



**MINUTES  
BOARD OF TRUSTEES MEETING  
JUNE 14, 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; Erin Rothenbuehler, Adult Programming Coordinator; Charlotte McConlogue

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

Mrs. McCamic changed the order of the agenda to allow Ms. Charlotte McConlogue to speak to the trustees.

**PUBLIC INPUT/PRESENTATION**

Ms. McConlogue shared fond memories she had of OCPL while growing up in Wheeling. She expressed her interest in volunteering at the Library and said she looked forward to becoming more involved. She thanked the trustees for allowing her to attend the board meeting.

Mrs. McCamic changed the order of the meeting again to allow Ms. Rothenbuehler to present the proposal from CGI Communications.

**NEW BUSINESS**

**PROPOSAL FROM CGI COMMUNICATIONS TO BE ADDED TO THE OHIO COUNTY COMMISSION'S NEW WEBSITE**

Ms. Thomas said she was contacted by Ken Wuest from CGI Communications to see if the Library would be interested in being featured on the Ohio County Commission's new website. Ms. Thomas stated she and Ms. Rothenbuehler participated in a conference call from Mr. Wuest. She said during the call they were referred to an example of the website CGI Communications recently set up for Lehigh County in Pennsylvania. Ms. Thomas said she told Mr. Wuest she

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would have to discuss participation with the trustees and receive board approval before agreeing to the proposal. Ms. Rothenbuehler showed the trustees the Lehigh County website to demonstrate the various ways the Library could be included.

Mr. Werner motioned to permit CGI Communications to add OCPL’s link to the Ohio County Commission’s new website at no cost to OCPL and without soliciting donations from local businesses to "sponsor" the Library's link on OCC's website. Sr. Mary Clark seconded.

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

**MINUTES**

Mr. Baker stated he was incorrectly quoted on page 8 of the May 10, 2017 board meeting minutes regarding the Honeywell rebate program and asked that the line be struck from the minutes. Mr. Werner moved to approve the May 10, 2017 meeting minutes with the correction named by Mr. Baker. Mr. Marquart seconded.

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

**FINANCIAL REPORT**

Ms. Thomas distributed the May statements for the WesBanco Endowment Trust and the two investment accounts at Security National Trust Company.

Operating Account #2 Checking	\$	1,586.27
Payroll Account Checking		-
Capital Money Market Savings		419,731.08
Operating Money Market Savings		955,183.05
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
<b>TOTAL</b>	<b>\$</b>	<b>1,691,043.43</b>

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**Revenue Received: May 2017**

County Commission	\$	70,706.78
Board of Education		-
State Basic Grants-in-aid		-
Fines		1,612.26
Photocopies		651.75
Contributions		61.54
Interest Earned		163.22
Book Sale		111.50
Out of State Patrons		30.00
Other: Operating Supply CR – 34.00; Operating CD Int – 272.73		306.73
<b>TOTAL</b>	<b>\$</b>	<b>73,643.78</b>

**OPERATING CONTRIBUTIONS:**

Susan Williams		40.00
In memory of Betty Goodwin-Sinclair		
Anonymous		21.54
<b>TOTAL</b>	<b>\$</b>	<b>61.54</b>

**INVOICES:**

May 2017 Operating #2 Account	\$	59,368.04
May 2017 ACH WesBanco BillPay		35.60
May 2017 ACH WesBanco (Check order for Capital Account)		19.54
May 2017 Transfer to Payroll		33,043.99
May 2017 EFTPS Deposit		10,989.40
May 2017 ACH Debit (Retirement)		7,619.78
May 2017 EFT (WV State Tax)		1,559.00
May 2017 Capital		126,263.76
May 2017 Operating #2 Voided Check #28280	-	5.01
<b>TOTAL</b>	<b>\$</b>	<b>238,894.10</b>

**WARRANTS:**

May 2017 Operating #2 Account	\$	59,368.04
Warrants #28744 - #28795		
May 2017 ACH WesBanco BillPay		35.60
May 2017 ACH WesBanco (Check order for Capital Account)		19.54
May 2017 Transfer to Payroll		33,043.99
May 2017 EFTPS Deposit		10,989.40
May 2017 ACH Debit (Retirement)		7,619.78
May 2017 EFT (WV State Tax)		1,559.00
May 2017 Capital		126,263.76
Warrants #559 - #564		
May 2017 Operating #2 Voided Check #28280	-	5.01

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**TOTAL           \$                   238,894.10**

**VERIFICATIONS:**

Total Operating Balances as of April 2017	996,084.73
+ May Revenue	73,643.78
- May Expenses	238,894.10

**SUBTOTAL \$                   830,834.41**

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

**CD SUBTOTAL \$                   530,822.96**

Capital Balances as of April 2017	329,386.06
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**TOTAL:                               1,691,043.43**

Mr. Werner asked if it is unusual for the revenue from the Ohio County Commission to exceed the budgeted amount. Mr. Baker said it has not been unusual in the fifteen years he has been a member of the Board of Trustees. Mr. Marquart stated the market continues to be strong and noted the May 2017 Financial Report includes the matured Main Street Bank Operating CD being deposited into the Capital Money Market Account. Mr. Werner asked why the Children’s Department has only used 41% of its budget to date and if the reason was due to the Construction Project. Ms. Thomas said the budget for the Children’s Department also included monies for the “Step Into Stories” special programs which were not well attended. She said the program was discontinued and the budget has been reduced. Ms. Thomas added that Ms. Cleary also now provides many programs in the schools, daycares and preschools. Sr. Mary Clark asked how the attendance for the Lunch with Books program has fared. Ms. Thomas answered the Lunch with Books program continues to be well attended, with 125 patrons attending the most recent program held on June 13, 2017. Ms. Thomas said this week story times have also seen an increase in attendance with 27 patrons at the Tuesday, June 13 story time and 47 in attendance at the Story Time held at Wheeling Heritage Port on June 8, 2017. Mrs. McCamic asked if the waterfront story times are a recurring weekly event. Ms. Thomas said the story time at Heritage Port will be held every Thursday at 11 a.m.

Mr. Marquart asked if all of the orders from the Ohio County Schools have been placed. Ms. Thomas said the orders are almost finished and should be completed by next week. Sr. Mary Clark asked if the chart of school orders in this month's board packet included the final totals. Ms. Thomas said the final totals would be provided in next month’s board packet. Mr. Werner asked if a response had been sent to the letter received from Kimberly Miller, Superintendent of Ohio County Schools. Mrs. McCamic said a funding letter was originally sent to the Ohio County Board of Education. Mr. Werner stated it would be a good idea to send a letter to the Ohio County Schools board members and Ms. Miller thanking them for their continued funding.

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Mr. Werner moved to approve the May Financial Report as tendered. Sr. Mary Clark seconded.

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

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

OCPL received a letter from the Kim Miller, Superintendent of Ohio County Schools, stating the Board of Education had approved its budget for the 2017-2018 fiscal year and would continue to provide funding to the Library for 2017-2018 in the amount of \$753,394.00.

A check was received in the amount of \$3,584.12 from State Auto for the insurance claim for the flooding which occurred on May 23, 2017 due to a burst water line in the main floor ceiling. Ms. Thomas said another check will be received when West Virginia Firewater and Restoration issues an invoice for the initial clean-up they provided after the pipe burst. Mr. Werner asked how much the Library's deductible was for this kind of incident. Ms. Thomas answered the Library has a \$2,500 deductible.

The April tax revenue check in the amount of \$12,667.03 was received from the Ohio County Commission. Ms. Thomas stated the May tax revenue check should be received before June 30, the end of the fiscal year.

An annual WV Deli meeting will be held on July 18, 2017 to elect officers. Mrs. McCamic explained to Ms. McConlogue that WV Deli is a consortium of libraries in West Virginia who banded together to pool their money to purchase electronic materials such as e-books and audio books for their patrons.

The Library will be closed on Sunday, May 18, for Father's Day and Tuesday, May 20, for West Virginia Day. Ms. Thomas said the construction workers will be on-site on May 20 to continue work on the Renovation Project. She said Carl Clark will work that day so the workers can have access to the building.

**OLD BUSINESS**

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**RENOVATION PROJECT FOR OCPL**

Mr. Marquart reported the renovation project is progressing at a steady pace. He said work on the canopy over the Circulation Desk has been delayed because the architectural plan had to be revised due to ductwork that interfered with the original plan. Mr. Marquart stated the flood that occurred on May 23 appeared not to be a result of the recent plumbing work done during the building renovations. He said an iron plug screwed into the copper pipe, during the original construction of the building, failed. Mr. Marquart stated workers will continue to check for other lead plugs that may need replaced as construction continues. He said the damage caused from the flooding would be covered by the Library's insurance policy after the deductible.

Mr. Marquart stated all the lights and ceiling tile in the remaining Adult nonfiction area have been installed and the painting there has also been completed. He said OCPL is currently working with Colaianni Construction to release the area to allow patrons access to those nonfiction stacks. Mr. Werner stated he reviewed and amended the waiver to open that area to patrons. Ms. Thomas said she has e-mailed the new waiver to Matyskiela & Grant and is waiting to see if Colaianni Construction will accept the revisions.

Mr. Marquart said work on the exterior façade is progressing and the sandblasting of the 16<sup>th</sup> Street entrance is set to begin on June 19. He stated the 16<sup>th</sup> Street entrance would need to be closed and all patrons would need to enter the Library through the main entrance. Mr. Marquart said the closure of the main entrance after the 16th Street entrance has been completed will also affect patrons entering the building and signs should be placed directing patrons who are elderly or need handicapped parking to park in the Eoff Street lot. He added all patrons will have to walk around the building to enter through the 16<sup>th</sup> Street entrance during this time.

Sr. Mary Clark asked if the new bike rack has been installed. Ms. Thomas said the bike rack has been installed at the 16<sup>th</sup> Street entrance. Ms. Thomas said OCPL will have to close one more day once the Circulation and Reference areas have been completed to allow staff to return the furniture and equipment to its original location.

**OCPL'S ANNUAL BUDGET FOR 2017-2018**

Ms. Thomas stated the proposed Annual Budget is the same as presented at last month's board meeting. Sr. Mary Clark inquired about the increase for the Adult Programming line item. Ms. Thomas said the increase was proposed this year because of the probability of there being no available grants to supplement the Adult Programming budget. She stated the West Virginia Legislature may zero out the West Virginia Humanities and the federal government may eliminate the Institute of Museum and Library Services which would end the Library Services and Technology Act funding to the state. Mr. Werner said the increase of the Adult Programming line item is offset by the decrease of the Children's Programming line item. Mr. Marquart asked how Ms. Cleary's school and daycare visits affect her budget. Ms. Thomas said the school and daycare visits only affect the Vehicle Maintenance line item due to her travel.

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Mrs. McCamic thanked Ms. McConologue for coming to the board meeting and informed her the board would need to go into an Executive Session, which is not open to the public, to discuss the personnel aspects of the annual budget. Ms. McConologue thanked the trustees for allowing her to attend the meeting and left the meeting at 5:21 p.m.

Mr. Marquart moved to enter Executive Session at 5:23 p.m. Mr. Werner seconded.

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

Mr. Marquart moved to exit Executive Session at 5:55 p.m. Mr. Werner seconded.

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

Mr. Marquart moved to approve the proposed Annual Budget for 2017-2018 as presented. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Baker	NO
	Mr. Werner	YES
	Sr. M. Clark	YES

Mrs. McCamic stated she would be unable to attend the next board meeting on July 12, 2017. She said Mr. Marquart will be officiating the meeting in her place. Mr. Baker asked if he could have the floor to speak for a moment. He stated this would be his last board meeting since his term would expire this month and he was not reappointed by Brenda Miller, Ohio County Circuit Court Clerk. Mr. Baker said it has been a pleasure serving on OCPL's Board of Trustees for the past fifteen years. Mrs. McCamic thanked Mr. Baker for serving on the Board of Trustees.

There being no further business, Mr. Werner motioned to adjourn the meeting at 6:01 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES

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Mr. Werner	YES
Mr. Baker	YES
Sr. M. Clark	YES

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper