



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 9, 2017
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Chairman; Tony Werner, Sister Mary Clark; Edward Phillips

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m.

Mrs. McCamic stated the June Minutes and Financial Report would need to be approved at this board meeting since a quorum was not present at the July 12, 2017 board meeting.

MINUTES: Mr. Werner moved to approve the minutes of the June board meeting. Sr. Mary Clark seconded.

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

FINANCIAL REPORT:

JUNE 2017

Operating Account #2 Checking	\$	7,105.29
Payroll Account Checking		-
Capital Money Market Savings		416,311.05
Operating Money Market Savings		933,598.68
Operating CD – Main Street Bank B		105,969.95
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,163.75

TOTAL	\$	1,671,558.05
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Revenue Received: June 2017

County Commission	\$	20,402.58
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Board of Education	65,057.00
State Basic Grants-in-aid	-
Fines	922.35
Photocopies	580.30
Contributions	75.80
Interest Earned	172.33
Book Sale	123.00
Out of State Patrons	60.00
Other: Operating Supply CR – 211.75; Book CR – 30.00	241.75

TOTAL \$ 87,635.11

OPERATING CONTRIBUTIONS:

Victoria Hughes – Donation	50.00
Anonymous	25.80

TOTAL \$ 75.80

INVOICES:

June 2017 Operating #2 Account	\$	50,775.19
June 2017 ACH WesBanco BillPay		35.20
June 2017 Transfer to Payroll		33,057.56
June 2017 EFTPS Deposit		10,998.16
June 2017 ACH Debit (Retirement)		7,439.39
June 2017 EFT (WV State Tax)		1,347.00
June 2017 Capital		3,467.99

TOTAL \$ 107,120.49

WARRANTS:

June 2017 Operating #2 Account	\$	50,775.19
Warrants #28796 - #28833		
June 2017 ACH WesBanco BillPay		35.20
June 2017 Transfer to Payroll		33,057.56
June 2017 EFTPS Deposit		10,998.16
June 2017 ACH Debit (Retirement)		7,439.39
June 2017 EFT (WV State Tax)		1,347.00
June 2017 Capital		3,467.99
Warrants #565		

TOTAL \$ 107,120.49

VERIFICATIONS:

Total Operating Balances as of May 2017	956,769.32
+ June Revenue	87,635.11
- June Expenses	107,120.49

SUBTOTAL \$ 937,283.94

Operating CD – Main Street Bank B	105,969.95
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Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,163.75
	CD SUBTOTAL	\$ 314,543.03
Capital Balances as of May 2017		419,731.08
	TOTAL:	1,671,558.05

Mr. Phillips moved to approve the Financial Report for June 2017. Mr. Werner seconded.

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

Mrs. McCamic stated, since there was no quorum present and it was not a formal meeting, the Minutes of the July meeting would not need to be approved.

JULY 2017

Operating Account #2 Checking	\$	1,868.30
Payroll Account Checking		-
Capital Money Market Savings		294,067.37
Operating Money Market Savings		874,680.13
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
	TOTAL	\$ 1,485,561.80

Revenue Received: July 2017

County Commission	\$	2,888.45
Board of Education		-
State Basic Grants-in-aid		56,601.00
Fines		1,113.38
Photocopies		551.75
Contributions		89.90
Interest Earned		164.47
Book Sale		126.00
Out of State Patrons		50.00
Other: Operating Supply CR – 38.00; Capital CD Int – 144.27		4,025.09
Operating CD Int – 258.70, Bldg Insurance Claim – 3,584.12		
	TOTAL	\$ 65,601.04

OPERATING CONTRIBUTIONS:

Carolyn Forman – Donation		28.00
Roseanna Keller – For meeting room use		50.00
Anonymous		11.90
	TOTAL	\$ 89.90

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INVOICES:

July 2017 Operating #2 Account	\$	64,810.07
July 2017 ACH WesBanco BillPay		35.20
July 2017 Transfer to Payroll		34,656.13
July 2017 EFTPS Deposit		11,651.56
July 2017 ACH Debit (Retirement)		7,443.43
July 2017 EFT (WV State Tax)		1,351.00
July 2017 EFT (OH State Tax)		786.00
July 2017 EFT (Workers Comp)		4,136.00
July 2017 ACH Debit (Unemployment Security)		1,071.54
July 2017 Capital		125,879.31
July 2017 Voided Checks		- 213.95
TOTAL	\$	251,606.29

WARRANTS:

July 2017 Operating #2 Account	\$	64,810.07
Warrants #28834 - #28891		
July 2017 ACH WesBanco BillPay		35.20
July 2017 Transfer to Payroll		34,656.13
July 2017 EFTPS Deposit		11,651.56
July 2017 ACH Debit (Retirement)		7,443.43
July 2017 EFT (WV State Tax)		1,351.00
July 2017 EFT (OH State Tax)		786.00
July 2017 EFT (Workers Comp)		4,136.00
July 2017 ACH Debit (Unemployment Security)		1,071.54
July 2017 Capital		125,879.31
Warrants #566 - #568		
July 2017 Voided Checks		- 213.95
Warrants #28365 - #28478		
TOTAL	\$	251,606.29

VERIFICATIONS:

Total Operating Balances as of June 2017		940,703.97
+ July Revenue		65,610.04
- July Expenses		251,606.29
SUBTOTAL	\$	754,707.72
Operating CD – Main Street Bank B		105,969.95
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,163.75
CD SUBTOTAL	\$	314,543.03
Capital Balances as of June 2017		416,311.05
TOTAL:		1,485,561.80

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Mr. Werner moved to approve the Financial Report for July 2017 as tendered. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATIONS:

There was no public input or correspondence.

ANNOUNCEMENTS

Ms. Thomas shared thank you notes she received for the trustees from Julia Bachmann, Outreach Specialist, and Mrs. McCamic.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The Annual WV Deli meeting to elect officers will be held on August 15, 2017. Ms. Thomas stated she and Amy Kastigar, Reference Librarian, will be attending the meeting.

The first day of school in Ohio County will be August 17. OCPL still has books remaining from the previous fiscal year for several Ohio County schools that are ready for pick up. Ms. Thomas said she expects the ordering to go more smoothly this year since all the participating schools are now familiar with the process.

Ms. Thomas said she and Susan Reilly, Director of the Moundsville- Marshall County Public Library, will be visiting Charleston to meet with Karen Goff, WV Library Commission Secretary, some time this fall to discuss the cost of audits for public libraries and also the process public libraries must go through to select an auditing firm approved by the State Auditor's office. Ms. Thomas explained Ms. Reilly oversees several smaller libraries in both Wetzel and Tyler counties and is responsible for having their audits completed by an approved firm. She said Ms. Reilly has gone through the process of selecting a new audit firm and was then informed that each library's audit would cost the same as Moundsville-Marshall County Public Library's audit. Ms. Thomas shared that most of those small libraries have small annual budgets and the high cost of the audits would severely impact their budgets.

The Library's weed-trimmer was stolen from the garage shortly before the June board meeting. Ms. Thomas reported the garage door was left open by construction workers and the weed-trimmer was stolen from the loading dock in the garage.

Ms. Thomas distributed the July statements for the WesBanco Endowment Trust and the Library's two investment accounts at Security National Trust Company. She also distributed the July Service Report, WV Deli statistics, and the Children's Department Activity Report from this year's Summer Reading Program. Sr. Mary Clark said she was pleased to see the statistics start to increase. Ms. Thomas reported most libraries are continuing to see a decrease in library materials circulated from the physical collection while the use of online materials and databases continue to grow.

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Ms. Thomas shared that representatives from WesBanco and Security National Trust will be attending future board meetings in the fall to update the trustees on the Library's investments.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Ms. Thomas stated the renovation project is continuing to progress. She reported the Library was closed on August 2 to return furniture and equipment from the temporary Circulation and Reference desks to the original locations. OCPL contacted Miller Transfer and Storage to assist with the move and all went smoothly. Ms. Thomas stated the sandblasting of the concrete at the main entrance has been completed. However, she said a question has arisen regarding the planned insert between the two sections of the concrete canopy on the main entrance walkway. Ms. Thomas said Greg Parisi, from United Electric, brought an issue to her attention regarding the new design of the planned insert for the canopy. She said Mr. Parisi pointed out the original insert was placed under the concrete canopy instead of at the same level to help conceal the electrical wiring and the new in-fill insert will not allow for the camouflage of the electrical wiring for the lights within the panel unlike the original insert. After discussion with the electrician and Mr. Marquart, Ms. Thomas said it was suggested the insert be eliminated and the electrical wiring be run down the back side of the brick columns and underground between the two sections of concrete canopy using conduit. Mr. Werner asked how the electrical wiring would be run if the in-fill insert is used. Ms. Thomas answered the new insert will be at the same level as the canopy and the wiring for the lights would have to be run along the underside of the insert and would not be able to be concealed. Mr. Werner asked if the insert had already been fabricated. Ms. Thomas said the material for the insert was already ordered but the insert itself was not built yet. Mr. Werner stated he would like to know what the cost would be to not install the insert and also if the Library would still need to pay for the unused materials that have been ordered. Mrs. McCamic stated OCPL may be able to return the unused materials but may be subject to a restocking fee. Mr. Werner said he would be hesitant to make a decision to proceed without knowing if the cost would be harmful to the project budget. Mrs. McCamic stated she was concerned with the rain, snow or ice that would be able to fall between the canopy sections if the insert was not installed. Ms. Thomas stated she would contact Eric Matyskiela to determine how the budget would be affected if the trustees chose not to install the insert. She said she would forward the information to the trustees so they could make an informed decision on whether to proceed with the insert installation.

Ms. Thomas stated work has begun downstairs in the classroom and the tax room. She said the workers have also been busy upstairs installing ceilings and lights in the Large Type, DVD, Magazine, and Young Adult areas. Sr. Mary Clark asked if a new date for completion has been given. Ms. Thomas said an exact date has not been given, but she would guess it will be sometime in October. She said the outer wrap for the Circulation Desk still needs to be installed and several areas still need to be painted. Ms. Thomas stated the new exterior lights on the building have been installed along the 16th Street entrance walk. She said the new lights are quite attractive and a real improvement from the original exterior lights. Mrs. McCamic asked if the safety bars for the large windows have been installed. Ms. Thomas said the safety bars have been received but have not been installed yet.

NEW BUSINESS

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LANDSCAPING/TREETRIMMING

Ms. Thomas said that due to the Library's renovation project, Carl Clark, former maintenance clerk, had been kept busy with tasks related to the various moves within the building and storage of furniture. As a result, he got behind in maintaining the Library's grounds beyond cutting grass. Because of the need for maintenance such as hedge-trimming, weed pulling, and leaf raking, Ms. Thomas stated she contacted Parsons Yard Care Management, a local business that provides lawn and grounds maintenance, to have an overall initial cleanup of the grounds. She said the company has been unable to perform the work yet due to the inclement weather conditions. Ms. Thomas also informed the trustees that the Japanese Garden is currently infested with poison ivy. She said it might be a good idea to update the Garden in the spring with greenery that would be easier to maintain.

UPDATE ON AUDIT PROPOSALS AND CPA COST FOR COMPILATION

Ms. Berisford referred to the quote included in this month's board packet from Prezkop-Chappelear & Associates AC. She explained she was contacted by Paula Chappelear after Ms. Chappelear reviewed her time and billing reports from the work she provided OCPL in preparation for this past audit. Ms. Berisford said Ms. Chappelear performed more work than originally anticipated in her original proposal. To correct this situation, Ms. Chappelear prepared quotes for different options for OCPL's year-end compilation. Ms. Berisford said she contacted the Library's auditing firm, Wilson, Kozicki & Gwynn, to discuss which option would be best for OCPL. She said both Dennis Kozicki and Amy Tickerhoof of that firm recommended having Ms. Chappelear perform the same services included in this year's compilation including the notes and supplementary information for the financial statements. In previous years, the auditors assisted the former bookkeeper with preparing the year-end financial statements, but with the changes in the Government Accounting Standards they can no longer help in this way since auditing firms can no longer audit their own work. Ms. Berisford stated with Ms. Chappelear performing the compilation and completing the financial statements, the auditors will be able to remain completely independent.

Sr. Mary Clark motioned to accept the proposal from Prezkop-Chappelear and Associates, AC for bookkeeping and compilation services including complete financial statements for \$3,650.00. Mr. Werner seconded.

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

MATURITY OF MAIN STREET BANK OPERATING CD

Ms. Thomas asked the board members to refer to the chart in this month's board packet for the Certificates of Deposit with their maturity dates. She said the CD that is currently maturing on August 26 is the one from Main Street Bank for \$106,228.65. Ms. Thomas said the board will need to decide whether to cash the CD and place the funds in the Library's accounts or allow it to remain in a CD. Some facts to consider in making that decision, Ms. Thomas said would be the current Operating Fund balance of \$874,680.13. She said Mr. Thomas Stephan, former OCPL trustee and board chairman, recommended keeping enough money in the Operating Fund to cover at least two months of operating expenses. Ms. Thomas said using the previous two years of OCPL's expenses, the average total of monthly expenses is \$126,000. She

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stated the trustees could choose to transfer the additional monies beyond that amount of \$252,000 in the Operating Account into the Capital Account to cover upcoming costs for the renovation project and referred the trustees to the chart included in their board packet detailing the complete renovation project costs and the current amount left to be paid.

Ms. Thomas distributed a chart listing the various rates and terms for Certificate of Deposits at local banks. She said Mr. Marquart recommended that the CD held at Main Street Bank either be transferred or change the terms at Main Street Bank to get the best rate and shortest term. She said Mr. Marquart also recommended making the Library's annual transfer to Capital earlier in the year instead of waiting until the end of the fiscal year. Ms. Thomas said Mr. Marquart suggested discussing, at the September board meeting, depositing the Operating CD held at United Bank that will mature in October and possibly transferring the additional monies in the Operating Fund to the Capital Account to cover the remaining Renovation Project costs. Mrs. McCamic noted Main Street Bank has the best rates for shortest term CDs.

Mr. Werner moved to change the terms of the Operating CD held at Main Street Bank to a 6 month term at 0.50% interest rate. Mr. Phillips seconded.

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

EXECUTIVE SESSION TO DISCUSS PERSONNEL

Sr. Mary Clark motioned to enter Executive Session to at 5:01 p.m. Mr. Werner seconded.

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

Mr. Werner motioned to exit Executive Session to at 5:27 p.m. Mr. Phillips seconded.

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

Mr. Werner motioned to modify the approved Salary Sheet for the 2017-2018 Annual Budget to reflect the decision to change the original approved part-time Reference Assistant position to a full-time Reference Assistant position including the necessary adjustments to the 2017-2018 Annual Budget to accommodate the modifications. Sr. Mary Clark seconded.

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

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Mrs. McCamic referred to the letter included in the board packet from the Ohio County Sheriff's Office regarding the 2016 Sheriff's Settlement. Ms. Thomas said OCPL received the full report and the trustees can review the document if they would like.

There being no further business, Mr. Werner motioned to adjourn at 5:29 p.m. Sr. Mary Clark seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper