



**MINUTES
BOARD OF TRUSTEES MEETING
MAY 10, 2017
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Robert M. Baker, Tony Werner, Sister Mary Clark

BOARD MEMBERS ABSENT: None

ALSO PRESENT: Dottie Thomas, Library Director; Amanda Berisford, Secretary/Bookkeeper; Dennis Kozicki, Aimee Tickerhoof and Brianne Nagel of Wilson, Kozicki & Gwynn, PLLC

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

Mrs. McCamic changed the order of the agenda so Dennis Kozicki, Aimee Tickerhoof and Brianne Nagel of Wilson, Kozicki & Gwynn, PLLC could give their audit presentation.

NEW BUSINESS

REVIEW OF OCPL'S ANNUAL AUDIT – WILSON, KOZICKI & GWYNN, PLLC

Mr. Kozicki indicated Ms. Tickerhoof would be presenting the annual audit for the fiscal year ending June 30, 2016. Ms. Tickerhoof reported the Library had a good year. She stated, with the exception of the unrecorded OPEB (Other Post Employment Benefits), in their qualified opinion the financial statements present accurately the financial position of the Library as of June 30, 2016, in all material respects.

Mr. Baker asked if the changes from the Department of Labor regarding investments would affect the Library's pension as part of the West Virginia Public Employees Retirement System. Ms. Tickerhoof stated that the requested changes from the Department of Labor should have no effect on the Library employees' pensions. Ms. Thomas asked if the auditors prepare any audits for a public library currently active in West Virginia's Public Employee Insurance Agency. Ms. Tickerhoof answered she has just begun her research on PEIA in order to prepare an audit for the Moundsville-Marshall County Public Library which does participate in PEIA. Ms. Thomas stated she would be interested to know if a public library which belongs to PEIA would also have the same OPEB liability issues as OCPL. She stated she didn't think it would be an issue for PEIA member libraries. Mr. Kozicki said their firm has just begun the audit process with the Moundsville-Marshall County Public Library and they may be able to provide more information on the OPEB liability differences next year after they have completed their audit. Mr. Marquart said given the potential liability for the four employees who would be eligible for PEIA coverage, it would not be cost effective to have an actuarial valuation performed in order to record

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

OCPL's OPEB liability. He added the valuations are constantly changing and the actual figure is truly unknowable. Mr. Marquart asked if hiring a second accounting firm to prepare the Library's financial statements and "close out the books" for the fiscal year went well. Ms. Tickerhoof said everything went well, especially in light of the fact that it was the first year that Prezkop-Chappelear performed this work for OCPL. She said she expects next year will be even better. Mrs. McCamic asked if the second accounting firm was subject to the bid process as well. Ms. Thomas said it was not and asked Ms. Berisford if OCPL had been added to the State Auditors Bid List. Ms. Berisford said she had spoke with Cindy Evans at the State Auditor's office and was told the Library should be receiving its bid packet by the end of May or beginning of June for the Library's next three years of audits. Mrs. McCamic thanked Mr. Kozicki, Ms. Tickerhoof and Ms. Nagel for attending the board meeting and presenting the 2015-2016 audit. Mr. Kozicki, Ms. Tickerhoof and Ms. Nagel left the meeting at 4:30 p.m.

Mr. Werner stated he would need to leave the meeting at 5:30 p.m. due to other engagements. Mrs. McCamic changed the order of the meeting again to include Mr. Werner in the discussion of OCPL's Annual Budget for 2017-2018.

OCPL'S ANNUAL BUDGET FOR 2017-2018

Ms. Thomas distributed copies of the second draft of OCPL's annual budget for 2017-2018. She said in the first draft of the budget the personnel expenditures did not include a replacement for Ms. Rothenbuehler's former position as Reference Assistant and Archives Specialist. Ms. Thomas said she had not included that position because she first needed to speak with Ms. Kastigar, who was on sick leave at the time of the last board meeting, to discuss how to proceed with filling the position. Ms. Thomas said Ms. Kastigar had originally expressed her desire to hire another professional librarian instead of a paraprofessional reference assistant. Ms. Thomas said after discussing the options with Ms. Kastigar, they both agreed it was best to add a part-time professional position with a specialization in cataloging and archives. Ms. Thomas stated there is a former volunteer who worked with Ms. Rothenbuehler and Mr. Duffy on the archives collection who holds an MLS degree and who would be interested in the position of Cataloger/Archives Librarian. She said the individual also only wants part-time work. Ms. Thomas asked the trustees if OCPL would need to advertise the position since we already have a candidate who is well-suited for the new position. Mr. Werner said he did not think the Library had a legal obligation to advertise the position. Ms. Thomas stated she would speak with Karen Goff at the WV Library Commission to be sure. Mr. Baker said Ms. Berisford's former position was not advertised when she changed positions from full-time Library Clerk to Bookkeeper/Secretary. Ms. Thomas said the position was advertised in-house and OCPL's Personnel Policy states that positions can be advertised first to all qualified and interested current staff before advertising publicly. Sr. Mary Clark asked if the suggested salary for the part-time Cataloger/Archives Librarian was within the recommended salary ranges. Ms. Thomas said since the position will be a professional position and the candidate has a MLS degree they should have a salary above the Library's highest paid paraprofessional who does not have a MLS degree. Ms. Thomas said the new part-time Reference Assistant, which is a paraprofessional position requiring a BA degree but not an MLS degree, would start at the approved paraprofessional starting rate of \$13.00 per hour and work 33 hours per week. Mrs. McCamic asked if the additional Reference Assistant position would be replacing an employee who has left. Ms. Thomas said the position is new but is needed because the Cataloger/Archives Librarian would not be providing coverage for the Reference Desk since the position will only be part-time, but Erin Rothenbuehler did provide Reference Desk coverage when she worked as the Archives Specialist. Ms. Thomas added that, in addition to

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

Reference Desk coverage, Ms. Kastigar also requested additional help in the Reference Department for work on numerous Reference and Technical Services projects.

Another change in the revised budget, Ms. Thomas said, is the addition of \$15,000 to the previously reduced Technology line item for the TSG technician to continue to work 6 hours per week for OCPL instead of the previously proposed 6 hours biweekly. Ms. Thomas stated she contacted the Director at the Kanawha County Public Library concerning technician costs and he informed her KCPL employs its own IT staff. She said he told her the Head of the Information Technology Department's salary is \$51,000 per year. Mr. Marquart asked how many branches KCPL is currently operating. Ms. Thomas answered KCPL has eight branches. She shared the hourly rate OCPL is currently paying the TSG technician is approximately the same as the hourly rate of KCPL's head technician. Ms. Thomas said she decided to add the technician hours back into the proposed budget after hearing some of the concerns of the trustees about reducing the hours at last month's meeting. She also said she was concerned the technician would be needed more than bi-weekly because of the renovation project.

Ms. Thomas said another adjustment to the proposed annual budget is the readjustment of the line item for PEIA retiree health insurance benefits. She stated the line item was adjusted to accommodate the new rates for upcoming personnel changes. Ms. Berisford said at the time of the last meeting she had not been provided with the correct new amounts for Bonnie Vavrock and Carl Clark. She said she received an updated chart this month for the Retiree Insurance premiums for Mrs. Vavrock, Mr. Clark and Ralph Gray, the spouse of a former employee. Ms. Berisford said the monthly amount for Bonnie Vavrock will continue to be \$616 until she becomes eligible for Medicare in January 2018, then her premium will drop to \$340 per month. She said Carl Clark will be eligible for Medicare when he retires on July 31, 2017, so the monthly premium for him will be \$340. Ms. Berisford stated Mr. Gray's monthly premium is only \$133 per month due to his designation as a survivor. Sr. Mary Clark asked why the rate is different for a "survivor." Ms. Berisford answered when the application is completed for the retiree's PEIA insurance the employee must choose whether to include benefits for a legal dependent and/or spouse. If the employee chooses not to have a dependent or spouse covered then the monthly premiums are lower. She said both Mrs. Vavrock and Mr. Clark chose not to have dependent/spouse coverage. She added that Mrs. Vavrock's and Mr. Clark's premiums are higher because they are actual retirees.

Ms. Thomas said when she spoke to KCPL Director, Alan Engelbert, she asked for information on the salary ranges they use for their employees. She distributed a chart from KCPL detailing the job classifications and the recommended salaries ranges for each position. Ms. Thomas stated she agreed with Mr. Werner's statement at last month's board meeting that it would be difficult to fashion salary ranges for OCPL based on another library's ranges. She said OCPL has some unique library positions and there is not another library in the state of WV with a similar situation. Mr. Baker noted OCPL is already comparable to many of the salary ranges listed on the chart from KCPL. Ms. Thomas also distributed copies of the West Virginia Library Commission's 2016 Statistical Report and stated OCPL is still below many libraries in the state for the percentage of the annual operating budget spent on personnel costs. She said in addition to the expenditure statistics, she also included copies of the public libraries' financial and services summaries.

Ms. Thomas stated she is waiting to revise the Budget Explanation Sheet until the final decision is made on the 2017-2018 annual budget. Mrs. McCamic asked whether Ms. Kastigar would be doing less cataloging if the new Cataloger/Archives Librarian is hired. Ms. Thomas said Ms. Kastigar is currently

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

doing all the original cataloging and the new cataloger would assume at least some of this task. She added currently there is less than 10 hours per week of original cataloging work to be done. Ms. Thomas said the trustees can wait until the June board meeting to approve the 2017-2018 budget. Mrs. McCamic suggested continuing the budget discussion at next month's board meeting.

MINUTES: Mrs. McCamic noted a wording change and typographical error in the board meeting minutes of the April 11, 2017 board meeting. Mr. Marquart moved to approve the April 11, 2017 meeting minutes with the corrections named. Mr. Werner seconded.

VOTE:

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Baker	YES
Mr. Werner	YES
Sr. M. Clark	YES

FINANCIAL REPORT: Ms. Thomas distributed the April statements for the WesBanco Endowment Trust and the Library's two investment accounts at Security National Trust Company.

Operating Account #2 Checking	\$	1,600.00
Payroll Account Checking		-
Capital Money Market Savings		329,386.06
Operating Money Market Savings		994,484.73
Operating CD – Main Street Bank B		105,969.95
Operating CD – Main Street Bank C		216,279.93
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,163.75
	TOTAL	\$ 1,856,293.75

Revenue Received: April 2017

County Commission	\$	218,763.90
Board of Education		65,057.00
State Basic Grants-in-aid		56,600.00
Fines		1,048.68
Photocopies		762.55
Contributions		223.08
Interest Earned		162.45
Book Sale		158.50
Out of State Patrons		35.00
Other: Operating Supply CR – 42.00; Book CR – 22.05; Operating CD Int – 539.17; Capital CD Int – 142.49		745.71
	TOTAL	\$ 343,556.87

OPERATING CONTRIBUTIONS:

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

Robert Kanters – Donation		100.00
Robert Rine – Donation		100.00
Anonymous		23.80
	TOTAL	\$ 223.08

April 2017 Operating #2 Account	\$	58,286.54
April 2017 ACH WesBanco BillPay		38.60
April 2017 Transfer to Payroll		36,262.58
April 2017 EFTPS Deposit		12,045.00
April 2017 ACH Debit (Retirement)		11,966.69
April 2017 EFT (WV State Tax)		2,238.00
April 2017 EFT (OH State Tax)		756.00
April 2017 ACH Debit (Unemployment Comp)		2,327.39
April 2017 Capital		108,942.25
April 2017 Operating #2 Voided Check #28666	-	100.00
	TOTAL	\$ 232,763.05

WARRANTS:

April 2017 Operating #2 Account	\$	58,286.54
Warrants #28693 - #28743		
April 2017 ACH WesBanco BillPay		38.60
April 2017 Transfer to Payroll		36,262.58
April 2017 EFTPS Deposit		12,045.00
April 2017 ACH Debit (Retirement)		11,966.69
April 2017 EFT (WV State Tax)		2,238.00
April 2017 EFT (OH State Tax)		756.00
April 2017 ACH Debit (Unemployment Comp)		2,327.39
April 2017 Capital		108,942.25
Warrants #554 - #558		
April 2017 Operating #2 Voided Check #28666	-	100.00
	TOTAL	\$ 232,763.05

VERIFICATIONS:

Total Operating Balances as of March 2017		777,092.77
+ April Revenue		343,556.87
- April Expenses		232,763.05
	SUBTOTAL	\$ 887,886.59
Operating CD – Main Street Bank B		105,703.18
Operating CD – Main Street Bank C		216,007.53
Operating CD – United Bank A		103,409.33
Capital CD – First Choice #1		105,021.26
	CD SUBTOTAL	\$ 530,141.30
Capital Balances as of March 2017		438,265.86
	TOTAL:	1,856,293.75

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

Sr. Mary Clark asked if the Security National Trust statements were for the same account. Mr. Marquart said there are two separate trust accounts with one usually being referred to as a sub-account because it was created when some library CDs were used to create a new account at Security National Trust in addition to the original investment account at Security National Trust. He stated OCPL also has an Endowment Trust held at WesBanco. Mr. Baker moved to approve the April Financial Report. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Baker	YES
	Mr. Werner	YES
	Sr. M. Clark	YES

PUBLIC INPUT/PRESENTATIONS:

There was no public input or correspondence.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

In April, A.E. Pelley inspected the flapper on the main sewer line as well as the additional flapper installed in the Storage Room, they are both in good condition. Mr. Marquart explained to Sr. Mary Clark that OCPL had a problem with the sewer lines backing up during heavy rainfall because of the city's sewer lines which also receive storm drain water. He said there is a backwater valve in the Library's exterior water lines, but an additional back water gate valve was added in the basement in case the exterior one failed. Ms. Thomas said the original flapper is subject to damage by rodents. Mr. Baker stated the back-up of drains should soon cease to be a problem. Mr. Marquart agreed there should be an improvement once the city resolves the storm drain issue and separates the City's wastewater and rainstorm run-off. Ms. Thomas said A.E. Pelly checks the flappers every few months.

Ms. Thomas shared a thank you she had received from the Rotary Club for a talk she gave on April 18 providing the members with information on the Library's services and the renovation project.

KPC Architectural Products were on-site on April 26th and 27th to return the adult fiction stacks and the first half of the adult nonfiction stacks to their original positions and move the Large Print, DVD, and New Book stacks into the area between the Children's Department and the Circulation Desk. They also moved the second half of the adult nonfiction stacks into the area where the first half had been sitting. She stated it is a bit of a challenge for patrons to find materials on their own because when the Large Print, DVD, New Book stacks were moved they could not be turned around. Ms. Thomas said the stacks are now sitting backwards, which is confusing to the patrons. She added the Reference staff is assisting the patrons in locating the materials they want. Ms. Thomas said the last visit from KPC will occur after all the main floor public areas have been renovated and they will return all the stacks to their original locations. She also said Dan Smith, from KPC, informed her the installation of the recommended transfer top ties to stabilize the adult nonfiction stacks may not be possible with the new lighting which hangs

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

between the stacks. Ms. Thomas said KPC is going to speak with the architects at Matyskiela & Grant and they will work on an alternate solution for installing the top ties.

OCPL was closed on May 1, 2017 to set-up the temporary Circulation and Reference Desks required for the next phase of the Renovation Project. The two desks and the public computers are all temporarily located in the area that housed the Large Print collection, the New Books, and the DVD's. Ms. Thomas said she contacted Miller Transfer and Storage to assist with moving the needed desks, tables, and shelving. She said extra staff from Technology Services Group was also on hand to assist with the set-up of the public access computers. Ms. Thomas said it will be necessary to close again when the Circulation Desk and Reference areas have been completed so everything can be returned to its original location.

Ms. Thomas stated she gave a talk to the Civitans on May 3, 2017 and provided information on OCPL's services and the renovation project.

Ms. Thomas said she was contacted by the Youth Service System's Youth Achievement Center requesting a donation of children's books. She said OCPL will be unable to hold its annual book sale until next year because of the renovation project, so children's books that would have been included in this year's book sale were given to the Youth Achievement Center. Ms. Thomas stated the Greater Wheeling Soup Kitchen also requested children's books which OCPL gave to them as well.

Ms. Thomas said she contacted the remaining Ohio County schools who still have funds available for book requests and asked to have all of their requests in by May 12 so the orders could be ordered and the invoices paid by June 30, the end of this fiscal year. She said some of the schools may not actually receive these last requests until the next budget year if the requests exceed the allotted amount per school for this budget year.

Ms. Thomas said Mary Jo Guida, Senator Manchin's aide, will be at the Library for the Senator's *Common Sense Connections* program, which provides the public the opportunity to discuss concerns and areas of interest with the representative who communicates these to Senator Manchin. Ms. Guida will be here on May 22 from noon to 1:30 p.m. and from 6 p.m. to 7:30 p.m.

On Saturday, May 6, at approximately 4 p.m., the contents of the paper towel disposal in the Men's restroom on the lower level of the Library was set on fire. The fire caused enough smoke to set off the fire alarms and force the temporary evacuation of the Library. Ms. Thomas said the Library's security guard, Jason Barger, was able to douse the flames before the firemen arrived by getting a bucket of water from the adjacent maintenance room. Ms. Thomas stated the Wheeling Fire Department brought large fans to dissipate the smoke in the basement hallways and soon gave the okay for everyone to re-enter the building. She said the fire is believed to have been started deliberately and not caused simply by a lit cigarette. She stated one individual in particular has shared his displeasure of having to use the downstairs restrooms because of the construction project and the staff, on duty during the fire, believes he could have started the blaze but they have no proof. Mr. Baker suggested the security guard be directed to patrol the restrooms often. Ms. Thomas said Wheeling Fire Chief, Tony Campbell, would continue to investigate the incident. Sr. Mary Clark asked if patrons can be banned for bad behavior. Mr. Werner answered they can with proof to provide a basis for being banned. He stated OCPL would have to have more than a suspicion to ban an individual because the Library must avoid discrimination. Mr. Werner

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

said he agreed with Mr. Baker's suggestion that the security guard patrol the restrooms often. Mr. Marquart said, on the bright side, the restrooms upstairs should be completed next week.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Mr. Marquart reported the renovation project is continuing to progress. Mr. Marquart said the new lights have been installed in the stacks and he has received positive feedback on the improvement. He said some ductwork is still being discovered that needs to be rebuilt and repaired. Mr. Marquart stated the air handlers on the HVAC system will also need repair and additional electrical work to ensure they respond properly. He also said one of the large condenser pumps for the HVAC system is leaking and needs to be addressed. Mr. Marquart added that new sensors for the HVAC system will also be installed. He stated the new sensors would then be fed to a computer, probably Ms. Thomas's, and the system could then be easily monitored and would be more efficient. Mr. Baker asked if OCPL would be investigating the Honeywell program to receive rebates on the HVAC upgrades. Mr. Marquart stated OCPL is currently eligible for several rebates through the Appalachian Power Rebate Program. Ms. Thomas said she met with the Appalachian Power representative, Mike Fitzwater, regarding the rebates for several of OCPL's energy efficient upgrades. She said all the energy efficient upgrades will be included in a rebate provided by that company. She stated she could investigate to see if the Honeywell program is still available. Mr. Marquart said the program has not been brought up at the construction meetings.

NEW BUSINESS

REQUEST BY CITY OF WHEELING TO PLACE A BIKE STAND AT OCPL

Ms. Thomas said she received a request from Jesse Mestrovic, Director of Parks & Strategic Planning for the City of Wheeling, for permission to install a bike rack at OCPL. Ms. Thomas stated the bike rack would be one of three donated by the Wheeling Lions Club for downtown Wheeling. Mr. Werner asked if OCPL already has a bike stand. Ms. Thomas said the Library had one in the past that was located in the Library's main parking lot and was adjacent to the handicap parking spaces. She said the bike rack was removed several years ago so the handicapped parking spaces could be improved and the main entrance walk way be upgraded for handicapped accessibility. Ms. Thomas said Mr. Mestrovic would like to place the new bike stand at the 16th Street entrance. Mr. Marquart asked if the area is wide enough to allow for the bike stand and also if it would block the emergency exit. Ms. Thomas said the area would have to be inspected to ensure it would fit properly. Mrs. McCamic commented that it would be nice to have the bike stand, as long as its placement does not interfere with access to the building. Mr. Marquart motioned to allow for the installation of the donated bike rack at the 16th Street entrance as long as it does not block patrons from entering or leaving the building. Mr. Baker recommended displaying a sign that OCPL would not be responsible for the loss or theft of bikes. Mr. Werner seconded Mr. Marquart's motion with the addition of Mr. Baker's recommendation to add a sign OCPL is not responsible for lost or stolen bicycles.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Baker	YES
	Mr. Werner	YES
	Sr. M. Clark	YES

**BOARD OF TRUSTEES
MINUTES
MAY 10, 2017**

MATURITY OF CD AT MAIN STREET BANK

Ms. Thomas noted an Operating CD held at Main Street Bank would be maturing on May 22, 2017. She distributed copies of the current interest rates and terms for certificates of deposit from local banks and asked the trustees if they would like to allow the CD to automatically renew, change to a new term and/or bank, or transfer the funds into the Library's Capital Account for the upcoming renovation project costs. Mr. Marquart suggested allowing the CD to mature and transferring the funds into the Library's Capital Account. He added the rates for CDs should not be dropping and any excess monies in the Capital Account, once the renovation project is complete, could then be used to open another certificate of deposit. Mr. Marquart moved to allow the certificate of deposit held at Main Street Bank to mature on May 22, 2017 and deposit the funds into the Capital Account. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Baker	NO
	Sr. M. Clark	YES

Ms. Thomas distributed the March and April Service Reports. She said the Children's Department had lower statistics for March and the Adult Department's statistics dropped in April, both of which could be attributed to the construction project. Ms. Thomas added the statistics for all the various online services and websites (i.e. Facebook, Twitter, OCPL's website, Flickr, and Archiving Wheeling) continues to grow.

There being no further business, Mr. Marquart motioned to adjourn the meeting at 5:23 p.m. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Baker	YES
	Sr. M. Clark	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper