



**MINUTES  
BOARD OF TRUSTEES MEETING  
JANUARY 9, 2019  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Sister Mary Clark, Edward Phillips

**BOARD MEMBERS ABSENT:** Anthony Werner

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

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:20 p.m.

**MINUTES:** Mrs. McCamic noted a wording change in the December 12, 2018 board meeting minutes. Mr. Phillips motioned to approve the board meeting minutes with the correction named. Sr. M. Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	1,500.00
Payroll Account Checking		-
Capital Money Market Savings		129,978.93
Operating Money Market Savings		708,645.02
Operating CD – Main Street Bank B		107,304.33
Operating CD – First Choice A		105,749.60
Capital CD – United Bank #1		106,266.28
<b>TOTAL</b>	<b>\$</b>	<b>1,159,444.16</b>

**Revenue received: December 2018**

County Commission	\$	25,422.64
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		905.05
Photocopies		994.20
Contributions		252.17

**BOARD OF TRUSTEES MEETING  
MINUTES  
JANUARY 9, 2019**

Interest Earned		125.06
Book Sale		182.50
Out of State Patrons		35.00
Other: Operating Supply CR – 39.00, Book CR – 23.00, Outreach Services CR – 50.00, Postage CR – 4.90 DVD CR – 27.00, Capital CD Int – 171.93		315.83
<b>TOTAL</b>	<b>\$</b>	<b>92,077.45</b>

**OPERATING CONTRIBUTIONS**

Compulsive Eaters Anonymous – For meeting room use	\$	25.00
Mary F. Felici – Donation		200.00
Anonymous		27.17
<b>TOTAL</b>	<b>\$</b>	<b>252.17</b>

**INVOICES**

December 2018 Operating #2 Account	\$	83,004.90
December 2018 Operating #2 ACH WesBanco BillPay		32.00
December 2018 Transfer to Payroll		42,076.74
December 2018 EFTPS Deposit		12,608.64
December 2018 ACH Debit (Retirement)		8,283.11
December 2018 EFT (WV State Tax)		1,683.00
December 2018 EFT (OH State Tax)		363.00
December 2018 Capital		7,466.46
December 2018 Operating #2 Voided Check	-	24.00
<b>TOTAL</b>	<b>\$</b>	<b>155,493.85</b>

**WARRANTS**

December 2018 Operating #2 Account	\$	83,004.90
Warrants #29938 - #30003		
December 2018 Operating #2 ACH WesBanco BillPay		32.00
December 2018 Transfer to Payroll		42,076.74
December 2018 EFTPS Deposit		12,608.64
December 2018 ACH Debit (Retirement)		8,283.11
December 2018 EFT (WV State Tax)		1,683.00
December 2018 EFT (OH State Tax)		363.00

**BOARD OF TRUSTEES MEETING  
MINUTES  
JANUARY 9, 2019**

December 2018 Capital Warrants #600 - #601		7,466.46
December 2018 Operating #2 Voided Check Warrant #29945	-	24.00
	<b>TOTAL</b>	<b>\$ 155,493.85</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of November 2018		\$ 766,296.03
+ December 2018 Revenue		92,077.45
-December 2018 Expenditures		155,493.85
	<b>SUBTOTAL</b>	<b>\$ 702,879.63</b>
Operating CD Main Street Bank B		107,304.33
Operating CD First Choice A		105,749.60
Capital CD United Bank #1		106,094.35
	<b>CD SUBTOTAL</b>	<b>\$ 319,148.28</b>
<b>Capital Balances as of November 2018</b>		<b>137,416.25</b>
	<b>TOTAL</b>	<b>\$ 1,159,444.16</b>

Ms. Thomas distributed the December 2018 investment statements from WesBanco and Security National Trust. Mr. Marquart motioned to approve the December 2018 Financial Report. Sr. M. Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**PUBLIC INPUT/PRESENTATION:**

Mrs. McCamic presented thank you notes from OCPL staff for their Christmas gift cards to the trustees.

**ANNOUNCEMENTS:**

Ms. Thomas said that Outreach Specialist Julia Bachmann’s father recently passed away. She said the viewing for Ms. Bachmann’s father would be at Kepner Funeral Home on National Road from 3-8 p.m. this evening and the funeral service would be held at the Vineyard Church on Thursday, January 10<sup>th</sup> at noon.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JANUARY 9, 2019**

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

Ms. Thomas distributed the Service Report and WV Deli statistics for the month of December 2018. She also distributed copies to the trustees of the newly revised and adopted Patron Policies for their trustee handbooks.

On Friday, January 4, Hometown Movers moved the furniture and necessary equipment from the Storage Room into the Tax Room for the Volunteer Income Tax Assistance (VITA) program.

A WV Deli meeting is scheduled for Tuesday, January 15 in Clarksburg, weather permitting.

The Library will be closed on Monday, January 21 for Martin Luther King, Jr. Day.

The weeding project has progressed to the 780s in the Adult Nonfiction collection.

The November 2018 tax revenue check was received from the Ohio County Commission in the amount of \$6,572.43.

The West Virginia Library Association's Legislative Day will be held on Monday, February 4, 2019. Ms. Thomas said the day will be spent visiting our legislators and the evening reception will be held in the Great Hall of the Culture Center that day from 5 to 7 p.m. She said that due to construction on the Capitol rotunda, the libraries may be unable to have displays this year. She said the trustees are also welcome to attend.

Ms. Thomas stated that plans are being made for a Wheeling History Museum. She said the project is still in its early stages, but the Library plans to coordinate and assist with the project.

Ms. Thomas reported that West Virginia Northern Community College was able to regain ownership of the lot adjacent to College's B & O Building. The lot in question was originally the site of Electrical Contractors Supply.

With regards to the policy of banning patrons, Ms. Thomas suggested to the trustees that the letter sent to the patron and police would state that the patron would be banned "until further notice." She said this would provide an opportunity for the ban to be lifted in the future if the patron's behavior warranted a reprieve.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JANUARY 9, 2019**

Ms. Thomas said a donation in the amount of \$4,000 was received from Judge & Mrs. Frederick Stamp Jr. She said \$2,000 is designated for Adult Programming and the remaining \$2,000 is designated as a general contribution for the Library. Ms. Thomas said a donation was also received from Ruth Weller in the amount of \$5,000 for OCPL.

Ms. Thomas reported the carpeting for the circulation desk has been ordered from Carpeting Unlimited.

Ms. Thomas said the countertops installed during the recent renovation project at the circulation desk recently received some surface scratches. She said she contacted Eric Matyskiela, from Matyskiela & Grant, Inc., and he said they would provide instructions on how to buff and remove the scratches from the Corian countertop.

**OLD BUSINESS**

**OCPL POLICY REVIEW**

Ms. Thomas distributed copies of OCPL's Personnel Policies- Introduction, Part 1 & Part 2 – Section 1 which included all of Mr. Werner's suggested revisions and her suggested revisions regarding the additional service credit available to eligible employees at the time of retirement. Since Mr. Werner was unable to attend this month's meeting, Mrs. McCamic suggested continuing the discussion of the Personnel Policies at the February board meeting.

**NEW BUSINESS**

**RENEWAL OF CERTIFICATE OF DEPOSIT – UNITED BANK**

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. After reviewing the rates and terms, Mr. Marquart motioned to let the current United Bank CD mature and open a new CD at United Bank for a term of 25 months with the interest rate of 2.0%. Mr. Phillips seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Due to the VITA Tax Service and the lack of available parking, Mrs. McCamic recommended moving the February, March and April board meetings to the second Tuesday of the month as was done last year in March and April. The trustees agreed. She said the next board meeting

**BOARD OF TRUSTEES MEETING  
MINUTES  
JANUARY 9, 2019**

would be held on Tuesday, February 12, 2019. Sr. M. Clark suggested that an e-mail be sent to the trustees to remind them of the change in date.

There being no further business, Sr. M. Clark motioned to adjourn the meeting at 5:21 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper