



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 12, 2019
TUESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Sister Mary Clark

BOARD MEMBERS ABSENT: Edward Phillips

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:23 p.m.

MINUTES: Mrs. McCamic noted a typographical error on page 3 of the January 9, 2019 board meeting minutes. She also noted a typographical error on the Web and Social Media Stat Sheet for January 2019 that was included in this month's board packet. Mr. Marquart motioned to approve the board meeting minutes with the correction named. Sr. M. Clark seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	18,493.91
Payroll Account Checking		21,156.25
Capital Money Market Savings		126,715.57
Operating Money Market Savings		692,985.37
Operating CD – Main Street Bank B		107,841.18
Operating CD – First Choice A		105,922.95
Capital CD – United Bank #1		106,324.95
TOTAL	\$	1,179,440.18

Revenue received: January 2019

County Commission	\$	5,925.31
Board of Education		63,845.00
State Basic Grants-in-aid		56,601.00
Fines		939.41
Photocopies		842.05
Contributions		9,127.17

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Interest Earned		110.07
Book Sale		105.80
Out of State Patrons		80.00
Other: Operating Supply CR – 48.00, Book CR – 19.00, DVD CR – 15.00, Electric CR – 3,944.57, Adult Programming CR – 10.00, Capital CD Int – 58.67, Operating CD Int – 710.20		4,805.44
TOTAL	\$	142,381.25

OPERATING CONTRIBUTIONS

Timothy Cogan – Donation	\$	25.00
Judge & Mrs. Frederick Stamp – Donation		4,000.00
Ruth Weller – Donation		5,000.00
Tammy Kruse – United Way Contribution		12.22
Roseanna Keller – For meeting room use		50.00
Anonymous		39.95
TOTAL	\$	9,127.17

INVOICES

January 2019 Operating #2 Account	\$	52,797.10
January 2019 Operating #2 ACH WesBanco BillPay		32.20
January 2019 Transfer to Payroll		42,175.55
January 2019 EFTPS Deposit		12,576.78
January 2019 ACH Debit (Retirement)		8,234.37
January 2019 EFT (WV State Tax)		1,681.00
January 2019 EFT (OH State Tax)		357.00
January 2019 EFT (WV Consumer Sales & Use Tax)		445.02
January 2019 ACH Debit (Unemployment Security)		119.84
January 2019 EFT (United Bankcard)		1,051.08
January 2019 Capital		3,280.69
January 2019 Operating #2 Voided Check	-	365.40
TOTAL	\$	122,385.23

WARRANTS

January 2019 Operating #2 Account	\$	52,797.10
Warrants #30004 - #30075		
January 2019 Operating #2 ACH WesBanco BillPay		32.20
January 2019 Transfer to Payroll		42,175.55
January 2019 EFTPS Deposit		12,576.78
January 2019 ACH Debit (Retirement)		8,234.37

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January 2019 EFT (WV State Tax)		1,681.00
January 2019 EFT (OH State Tax)		357.00
January 2019 EFT (WV Consumer Sales & Use Tax)		445.02
January 2019 ACH Debit (Unemployment Security)		119.84
January 2019 EFT (United Bankcard)		1,051.08
January 2019 Capital		3,280.69
Warrants #602 - #603		
January 2019 Operating #2 Voided Check	-	365.40
Warrants #30004 - #30005		
	TOTAL	\$ 122,385.23

VERIFICATIONS

Total Operating Balances as of December 2018		\$ 710,145.02
+ January 2019 Revenue		142,381.25
-January 2019 Expenditures		122,385.23
	SUBTOTAL	\$ 730,141.04
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
	CD SUBTOTAL	\$ 319,320.21
Capital Balances as of December 2018		129,978.93
	TOTAL	\$ 1,179,440.18

Ms. Thomas distributed the January 2019 investment statements from WesBanco and Security National Trust. Mr. Werner motioned to approve the January 2019 Financial Report. Mr. Marquart seconded.

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

PUBLIC INPUT/PRESENTATION:

There was no public input or presentations.

ANNOUNCEMENTS:

Mrs. McCamic presented additional thank you notes from OCPL staff for their Christmas gift cards to the trustees. She presented a thank you note from Marilyn Rasz, Outreach Specialist Julia Bachmann's mother, for the gift cards from OCPL's trustees and staff after Julia's father's

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passing. Mrs. McCamic also shared a thank you from Gail Bender, Library Clerk, for the flowers sent for her husband's funeral from the trustees and staff.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

On January 17, 2019, A.E. Pelley inspected the flapper on the main sewer line as well as the additional flapper installed in the Storage Room and found them both in good condition.

The Library has a new regular evening guard, John Ruskowski, from McKeen Security. So far, he is doing very well.

Mr. Phillips was unable to attend this evening's board meeting due to a recent illness.

The Volunteer Income Tax Assistance (VITA) is going very well so far this year. The volunteers have been extremely busy. Ms. Thomas shared the 2018 Commendation for Volunteer Service that was awarded to the Wheeling VITA service from Governor Jim Justice. She said a copy of the Governor's letter was also included in this month's board packet.

Ms. Thomas said she, Susan Reilley, Director of the Moundsville-Marshall County Public Library, and Alex Eberle, Director of the Brooke County Public Library, attended the West Virginia Library Association's Legislative Day that was held on February 4, 2019. She stated they met with delegates and attended the evening reception held in the Great Hall of the Culture Center.

Due to a scheduling conflict with the 2018 WVLA Fall Conference scheduled for November 7-9, the Library had to postpone its annual Staff Continuing Education Day normally held on Veterans Day. Ms. Thomas said OCPL instead observed Veteran's Day as a paid holiday for the staff and rescheduled Continuing Education Day for President's Day, Monday, February 18, 2019. The Library is closed to the public that day, so that will not be a change for patrons.

OCPL was recently featured in the Wheeling News-Register on Sunday, February 3, 2019. Ms. Thomas said the article spotlighted OCPL's current display "Wheeling in 250 Objects." She said the display was planned to highlight Wheeling's 250 year history and is coordinating with the year-long celebration of the city's 250th anniversary. She stated that a copy of the article was included in this month's board packet

Ms. Thomas distributed the Service Report and WV Deli statistics for the month of January 2019.

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OLD BUSINESS

OCPL POLICY REVIEW

Mrs. McCamic said copies of OCPL's Personnel Policies- Introduction, Part 1, and Part 2 - Section 1 with Mr. Werner's suggested revisions and Ms. Thomas's suggested revisions regarding the additional service credit available to eligible employees at the time of retirement was included in this month's board packet. After discussion, Mr. Werner motioned to adopt the Introduction, Part 1, and Part 2-Section 1 of OCPL's Personnel Policies with the suggested revisions and modifications. Sr. M. Clarke seconded.

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

Ms. Thomas said that Part 2-Section 2 of the Personnel Policies, which pertains to employees' sick leave, would be the next section to be revised. Mrs. McCamic suggested the trustees begin to review that section for the March meeting.

NEW BUSINESS

PURCHASE OF REMAINING ARCHIVAL DISPLAY CASES

Ms. Berisford said a copy of the revised Archives Display Budget was included in this month's board packet with a purchase order for the remaining cabinetry needed to complete the display area on the Library's main floor. She said when the proposal was originally brought to the trustees at the November 2018 board meeting, the item numbers and prices for the Crystal Cube display cases were incorrect. Ms. Berisford also added that the exhibit cases are exempt from the Library's discount with Gaylord Archival because there is no discount with any display cabinetry. She said the current proposal lists the correct pricing for the cabinetry and an additional \$1,251.95 will be needed to purchase these cabinets. After discussion, Mr. Marquart motioned to approve the increase to the Archives Display Budget in the amount of \$1,251.95 and to purchase the seven Crystal Cube display cases from Gaylord Archival. Sr. M. Clarke seconded.

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

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TSG PROPOSAL FOR NEW FILE SERVER

Ms. Thomas distributed a quote from TSG to replace the Library's main server that was installed in January 2012. She said that this server has been shutting itself down fairly regularly, and staff must go down to the server room to restart it. Ms. Thomas said that the frequent shut-downs indicate the server may be about to crash. She explained that this server houses the Envisionware printing software for the public computers, staff folders, the mechanics of the card catalog, and serves as the conduit to bring the internet into and out of the building. Ms. Thomas said servers, like computers, typically last approximately five years. She said TSG recommends replacing this main server before a server crash similar to the one OCPL experienced in 2012. After discussion, Mr. Werner motioned to approve the purchase of the file server from Technology Services Group in the amount of \$10,050.00. Mr. Marquart seconded.

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

Mrs. McCamic stated that the trustees agreed to move the March and April board meetings to the second Tuesday of the month due to the VITA tax service and the resulting lack of available parking. She said the next board meeting would be held on Tuesday, March 12, 2019. Sr. Mary Clark suggested that an email be sent to the trustees to remind them of the change in date.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:15 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper