Vacation and Sick Leave Policies and New Business before returning to the subject of the RFP for capital improvements.

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

In regard to the Vacation and Sick Leave policies, Ms. Thomas stated that the policies themselves are not being changed just the wording and the accrual formula needed to be clarified. Highlighed sections denote wording to be removed and the sections in bold denote the new wording to be added. Mr. Werner stated that a revision date will need to be added to the policy once changes are made. Mrs. McCamic asked for further clarification on the accrual of sick leave during vacation. Mr. Werner suggested the wording be changed to say “Sick leave continues to accrue during vacation time.” Mrs. McCamic questioned the amount of sick leave that may be used before the Family Medical Leave. Mrs. Nutting suggested including a line about the Family Medical Leave with the sick leave policy. Ms. Thomas stated that it is listed separately in our Staff Policies. Mr. Baker suggested that we remove the last sentence from paragraph from the fourth paragraph. In reference to extended sick leave for maternity cases, Mr. Werner suggested wording to state extended sick leave would be in accordance with the Family Medical Leave. Ms. Thomas stated the new wording would read “Additional days of sick leave will be approved in accordance with the Family Medical Leave Act.” Ms. Thomas said a revised written copy of the Vacation Sick Leave policy will be presented at the next Board meeting for the Board’s approval.

**NEW BUSINESS**

The proposal from Blackbaud Inc., for the purchase of Financial Edge, the update for our version of OCPL’s current bookkeeping software, Fundware. Mr. Werner questioned what prompted the need for changing software systems. Ms. Thomas stated that the library was not changing accounting systems just that Blackbaud Inc., was no longer going to support our current version of Fundware and in order to continue to using the Blackbaud system we would need to purchase the upgrade. Mr. Marquart asked whether most libraries in the state of WV use this accounting software and if we should pursue another software. Ms. Thomas answered that in the beginning the WV Library Commission provided the original software free of charge and she was unsure if most of the libraries in WV have continued to use the software. Mrs. Nutting asked if we should consult with our auditors to make sure the system is still a good choice for the library. Mr. Baker pointed out in the current proposal for Blackbaud that we would be charged an additional year’s maintenance fee in addition to the maintenance fees we have already paid to Blackbaud for our current software. Mr. Marquart suggested contacting Dennis Kozicki, our auditor, to obtain a more qualified opinion about the decision to continue using the Blackbaud system. Mrs. McCamic stated that we needed to clarify implementation times and make sure we are on the same page as the company. Ms. Thomas stated that the software will be supported until December 31, 2016, after that time the tax tables for Payroll will no longer be updated. The company is offering a limited window of opportunity to obtain the new software for free and the library would only need to pay for the implementation, set-up and training. The purchase proposal was received on December 10, 2015 and the discount pricing is only in effect until December 31, 2015. Mrs. McCamic brought attention to the fact that our sales contact at Blackbaud had informed us in her original e-mail that she was going to be out of the office from December 24, 2015 through January 2, 2015 and thus shortened the time we had to make an

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

informed decision on purchasing the new Financial Edge software. Ms. Thomas queried if it would be okay to pursue the purchased of the new software if our auditors thought it would be a good choice to be the Library’s new accounting software. Mrs. Nutting motioned to approve the purchase of the Financial Edge software as long as it meets with the approval of our auditiors. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker NO

Mr. Werner YES

Mrs. Nutting YES

OCPL’s proposed Strategic Plan for the West Virginia Library Commission has been drafted for the Board’s approval. Ms. Thomas distributed a revised copy of the Adult Services Strategic Plan. Mr. Werner asked if this was common procedure that every three years if a new plan needed to be drafted and Mrs. Nutting asked if we had to follow the plan exactly as it was drafted. Ms. Thomas stated that it is merely meant to outline our goals for the Library Commission and that we use it as a guideline. Mr. Werner stated that it was a sincere, present day projection of our future goals but that we were not in fact bound by the plan if changes were to occur. Mrs. McCamic said that the goals appeared to be admirable, reasonable and attainable.

Mrs. Nutting expressed interest in the Kindle Lending Program for our Outreach Patrons and Ms. Thomas explained that the Outreach Service Specialist, Julia Bachmann, spends quite a lot of time setting up and helping her patrons using new reading devices that the patron’s families and friends have purchased for them. Ms. Thomas further explained that the new technology available has made it easier for our older patrons to continue to enjoy reading. The new devices are lighter than a regular book and the font can be adjusted to suit the reader. Mr. Baker asked if we are continuing to replace computers on a regular basis as previously agreed upon, and if so why it would be only be listed in the Adult Services plan for 2018 only. Ms. Thomas said that the library is still continuing to replace at least five computers per year and the suggested to remove the statement in the Adult Services plan about replacing computers in 2018. Mr. Baker moved to accept the proposed Strategic Plans with revisions mentioned to the Adult Services plan. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker NO

Mr. Werner YES

Mrs. Nutting YES

**OLD BUSINESS**

The board of trustees returned to the subject of the capital improvement RFP. Mrs. McCamic pointed out proofreading issues that needed to be addressed. Mrs. McCamic suggested removing

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

Part D on page 5, the background and history about the Library, and pointed out that the numbering of the Standard Provisons starting on page 14 needed to be corrected. Ms. Thomas agreed to omit Part D and to correct the numbering of the Standard Provisions. Mrs. McCamic questioned whether the Board wanted to request a specific date of completion or ask that it be a date to be determined. Mr. Werner suggested the omission of the completion date. Mrs. McCamic then questioned Mr. Marquart about the number of copies and formats of the RFP that we are requesting on page 6 number 8 and on page 8 section A. Mrs. McCamic asked for one original and six copies of proposal packages. Mr. Marquart stated that it would be good to have an electronic copy as well. Ms. McCamic stated that we would ask for 1 original, 6 additional copies and 1 electronic copy in pdf format, however we would omit the powerpoint presentation request. Mrs. McCamic stated that the revisions would need to be made so the requests on page 6 and page 8 would match on the document. Mrs. McCamic asked about setting a date for the pre-proposal conference and Mrs. Nutting asked if that was a normal requirement. Ms. Thomas said that the date would need to be added. Mrs. McCamic asked if we needed to include the proposed changes from Johnson Boiler Works on the HVAC system for the Technical Services office. Mr. Marquart stated that the heating and cooling issues were already represented in the RFP. Mr. Werner inserted that at the pre-proposal conference every member of the board would be present and it will be in a conference setting that will allow everyone to contribute. The board members began a discussion of an appropriate date for the RFP to be sent out and when the pre-proposal conference should be held. Mrs. McCamic expressed concern about the RFP being sent out so close to the upcoming Christmas holiday and Mr. Werner said that he did not wish to have any further delay with the RFP. Ms. Thomas suggested mailing out the RFP on December 28, 2015. Mr. Marquart suggested January 27, 2016 at 11am for the pre-proposal conference. Mr. Werner motioned for the Capital Improvement document to be finalized with the revisions to: omit the background information on the library; adjust the amount and format of copies requested on page 6 and page 8 to one original, six additional copies, one electronic copy in pdf format and to omit the request for a powerpoint presentation; correct the numbering errors that start on page 14 of the Standard Provisions; request that the RFP be sent out on December 28, 2015 and set the date for the pre-proposal conference for January 27, 2015 at 11am. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker ABSTAINED

Mr. Werner YES

Mrs. Nutting YES

Ms. Thomas handed out additional flyers about programs and services available to patrons as well as the November Service Report.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:43pm. Mrs. Nutting seconded.

**BOARD OF TRUSTEES MEETING**

**MINUTES**

**DECEMBER 16, 2015**

**VOTE:** Mrs. McCamic YES

Mr. Marquart YES

Mr. Baker YES

Mr. Werner YES

Mrs. Nutting YES