



**MINUTES
BOARD OF TRUSTEES MEETING
DECEMBER 12, 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 4:18 p.m.

MINUTES: Mrs. McCamic noted a wording change in the November 14, 2018 board meeting minutes. Mr. Phillips motioned to approve the board meeting minutes with the correction named. Mr. Werner seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,704.90
Payroll Account Checking		-
Capital Money Market Savings		137,416.25
Operating Money Market Savings		764,591.13
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
TOTAL	\$	1,222,860.56

Revenue received: November 2018

County Commission	\$	-
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		716.46
Photocopies		463.80
Contributions		67.25

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

Interest Earned		102.30
Book Sale		112.50
Out of State Patrons		40.00
Other: Operating Supply CR – 15.50, Adult Prog CR – 10.00, Outreach Services CR – 100.00, Postage CR – 5.26		130.76
TOTAL	\$	65,478.07

OPERATING CONTRIBUTIONS

Amy Petrini – In memory of Nancy Vieweg	\$	15.00
Anonymous		52.25
TOTAL	\$	67.25

INVOICES

November 2018 Operating #2 Account	\$	58,553.26
November 2018 Operating #2 ACH WesBanco BillPay		31.80
November 2018 Operating Fund Returned Check Service Fee		18.00
November 2018 Transfer to Payroll		42,300.55
November 2018 EFTPS Deposit		12,690.82
November 2018 ACH Debit (Retirement)		8,246.57
November 2018 EFT (WV State Tax)		1,679.00
November 2018 EFT (OH State Tax)		360.00
November 2018 ACH Debit (United Bankcard)		424.67
November 2018 Capital		105,987.00
TOTAL	\$	230,291.67

WARRANTS

November 2018 Operating #2 Account	\$	58,553.26
Warrants #29885 - #29937		
November 2018 Operating #2 ACH WesBanco BillPay		31.80
November 2018 Operating Fund Returned Check Service Fee		18.00
November 2018 Transfer to Payroll		42,300.55
November 2018 EFTPS Deposit		12,690.82
November 2018 ACH Debit (Retirement)		8,246.57
November 2018 EFT (WV State Tax)		1,679.00
November 2018 EFT (OH State Tax)		360.00
November 2018 ACH Debit (United Bankcard)		424.67
November 2018 Capital		105,987.00
Warrant #599		
TOTAL	\$	230,291.67

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

VERIFICATIONS

Total Operating Balances as of October 2018		\$	825,158.91
+ November 2018 Revenue			65,478.07
-November 2018 Expenditures			230,291.67
	SUBTOTAL	\$	660,345.31
Operating CD Main Street Bank B			107,304.33
Operating CD First Choice A			105,749.60
Capital CD First Choice #1			106,094.35
	CD SUBTOTAL	\$	319,148.28
Capital Balances as of October 2018			243,366.97
	TOTAL	\$	1,222,860.56

Ms. Thomas distributed the November 2018 investment statements from WesBanco and Security National Trust. Mr. Marquart motioned to approve the November 2018 Financial Report. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATION:

Ms. Thomas presented the trustees with Christmas Cards from Bob Workman, OCPL’s custodian. Ms. Thomas distributed the trustees’ invitations to the Annual Christmas Luncheon for the staff which will be held on Tuesday, December 18 from noon to 2 p.m.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

On December 6, 2018 a meeting was held at the Brooke County Public Library for all the library directors and legislators from Brooke and Hancock counties. Ms. Thomas reported that incoming Senator William Ihlenfeld and Delegate Phil Disero attended the meeting. The group discussed the West Virginia Library Association's 2019 Legislative Goals. She shared photos from the meeting with the trustees.

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

The Children's Department's 2018 Awesome Author Awards Reception was held on November 29. Ms. Thomas said 149 fifth and sixth grade students from seven local schools participated in the program. She stated 80 people attended the reception. She said this year's Awesome Author was from Our Lady of Peace School. Ms. Thomas said there are extra bound books of the finalists' stories if the trustees would like to have copy.

Ms. Thomas reported that Lee Ann Cleary, Children's Specialist, is continuing to participate in Ohio County Schools' Leaders in Literacy program. She said that this year Woodsdale Elementary and West Liberty Elementary kindergarten and third grade students have visited the Library for activities and a tour. Then both the students and parents are invited back in the evening for a tour and an evening program. She said this year's visits were very well attended and the parents had many positive comments about the Library.

Ms. Thomas reported that due to increased participation, an additional Toddler Time has been added on Mondays at 10:30 a.m. She said the Christmas Storytimes will be held next week and will feature a visit from Santa.

Ms. Thomas shared a copy of the Measurement and Verification Report from AEP's Take Charge rebate program with the trustees. She said this report details the energy savings achieved from upgrading OCPL's lighting and HVAC equipment during the Library's recent renovation project. Ms. Berisford said the Library will receive an additional rebate check from AEP in the amount of \$3,944.55. This will be the final payment.

Ms. Thomas said she and several staff members met to discuss and review OCPL's new proposed website design from TSG. She said Erin Rothenbuehler, Web Administrator, has shared the staff's feedback with Wes Ebeling and he and TSG staff are working on incorporating the suggested changes.

Paula Chappellear, CPA from Prezkop-Chappellear and Associates, is in the process of completing OCPL's compilation statement from the 2017-2018 fiscal year. Ms. Thomas said that once Ms. Chappellear has completed the financial statements, the Library's auditing firm, Wilson, Kozicki & Gwynn, will be able to begin their annual audit.

Ms. Thomas reported the four new LED display cases from Displays2Go arrived today and were installed in the display area located on the main floor.

Ms. Thomas said she received an e-mail from the new President of WVLA asking her to continue to serve for another three year term on WVLA's Legislative Committee. She said she agreed to serve another term on the committee.

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

United Electric has completed the installation of the new wiring and LED lighting in the Board Room display cases.

Sister Mary Clark asked Ms. Thomas if the new roof sections were finished being installed. Ms. Thomas said Mansuetto Roofing completed installing all the roof sections and that the roof is now finished. Mr. Marquart added that the oldest section of roof was installed in 2010 and should last at least 15 years.

OLD BUSINESS

OCPL POLICY REVIEW

PATRON POLICIES

Ms. Thomas distributed copies of a suggested revision to OCPL's Patron Policies. She explained that the Library on several occasions has had returned checks from patrons who have been turned over to the Library's collection agency for long overdue items and overdue charges. She stated that the Library is charged each time the bank attempts to run a check through and it is returned for insufficient funds. She said the bank also will try more than once to run the check through and each time it is returned, the Library's account is charged a fee. Ms. Thomas said the suggested revision would state the Library would accept cash, personal checks, or money orders for the payment of fines and fees; however, personal check payments would no longer be accepted for past due accounts that have been referred to the collection agency. After discussion, Mr. Werner motioned to accept the suggested changes to the Patron Policies. Mr. Marquart seconded.

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

OCPL POLICY REVIEW – PERSONNEL POLICIES – INTRODUCTION, PART 1 & PART 2 - SECTION 1

After the November board meeting, Ms. Thomas said she directed Ms. Berisford to contact West Virginia's Public Employees' Retirement System (PERS) to acquire additional information regarding the additional service credit available to employees. Ms. Thomas distributed copies of an overview on the Public Employees Retirement System (PERS) and WV Code Section 5-10-15a which refers to the use of unused annual and sick leave for credited service upon retirement.

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

Ms. Berisford said she spoke with Kinsey Fox, PERS Employer Services Coordinator. She reported that Ms. Fox informed her that all employees hired before July 1, 2015 are eligible to use their accrued leave, including sick and vacation (annual) leave toward credit for determining retirement benefits. Ms. Berisford said the unused leave is used when calculating the retiring employee's monthly benefit. Ms. Berisford said she also asked Ms. Fox if revising OCPL's Personnel Policy to allow unused vacation time to be used for additional service credit would have a negative impact on the employer contribution to PERS. She said Ms. Fox said it would not affect OCPL's employer contributions negatively. Ms. Berisford stated Ms. Fox explained the employee and employer contributions are established by statute. She said the employer contributions can vary from year to year since they are reviewed annually by an actuary to ensure the retirement plan is sufficiently funded but this change is a statewide change that affects all members equally. She said OCPL's current employer contribution is 10% of an employees' gross monthly salary. After discussion, Mr. Werner suggested that Ms. Thomas draft a sample policy incorporating the use of unused vacation time for additional service credit when applying for retirement. Ms. Thomas said she would try to have a rough draft for the January board meeting. Mrs. McCamic said the Personnel Policies discussion would continue at the January board meeting.

CARPETING AT CIRCULATION DESK/COLUMNS

Ms. Thomas distributed a quote from Carpeting Unlimited for the replacement of the carpeting at the Circulation Desk and columns on the main floor. Mrs. McCamic showed the samples of the quoted carpeting to the trustees. After discussion, Mr. Marquart motioned to approve the purchase of Option 1, Interface's Standard, for \$3,900.00 from Carpeting Unlimited. Sr. Mary Clark seconded.

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

NEW BUSINESS

Mr. Werner said that he, Ms. Thomas and Mr. Marquart met recently to discuss developing a formal policy for OCPL's services to schools. He said that it was a very productive meeting and he hopes the committee will be able to present the proposed policy at the January board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:18 p.m. Mr. Marquart seconded.

**BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 12, 2018**

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper