



**MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 10, 2018
WEDNESDAY, 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 wording change that should be made in the board meeting minutes of the December 13, 2017 board meeting. Mr. Phillips moved to approve the December 13, 2017 meeting minutes with the corrections named. Sr. Mary Clark seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,951.88
Payroll Account Checking		-
Capital Money Market Savings		184,056.13
Operating Money Market Savings		833,920.75
Operating CD – Main Street Bank B		106,507.68
Operating CD – First Choice A		105,111.42
Capital CD – United Bank #1		105,578.35
TOTAL	\$	1,337,126.21

Revenue received: December 2017

County Commission	\$	11,852.96
Board of Education		125,564.00
State Basic Grants-in-aid		-
Fines		847.43
Photocopies		564.55
Contributions		9,389.53
Interest Earned		126.36

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Book Sale	147.00
Out of State Patrons	53.00
Other: Operating Supply CR – 45.00, Book CR – 23.37, Bldg Insurance Claim – 1925.00; Capital CD Int – 124.28	2,117.65

TOTAL \$ 150,662.48

OPERATING CONTRIBUTIONS

Ruth Weller – Donation	5,000.00
Judge & Mrs. Frederick P. Stamp, Jr. - Donation	4,000.00
Ronald King – Donation	250.00
Roseanna Keller – For meeting room use	50.00
Arthur Hoge, Jr. – Donation	20.00
Anonymous	69.53

TOTAL \$ 9,389.53

INVOICES

December 2017 Operating #2 Account	\$ 58,461.10
December 2017 Operating #2 ACH WesBanco BillPay	31.40
December 2017 Transfer to Payroll	37,457.64
December 2017 EFTPS Deposit	12,411.32
December 2017 ACH Debit (Retirement)	8,063.62
December 2017 EFT (WV State Tax)	1,499.00
December 2017 Capital Account	6,950.00
December 2017 Operating #2 Account Voided Check	- 100.00

TOTAL \$ 124,774.08

WARRANTS

December 2017 Operating #2 Account Warrants #29134 - #29191	\$ 58,461.10
December 2017 Operating #2 ACH WesBanco BillPay	31.40
December 2017 Transfer to Payroll	37,457.64
December 2017 EFTPS Deposit	12,411.32
December 2017 ACH Debit (Retirement)	8,063.62
December 2017 EFT (WV State Tax)	1,499.00
December 2017 Capital Account Warrants #580	6,950.00

December 2017 Operating #2 Account Voided Check Warrants #29108	- 100.00
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TOTAL \$ 124,774.08

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VERIFICATIONS

Total Operating Balances as of November 2017		\$	805,112.64
+ December 2017 Revenue			150,662.48
-December 2017 Expenditures			124,774.08
	SUBTOTAL	\$	831,001.04
Operating CD Main Street Bank B			106,507.68
Operating CD First Choice A			105,111.42
Capital CD First Choice #1			105,454.07
	CD SUBTOTAL	\$	317,073.17
Capital Balances as of November 2017			189,052.00
	TOTAL	\$	1,337,126.21

Mrs. McCamic said the funds from the First Choice America CD that matured in December have been transferred to United Bank for a term of 13 months and with an interest rate of 0.65%. She said this is an increase from the original rate provided by United Bank before the December board meeting of 0.55% for a 13-month term.

Ms. Thomas distributed the December 2017 statements from Security National Trust Company for the Library's two investment accounts and the December 2017 statement for the WesBanco Endowment Trust.

Mr. Werner referred to the monthly Expenditure sheet for December 2017 and noted that the Miscellaneous line item has already exceeded the amount originally budgeted for the 2017-2018 fiscal year. Ms. Berisford said the budget for miscellaneous items has already been exceeded due to the three days the Library was closed to the public for the relocation of the book stacks as a result of the renovation project. She explained that the Library provided lunch to the staff and workers on those days. Ms. Berisford added that Carl Clark retired in July and the cake and retirement present from OCPL is also included in the Miscellaneous line item. Ms. Thomas said the Miscellaneous line item also includes other expenses not easily categorized within the Library's budget and it is very difficult to determine exactly how much to budget for Miscellaneous expenses as it can vary greatly from year to year. Mr. Werner said he understood.

Mr. Werner noted the amount budgeted for DVD and CD purchases and asked if those materials continue to be in high demand. Ms. Thomas stated that DVDs and CDs continue to be popular and high circulating items with library patrons. She said some of OCPL's patrons cannot afford to pay for internet or cable service and those patrons continue to check out these materials in high numbers. Ms. Thomas distributed the monthly Service Report and WV Deli statistics for December 2017. She referred to the Service Report and stated that 2,231 DVDs were checked out during the month of December. Mr. Phillips commented that no Interlibrary loan requests were sent to other libraries in West Virginia. Ms. Thomas explained that OCPL is not part of the

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integrated library systems provided by the West Virginia Library Commission so OCPL's catalog is not tied into other West Virginia public libraries. She said the WVLC's consortium in our area is the Northern Library Network. Ms. Thomas said since OCPL has its own ILS catalog its collection is not readily visible to other libraries in the state and very few West Virginia libraries request materials through interlibrary loan from OCPL.

Ms. Thomas reported the Ohio County Commission tax revenue has been received for the month of November 2017 in the amount of \$6,140.52. She said a check, in the amount of \$56,600 was also received from the West Virginia Library Commission for OCPL's 3rd Quarter Grants-In-Aid. Mr. Marquart motioned to approve the Financial Report for December 2017. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATION

Ms. Thomas and Mrs. McCamic presented thank you notes from OCPL staff for their Christmas gift cards. Ms. Thomas also read aloud an e-mail she had received from Amy Kreiger, a teacher at Bridge Street Middle School. In the e-mail, Ms. Kreiger thanks the Library for the books purchased for the school and for the additional help from Library staff in selecting titles from several book series she had requested.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas thanked the trustees for the flowers she received after her recent surgery. She said she returned to work on December 26, 2017 and worked half days for her first week back. She said she resumed her regular full schedule on January 2, 2018.

Ms. Thomas reported on the following:

OCPL will be closed Monday, January 15th in observance of Martin Luther King Day.

A WV Deli meeting will be held on January 16, 2018. Ms. Thomas and Amy Kastigar, Reference Librarian, are planning to attend.

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The West Virginia Legislature has started its session. Susan Reilly, Director of Moundsville-Marshall County Public Library, has contacted Ms. Thomas and suggested meeting with our representatives sometime before WVLA's Legislative Day on February 5. Ms. Thomas, Erin Rothenbuehler, Adult Programming Specialist, and Laura Carroll, Archivist/Cataloger, will be attending the annual Legislative Day and will have a display featuring the Library's website and Archives Collection.

The Volunteer Income Tax Assistance program will begin on January 29.

Ms. Thomas stated she will be contacting Jim Williams from WesBanco Insurance Services regarding the annual renewal of the Library's Property and Liability Insurance and Auto Insurance which renews on March 18. She asked if the trustees would like her to contact other insurance agencies as well to receive their rates as we did last year. Mr. Marquart said Mr. Williams, as our agent, will shop around for the best rates among the different companies on the Library's behalf. Mrs. McCamic suggested asking Mr. Williams to provide the new information in time for the February 14th board meeting.

Mansuetto Roofing completed the necessary roof repairs needed to prepare the Library's roof for winter.

Again this year, OCPL received a donation from Ruth Weller, a regular Lunch with Books attendee and VITA tax volunteer, in the amount of \$5,000. Judge Frederick J. and Mrs. Stamp also made a contribution to OCPL in the amount of \$4000 and have requested that \$2000 of the donation be set aside for the Lunch with Books program and the other \$2000 for general use. The Library also received a donation from Ronald King, a resident of Bridgeport, Ohio, in the amount of \$250.00.

OLD BUSINESS

RENOVATION PROJECT FOR OCPL

Sr. Mary Clark commented that she really liked the open space between the Circulation Desk and the Reference Desk and asked if the area will continue to remain open. Ms. Thomas answered that the display cases, relocated to the Wheeling Room during construction, will be returned to that open space and additional display cabinets will also be added. She said the displays have not been returned to their original location due to an upcoming evaluation from the Heinz History Center for their traveling exhibit that will be at OCPL in the spring. Ms. Thomas stated the representatives from the Heinz History Center need to measure the area to determine the best placement for their exhibit. She said once the evaluation is completed the display cabinets will be moved accordingly to suit the layout for the coming exhibit.

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Ms. Thomas said the final punch list inspection was conducted on January 3, 2018. She said a copy of the punch list inspection detailing the work yet to be completed was included in this month's board packet.

Ms. Thomas reported that OCPL received the invoice for the new automatic door opener that was installed in December. She said that when the original motion to proceed with the installation was made at the November 14, 2017 board meeting it did not specify if the invoice would be a Capital expense or paid out of the Operating budget as part of Building Maintenance. After discussion, Mr. Marquart motioned for the invoice from Automated Entrance Systems in the amount of \$3,624 for the installation of the new automatic door opener be paid out of the Capital Account. Sr. M. Clark seconded.

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

Ms. Thomas informed the trustees that Johnson Boiler Works will be coming next week to begin the necessary work to improve the ventilation of the Computer Server Room. She said technicians from the company will also be visiting next week to perform a tutorial on the new HVAC control panel for the relevant library staff. Ms. Thomas explained that, currently, Bob Workman, Custodian, is the only staff member who has received instruction on the new control panel. She said an issue recently arose with the system while Mr. Workman was on vacation. She said she contacted Johnson Boiler Works about the issue so a technician could come check the system to be sure it was working properly. Ms. Thomas said it will be helpful if the Library Director, the Head of Adult Services/Reference, and the Bookkeeper/Secretary are also familiar with the new control panel. Ms. Berisford said the final bill from Johnson Boiler Works for the heating and cooling upgrades has been received and asked the trustees if the invoice should be paid now or after the control panel training and all the HVAC issues are resolved. Mr. Marquart recommended waiting to pay the invoice.

QUOTES TO REPLACE EXTERIOR SIGNAGE

Ms. Thomas referred to the memo, price quotes, and comparison chart included in this month's board packet which includes the information on available fonts that Mrs. McCamic had requested via e-mail in addition to the quote for the brushed aluminum lettering from McClellan Sign Co. Ms. Thomas commented that Tim McClellan from McClellan Sign Co. advised against using the unpainted brushed aluminum as it would not stand out against the red brick of the library building. She passed around samples of the lettering in the recommended font choices. She said these lettering styles were recommended because the same mounts for the current

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exterior signage could be used. Ms. Thomas said if the trustees decided to choose another style or size of lettering; an additional price quote would be needed for the new mounts. She added that OCPL would also have to contact another company to make repairs to the old mount holes in the masonry. After discussion, Mr. Werner moved to install the cast aluminum letters painted white in the recommended Helvetica Bold font from McClellan Sign Company to be paid out of the Capital Account. Mr. Phillips seconded.

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

NEW BUSINESS

There was no new business.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:08 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper