



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 10, 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 4:15 p.m.

MINUTES: Mrs. McCamic noted a word missing from a sentence on page 8 of the March 13, 2018 board minutes. Mr. Phillips motioned to approve the minutes of the March 13, 2018 board meeting with the correction named. Sr. Mary Clark seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	14,978.24
Payroll Account Checking		-
Capital Money Market Savings		126,477.66
Operating Money Market Savings		649,933.43
Operating CD – Main Street Bank B		107,037.15
Operating CD – First Choice A		105,236.87
Capital CD – United Bank #1		105,578.35
TOTAL	\$	1,109,241.70

Revenue received: March 2018

County Commission	\$	29,428.98
Board of Education		62,782.00
State Basic Grants-in-aid		-
Fines		1,684.97
Photocopies		1,200.70
Contributions		187.01
Interest Earned		107.50
Book Sale		188.10

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Out of State Patrons		55.00
Other: Operating Supply CR – 60.00, Book CR – 11.78, Adult Prog CR – 3.10, Electric CR – 2,345.77, Operating CD Int – 263.60		2,684.25
TOTAL	\$	93,318.51

OPERATING CONTRIBUTIONS

Robert Kanters – Donation	\$	100.00
Jeannette Wakim – In memory of Laura Wakim		50.00
Anonymous		37.01
TOTAL	\$	187.01

INVOICES

March 2018 Operating #2 Account	\$	72,094.68
March 2018 Operating #2 ACH WesBanco BillPay		31.40
March 2018 Transfer to Payroll		38,692.78
March 2018 EFTPS Deposit		17,339.78
March 2018 ACH Debit (Retirement)		8,061.77
March 2018 EFT (WV State Tax)		1,434.00
March 2018 EFT (OH State Tax)		350.00
March 2018 EFT Purchase Power (Postage)		1,420.01
March 2018 Capital Account		3,930.00
March 2018 Operating #2 Account Voided Check	-	1,420.01
TOTAL	\$	141,934.41

WARRANTS

March 2018 Operating #2 Account Warrants #29319 - #29374	\$	72,094.68
March 2018 Operating #2 ACH WesBanco BillPay		31.40
March 2018 Transfer to Payroll		38,692.78
March 2018 EFTPS Deposit		17,339.78
March 2018 ACH Debit (Retirement)		8,061.77
March 2018 EFT (WV State Tax)		1,434.00
March 2018 EFT (OH State Tax)		350.00
March 2018 EFT Purchase Power (Postage)		1,420.01
March 2018 Capital Account Warrant #588		3,930.00
March 2018 Operating #2 Account Voided Check Warrant #29312	-	1,420.01
TOTAL	\$	141,934.41

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VERIFICATIONS

Total Operating Balances as of February 2018		\$	704,880.33
+ March 2018 Revenue			98,318.51
-March 2018 Expenditures			141,934.41
	SUBTOTAL	\$	661,264.43
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 February 2018			130,388.50
	TOTAL	\$	1,109,241.70

Ms. Thomas distributed the March 2018 statements from Security National Trust Company from the Library’s two investment accounts and the March 2018 statement for the WesBanco Endowment Trust. She said the Ohio County Commission tax revenue has not been received for the months of February and March 2018. Ms. Thomas stated she will contact the Ohio County Commission if the checks are not received soon. Mr. Phillips moved to approve the March 2018 Financial Report. Mr. Werner seconded.

VOTE: Mrs. McCamic 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:

Ms. Thomas and Nettie McClure, Library Clerk who works as the Assistant in the Children's Department, attended WVLA’s Annual Spring Fling held on April 5 - 6, 2018 at the Summersville Arena and Conference Center. Ms. Thomas said it was a nice conference and featured several excellent programs for children’s activities.

Regarding the discussion at the March 13th board meeting of whether the Library should install needle receptacles in the restrooms, Ms. Thomas said she inquired, via WVLA listserv, if there

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were any libraries in the state that currently have receptacles in their restrooms. She said all of the libraries replied that they do not have the receptacles. Ms. Thomas stated that Cabell County Public Library does have needle receptacles but they are not installed in the public restrooms. Instead, CCPL uses these receptacles for staff to safely dispose of any needles they may find. Ms. Thomas stated that the Library Director of the Kanawha County Public Library responded that KCPL does not have needle receptacles because Kanawha County has a needle exchange program, and KCPL also does not wish to encourage needle use in the Library's restrooms. Sr. Mary Clark said that Ohio County also has a needle exchange program. Mr. Werner recommended purchasing needle receptacles so that any needles found in the Library could be safely disposed of by OCPL's staff.

Ms. Thomas reported that she and Laura Carroll, Archives Specialist, met with Dr. David Javersak and Dr. Clyde Campbell, formerly of West Liberty State University, to discuss the pros and cons of starting an Archives Collection at WLSU's Paul N. Elbin Library. During the meeting, Ms. Carroll and Ms. Thomas detailed the work OCPL is doing regarding archiving and also provided a tour of OCPL's Archives Room. Dr. Campbell and Dr. Javersak complimented the work OCPL has accomplished so far. She said they informed her, based upon the meeting, they do not believe it would be a good idea to pursue an archives collection for WLSU.

Ms. Thomas said OCPL's 45th Anniversary Celebration, originally planned for Saturday, May 26, has been rescheduled to Saturday, May 19th, the actual date of the Grand Opening of the current building. She said the Library's Grand Re-Opening will be the kick-off event for OCPL Week which will conclude with the unveiling of the Heinz History Museum World War II display on Saturday, May 26.

A WV Deli meeting will be held on April 17, 2018 at the Clarksburg-Harrison County Public Library's Waldomore Building. Ms. Thomas and Amy Kastigar, Reference Librarian, are planning to attend.

A new water fountain was installed in the Children's Department. Ms. Thomas said the replacement cost quote was \$1,200 and will be taken out of the money budgeted for building maintenance for the 2017/2018 fiscal year. Mr. Werner asked if that amount was just the cost of the fountain or did it include labor as well? Ms. Thomas said she would check with Johnson Boiler who provided the quote.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Ms. Thomas stated that she received an e-mail from Carla Bronder of M & G. In the e-mail, Ms. Bronder stated that M & G is retaining the final invoice from Colaianni Construction and will not

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release it for payment until all the items on the final punch list have been completed. Ms. Thomas said that all of the final punch list items have been completed to our satisfaction. She added that there continues to be an issue with the painting of the doors. Ms. Thomas stated, given the type of paint that needs to be used on the metal doors, it would be improbable the doors could be painted while remaining in place and still come out with a perfect finish. She said the doors would need to be removed in order to ensure a perfect paint job.

NEW BUSINESS

QUOTE FOR INSURANCE APPRAISAL FOR OCPL'S BUILDING AND CONTENTS

Ms. Thomas referred to the quote provided by Industrial Appraisal Company in Pittsburgh to perform a property valuation for OCPL included in this month's board packet. She said an e-mail was also included from the Library's auditor, Dennis Kozicki, stating that an appraisal would have no impact on OCPL's audit or the Library's financial statements. Mr. Werner referred to the property exclusions in the terms and conditions from IAC. He said the exclusions include valuable papers and property of third parties. Mr. Werner asked how much of our Archives Collection would fall into that category. Ms. Thomas answered that very little of the Library's Archives Collection would fall into that category because, in accordance with OCPL's Local History Collection Development Policy, the items given to the Library then belong to the Library and a Deed of Gift is signed and kept on file. Mr. Werner asked if the Library's insurance policy is ample enough to cover the property of third parties that OCPL currently has on display such as the Hazel Atlas glassware and the J. J. Young train photographs.

Mr. Marquart arrived to the meeting at 4:41 p.m. Mrs. McCamic informed Mr. Marquart that the trustees had just begun to discuss the proposal from Industrial Appraisal Company. Mr. Werner suggested contacting Jim Williams, OCPL's insurance agent, to determine whether the Library has sufficient insurance coverage for the property of third parties. He asked if the Library currently has any valuable papers. Ms. Thomas answered that OCPL currently has such items as the Harry Hamm and George Fetherling papers. She said the Library is also in the process of obtaining other archival material from local organizations such as the Wheeling Women's Club. Mr. Marquart said the value of such items would depend on the market value. He said buyers may not want some of the historical documents; however, buyers may be interested in acquiring items that have old signatures from celebrities and other famous historical figures. Ms. Thomas again referred to the e-mail included in the board packet from Mr. Kozicki. In the e-mail, Mr. Kozicki states that an appraisal would only be beneficial in determining the fair market value of the building, fixtures, and book collection to determine whether they are adequately insured. Mr. Werner stated that the Library's insurance agent should be contacted to ensure OCPL has sufficient coverage for the property of third parties. Mr. Marquart commented that the proposal from IAC may not include the contents of the Library. Ms. Thomas said she would contact

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Mr. Williams to verify that OCPL has adequate insurance coverage for the property of third parties and also inquire if the proposal from IAC would include the contents of the Library.

OCPL POLICY REVIEW

Mrs. McCamic said she met with Ms. Thomas and they completed a final draft of the Mission Statement which incorporated the trustees' suggestions from the March meeting. She stated a copy of the updated Mission Statement was included in this month's board packet for the trustees to review. Mr. Werner stated that the Mission Statement was well done. Sr. Mary Clark agreed. Mr. Werner motioned to adopt the revised Mission Statement. Mr. Phillips seconded.

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

Mrs. McCamic said that she and Ms. Thomas also reviewed OCPL's Bylaws and an updated copy was included in this month's board packet with the suggested changes in italicized print. She noted that the document also has some formatting issues that need to be corrected. Mrs. McCamic stated the wording in Article IV seems vague regarding the signing of checks. She explained that the current practice is that both the Chairman and Secretary-Treasurer should sign all checks if possible. Ms. Thomas said at that at least one signature on the check must be genuine and a stamp can be used for the other signature if necessary. Mr. Marquart said the checks need to bear the signature of both, however, only one signature needs to be original. Mr. Werner agreed with Mrs. McCamic that the first sentence of the paragraph is inconsistent regarding the signing of checks. Mr. Marquart suggested that the line should read that funds of the Board of Trustees shall be disbursed by check bearing the signatures of the Chairman and the Secretary-Treasurer with at least one signature being an original signature. Mrs. McCamic suggested that Ms. Thomas compile a new draft of the Bylaws based upon the trustees' recommended changes. She said the trustees could review the revised draft of the Bylaws at the May board meeting. Mrs. McCamic stated the Patron Policies are the next policy that needs to be reviewed. However, she suggested delaying the review of those policies until next month's board meeting so the trustees could begin discussing OCPL's Annual Budget.

Ms. Thomas distributed the March 2018 Monthly Service Report and WV Deli monthly circulation statistics.

DISCUSSION OF OCPL'S ANNUAL BUDGET

Ms. Thomas distributed folders for the trustees containing copies of the 2017-2018 Annual Budget and distributed copies of the proposed Revenue Budget for the 2018-2019 annual budget. Ms.

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Thomas reported the Ohio County Commission's Revenue and Expenditure Budgets have both been published in the newspaper and the budgeted amount for the Library is \$754,007. She said the Ohio County Board of Education's Revenue Budget was also published in the newspaper and, based on that budget, the total revenue OCPL will receive for the 2018-2019 fiscal year is \$761,142 if the Library's funding request is granted. Ms. Thomas stated OCPL will receive \$226,403 again this coming fiscal year for Grants-In-Aid from the West Virginia Library Commission. Ms. Thomas said she calculated OCPL's Miscellaneous Income based upon the Library's income to date in the 2017-2018 fiscal year in those categories. She distributed copies of the proposed 2018-2019 Expenditure Budget. She stated she wished to postpone discussion of Personnel expenditures until last and then reviewed the suggested expenditure changes for the other expenditures in 2018-2019. Ms. Thomas said the budget is still in its preliminary stages, and the trustees have until June to approve the annual budget.

Mr. Marquart moved to enter into Executive Session to discuss personnel expenses for the 2018-2019 fiscal year at 5:21 p.m. Mr. Werner seconded.

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

Mr. Werner left the meeting at 5:35 p.m. Mr. Phillips moved to exit Executive Session at 5:57 p.m. Mr. Marquart seconded.

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

There being no further business, Sr. Mary Clark motioned to adjourn the meeting at 5:58 p.m. Mr. Phillips seconded.

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

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Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper