



**MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 21, 2026
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

CALL TO ORDER: Mr. Werner called the meeting to order at 4:20 pm.

MINUTES: Mrs. McCamic moved to approve the Board Meeting Minutes of November 19, 2025, as presented. Mr. Phillips seconded the motion.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	4,545.86
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		313,522.83
WesBanco Operating Money Market Savings		802,253.69
WesBanco UOVHR Fund Account Checking		7,809.28
Main Street Bank Archive Nonprofit Savings		48,837.20
WesBanco Operating CD		124,807.13
Main Street Bank Operating CD		123,697.98
Main Street Bank Capital CD		120,319.55
TOTAL	\$	1,545,793.52

Revenue received: November-December 2025

County Commission	\$	41,798.61
Board of Education		158,843.72
State Basic Grants-in-aid		0.00
Overdue Fees		285.89
Photocopies		1,344.43
Contributions		5,881.49
Interest Earned		2,888.71

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Endowment Interest		0.00
Book Sale		89.45
Out of State Patrons		45.00
CNX Royalties		383.10
Retail Items		489.50
Archive Fund Interest (October 2025)		4.15
Operating CD Interest (September 2025)		994.06
UOVHR CR		15.00
	TOTAL	\$ 213,063.11

CONTRIBUTIONS:

Memorial Contributions

Collegiate Alumnae of Wheeling In memory of Marlene Ingram	\$	25.00
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General Contributions

Judith Falkin		50.00
Richard Myers – Genealogy		50.00
CEA-HOW – Meeting room use		100.00
Widow’s Mite Trust Fund Grant		1,000.00
Judge & Mrs. Frederick Stamp, Jr. - \$2000 for Operating; \$2000 for Lunch with Books programs		4,000.00
James E. Meredith – Computers		500.00
Anonymous		156.49
	TOTAL	\$ 5,881.49

INVOICES:

Nov-Dec 2025 Operating #2 Account	\$	179,248.91
Nov-Dec 2025 Transfer to Payroll		103,968.56
Nov-Dec 2025 Capital Fund		5,048.85
Nov-Dec 2025 UOVHR Fund Voided Check	-	23.00
Nov-Dec 2025 Operating #2 Account Voided Check	-	1,070.51
	TOTAL	\$ 287,172.81

WARRANTS:

Nov-Dec 2025 Operating #2 Account Warrants #34745 - #34826	\$	179,248.91
Nov-Dec 2025 Transfer to Payroll		103,968.56
Nov-Dec 2025 Capital Fund Warrant #725		5,048.85
Nov-Dec 2025 UOVHR Fund Voided Check Warrant #119	-	23.00
Nov-Dec 2025 Operating #2 Account Voided Check Warrants #34747, #34766, #34764, #34530, #34560 - #34601	-	1,070.51
	TOTAL	\$ 287,172.81

VERIFICATIONS:

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Total Operating Balances as of October 2025	\$	878,801.40
+ Nov-Dec 2025 Revenue		213,063.11
- Nov-Dec 2025 Expenditures		287,172.81
SUBTOTAL	\$	804,691.70
WesBanco Bank Operating CD		122,821.86
Main Street Bank Operating CD		123,697.98
Main Street Bank Capital CD		120,319.55
CD SUBTOTAL	\$	366,839.39
Capital Balance as of October 2025		317,662.11
Archive Fund Balance as of October 2025		48,829.04
UOVHR Fund Balance as of October 2025		7,771.28
TOTAL	\$	1,545,793.52

INVOICES AND WARRANTS: Mr. Phillips moved to approve the November/December Financial Report as submitted. Mrs. McCamic seconded.

VOTE:

Mr. Werner	YES
Mrs. McCamic	YES
Mr. Phillips	YES

PUBLIC INPUT/PRESENTATIONS: Robert Witten sent a thank you note to the OCPL, along with a \$200 donation, in appreciation for the assistance he received from Diane Rhodes, Genealogy Specialist, while conducting his research at the Library.

Ronald King, long-time patron, sent a thank you note along with a contribution of \$500. In his note, Mr. King stated that he wanted to show his appreciation for OCPL.

ANNOUNCEMENTS: Mr. Julian announced that the Friends of the Library will be holding their 2nd Annual Adult Spelling Bee on February 21, 2026. The event will be held in the Library’s Vitalie Auditorium. Proceeds from the event will be used for OCPL’s upcoming Summer Reading program.

Mr. Marquart arrived to the meeting at 4:28pm.

DIRECTOR’S REPORT: Ms. Kastigar reported on the following:

The October distribution from the Ohio County Commission was received in the amount of \$41,798.61. The Board of Education distributions from October, in the amount of \$33,433.46, and November, in the amount of \$10,346.67, have also been received.

The Volunteer Income Tax Assistance (VITA) program will begin on January 26. Patrons are being asked to call for an appointment to complete their packets and begin the filing process. The service will run until April 8.

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The Spring Booksale is scheduled to begin Thursday April 23, for the Friends of the Library preview, and the sale will be open to the general public on Friday, April 24, and Saturday, April 25. Starting in mid-February until the beginning of April, an open call for donations will be announced.

The quarterly meeting of WVDeli was held on January 20. The primary issue discussed was the possible consolidation of the three consortia. With the new State Library Section director in place, there is hope that we may see some movement on that topic next year.

The Friends of the Library Executive Committee met on January 20 as well. Plans are in full swing for the Spelling Bee fundraiser on February 21.

The sound panels have been installed in the Auditorium. The panels seem to have made a big difference. Projected movies have had the most issues with sound quality. However, a final test is being planned to determine if additional panels may be needed.

Ms. Kastigar and Ms. Berisford will be meeting with Zach Abrahams from AlignHR. AlignHR is a firm that has been recommended by the directors of the Morgantown Public Library and the Bridgeport Public Library. Both have engaged AlignHR's Charleston office and been pleased with their evaluation and advice on various issues. Fortunately, Wheeling also has a branch office, and Friday's meeting will be to determine how they might be able to assist OCPL in making sure our personnel bases are covered.

Library staff are compiling a Year-End Booklet highlighting library services, programs, usage, and accomplishments for calendar year 2025. The booklet is intended to provide an overview of service impact and operational performance throughout the year and will be presented to the trustees upon completion. It will also be available to the public.

OLD BUSINESS:

ELEVATOR REPAIR/REPLACEMENT UPDATE:

Ms. Kastigar reported on the evaluation regarding a potential retrofit or full replacement of OCPL's elevator. As discussed at the November Board meeting, trustees had previously reviewed recommendations from both the Mills Group and M&G Architects. Individual meetings with both firms were scheduled in December to further clarify their recommendations. The Mills Group has submitted an updated proposal for consideration at this month's meeting, while M&G has indicated that its updated proposal will not be available until after January 31. Upon completion of these discussions and receipt of all relevant information, the trustees will be better positioned to evaluate the options and determine the most appropriate path forward for the Library.

NEW BUSINESS

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ANNUAL REVIEW OF OCPL POLICIES

1. Personal Appearance Guidelines Policy

Per the Board Decisions Annual Calendar, January is designated for the annual review of OCPL policies. Following a review of the Library’s current policies, Ms. Kastigar recommended revisions to the Personal Appearance Guidelines Policy to ensure the policy remains current, clear, and reflective of the Library’s professional standards. The proposed revisions were shared with the trustees for review and consideration prior to the next scheduled meeting.

2. Social Media Policy, First Draft

Ms. Kastigar recommended the adoption of a formal Social Media Policy to provide guidance for the appropriate use of social media in relation to Library operations and representation. A first draft of the policy has been developed and was distributed to the trustees for examination and feedback in advance of next month’s meeting.

3. AI Policy, First Draft

Ms. Kastigar advised that the development of an Artificial Intelligence (AI) Policy is necessary to address the evolving use of AI technologies within the Library. Due to the complexity and emerging nature of this topic, additional time is required before a draft policy is presented to the Board. Ms. Kastigar will meet with library department heads to further develop and refine an AI Policy that aligns with the Library’s mission and operational needs.

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:05pm. Mr. Phillips seconded the motion.

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

Respectfully submitted,



Amanda Berisford
Administrative Assistant