



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 8, 2018
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Sister Mary Clark, Edward Phillips

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer, Anthony Werner

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Jim Williams of WesBanco Insurance

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:21 p.m.

Mrs. McCamic changed the order of the agenda so Jim Williams of WesBanco Insurance could share his recommendations after reviewing OCPL's recent appraisal.

OLD BUSINESS

DISCUSSION OF THE APPRAISAL OF OCPL'S BUILDING AND CONTENTS – JIM WILLIAMS, WESBANCO INSURANCE

Mr. Williams thanked the trustees for inviting him to meet with them to discuss the Library's appraisal from Industrial Appraisal Company. He said, at times, it can be challenging to determine replacement values when it comes to insurance. Mr. Williams stated that over the years he has worked with Ms. Thomas and the trustees to adjust the coverage on the Library's building and contents. He stated that he would like to discuss how the appraisal from IAC corresponds to OCPL's current insurance policy values. Mr. Williams shared that he initially thought the Library might be over insured, but after reviewing the appraisal he believes that the coverage on the building is a little excessive. He added that the library materials were not included in the appraisal and the current valuations on the Library's computers and fine arts are quite low according to the appraisal values.

Mr. Williams distributed a spreadsheet comparing the Library's current 2018-2019 policy limits and the report from IAC. He said he contacted Ms. Thomas to get the replacement values for the Library's materials collection to include on his spreadsheet. Ms. Thomas distributed a spreadsheet detailing the total replacement cost for OCPL's entire collection. She stated that the values for various materials were outlined in the recently updated and approved Patron Policies. Ms. Thomas, said with the Library's integrated library system software, it is possible to get the total number of each type of materials in OCPL's collection. Ms. Thomas said with those numbers she simply multiplied the total number of each material type by the values assigned in

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the Patron Policies. The total value is the amount it would take to replace the current collection completely.

Mr. Williams then reviewed the discrepancies between the appraisal and the Library's current insurance coverage. He stated that the trustees have several options when it comes to adjusting the Library's insurance coverage. Mr. Williams said the board could choose to implement his proposed changes of lowering the limits on the building and raising the limits on the contents, computers and fine arts. He stated that the trustees could choose to change their policy from a 90% replacement value to 100% replacement value and approach State Auto, the Library's current insurance provider, to determine if OCPL could get a better rate in light of the completed appraisal. However, Mr. Williams stated that the better rate might not offset the cost of the recommended increases in coverage. He also said that the trustees could choose to have an agreed upon amount for the replacement cost of the contents and the library's materials collection because, in the event of a total loss, they may choose not to replace all the items. Mr. Williams added that having the completed appraisal is an advantage for the Library in the event of an insurance claim.

Ms. Thomas asked Mr. Williams if he had any estimates of what the cost would be to implement his current recommendations. Mr. Williams answered that he did do some initial investigation into the possible premium adjustments. He said that, if the trustees chose to implement the initial changes presented, the annual cost of insurance would increase by approximately \$1,500. However, he added that he would like to wait until the trustees decide if and how they would want to adjust the insurance policy limits so he could provide the board members with the actual cost and not an approximation.

Mrs. McCamic said that since Mr. Werner and Mr. Marquart were unable to attend this month's board meeting, she would like to postpone possible changes to the Library's current insurance coverage until all the trustees can review and discuss Mr. Williams' recommendations. Mrs. McCamic thanked Mr. Williams for his presentation. Mr. Williams thanked the trustees for the Library's business and stated that there is plenty of time to make any adjustments the trustees believe is necessary to OCPL's insurance coverage. Mr. Williams left the meeting at 4:48 p.m.

MINUTES: Mrs. McCamic noted a wording change in the July 11, 2018 board meeting minutes. Sr. Mary Clark motioned to approve the July 11, 2018 board meeting minutes with the suggested changes. Mr. Phillips seconded.

VOTE:

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,689.35
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Payroll Account Checking	-
Capital Money Market Savings	80,791.55
Operating Money Market Savings	771,503.14
Operating CD – Main Street Bank B	107,167.72
Operating CD – First Choice A	105,576.53
Capital CD – United Bank #1	105,920.82
TOTAL	\$ 1,172,649.11

Revenue received: July 2018

County Commission	\$ -
Board of Education	63,847.00
State Basic Grants-in-aid	-
Fines	858.72
Photocopies	672.90
Contributions	122.96
Interest Earned	114.67
Book Sale	119.50
Out of State Patrons	20.00
Other: Operating Supply CR – 51.50, Bldg Maint CR – 311.02, Operating CD Int – 301.47, Capital CD Int – 173.26, Telephone CR – 77.39, Book CR – 76.77	991.41
TOTAL	\$ 66,747.16

OPERATING CONTRIBUTIONS

Roseanna Keller – For meeting room use	\$ 50.00
Anonymous	72.96
TOTAL	\$ 122.96

INVOICES

July 2018 Operating #2 Account	\$ 53,249.42
July 2018 Operating #2 ACH WesBanco BillPay	31.40
July 2018 Transfer to Payroll	40,650.34
July 2018 EFTPS Deposit	12,151.66
July 2018 ACH Debit (Retirement)	7,978.18
July 2018 EFT (WV State Tax)	1,460.00
July 2018 EFT (OH State Tax)	351.00
July 2018 EFT The Hartford (Workers Comp)	4,759.00
July 2018 EFT Workforce WV (Unemployment Security)	1,121.95
July 2018 Capital	1,750.93
TOTAL	\$ 123,503.88

WARRANTS

July 2018 Operating #2 Account	\$ 53,249.42
Warrants #29571 - #29646	

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July 2018 Operating #2 ACH WesBanco BillPay	31.40
July 2018 Transfer to Payroll	40,650.34
July 2018 EFTPS Deposit	12,151.66
July 2018 ACH Debit (Retirement)	7,978.18
July 2018 EFT (WV State Tax)	1,460.00
July 2018 EFT (OH State Tax)	351.00
July 2018 EFT The Hartford (Workers Comp)	4,759.00
July 2018 EFT Workforce WV (Unemployment Security)	1,121.95
July 2018 Capital Warrant #591	1,750.93
TOTAL	\$ 123,503.88

VERIFICATIONS

Total Operating Balances as of June 2018	\$ 828,681.15
+ July 2018 Revenue	66,747.16
-July 2018 Expenditures	123,503.88
SUBTOTAL	\$ 771,924.43
Operating CD Main Street Bank B	107,037.15
Operating CD First Choice A	105,405.63
Capital CD United Bank #1	105,747.56
CD SUBTOTAL	\$ 318,190.34
Capital Balances as of June 2018	82,534.34
TOTAL	\$ 1,172,649.11

Ms. Thomas distributed the July 2018 statements for the WesBanco Endowment Trust and the investment account at Security National Trust Company.

Mr. Phillips moved to approve the July 2018 Financial Report. Sr. Mary Clark seconded.

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

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you card she received from the Oszust family. She stated that one of the Oszust children is an Augusta Levy student. The parents thanked the Library for allowing the school to use OCPL's Tax Room after the recent loss of their school building. They wanted to express their appreciation and say how important it was to the students to be able to continue attending classes. Sr. Mary Clark asked if the Augusta Levy Learning Center found a place to relocate. Ms. Thomas said the school would be relocating to the second floor of the Children's Museum in downtown Wheeling until a permanent home could be found.

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ANNOUNCEMENTS:

Ms. Thomas distributed the Service Report and WV Deli statistics for the month of July. She also distributed a flyer of upcoming movies that will be shown to coordinate with PBS' Great American Read. Ms. Thomas added that a display has been set up on the main floor with the book list and posters explaining the Great American Read program and how to participate. She said a Great American Read Kick-Off program is being planned and the trustees are welcome to attend and share their favorite book from the list.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The Library was able to obtain a roll-off dumpster from Republic Services to assist with the Storage Room cleaning project. Ms. Thomas said the dumpster was delivered today.

The June 2018 tax revenue from the Ohio County Commission has yet to be received. Ms. Thomas said she would contact Rod Archey at the Ohio County Commission if the revenue check is not received soon.

Ellen Scheid, Reference Assistant, who began her FMLA leave on July 9, 2018, delivered her baby boy on July 18th.

Dawn Andlinger, Cataloger, will be on medical leave from August 14 through September 26 due to an upcoming surgery. Laura Carroll, Archivist, who is also an MLS trained cataloger, will be taking over the cataloging duties until Ms. Andlinger returns to work.

The WVLA Legislative Committee meeting was held on Friday, August 3. Ms. Thomas said she traveled to Vienna, WV with Susan Reilly, Director of the Moundsville-Marshall County Public Library, to attend the meeting. She said the committee discussed the legislative goals and plans for the next Legislative Day. Ms. Thomas stated they would like to see an increase in Grants-In-Aid monies for public libraries. She said the committee also discussed the recent changes by the West Virginia Legislature that placed the Library Commission under the authority of the West Virginia Division of Culture and History and the impact that change may have on the Library Commission itself as well as upon the public libraries in the state.

The online Bibliostat annual statistical and financial report for the West Virginia Library Commission and the federal government is due to be completed this month. After receiving all the public libraries' reports, the West Virginia Library Commission submits a statewide report to the federal government.

Due to a scheduling conflict with the 2018 West Virginia Library Association Fall Conference scheduled for November 7-9, OCPL will have to postpone again this year its annual Staff Continuing Education Day normally held on Veterans Day. She said the Library will instead

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observe Veteran's Day as a paid holiday for the staff and reschedule the Continuing Education Day for President's Day, Monday, February 18, 2019 as it did last year. The Library is normally closed to the public that day, so there will be no change for patrons. Ms. Thomas said the Fall Conference will be held at the Stonewall Jackson Resort if any of the trustees would like to attend this year.

The Wheeling 250 Committee has designed a new flag for the City of Wheeling. Jay Frey, Wheeling 250 Committee Chair, and Erin Rothenbuehler, OCPL's Web Administrator and Wheeling 250 Committee member, presented the proposed new flag at the regular Wheeling City Council session on August 7. Ms. Thomas stated that if the City Council adopts the new flag, the Wheeling 250 Committee would like to donate a flag to the Library to be displayed in the Wheeling Room.

A WV Deli meeting was held on July 17, 2018. Ms. Thomas said she and Amy Kastigar, Reference Librarian, attended the meeting. She said the consortium began reviewing the bylaws. As a result, some issues have arisen regarding purchasing for the consortium versus purchasing for individual libraries' Advantage Collections. Ms. Thomas explained that the Advantage Collections are only for each individual library's patrons and are not available to the entire consortium. Ms. Thomas said that when the original bylaws were drafted the Advantage Collections feature did not exist. Since the addition of Advantage Collections, some questions have arisen as to whether or not individual libraries may share their Advantage Collections with select libraries within the consortium. The next quarterly meeting will be held in October and Ms. Thomas said she would keep the trustees advised of any changes in the consortium's bylaws and rules governing Advantage Collections.

OLD BUSINESS

OCPL POLICY REVIEW – COLLECTION DEVELOPMENT POLICY

Mrs. McCamic said a completed final draft of the Collection Development Policy was included in this month's board packet. The revised policy includes all the revisions suggested by Ms. Thomas, Ms. Kastigar and the trustees. Sr. Mary Clark moved to adopt the revised Collection Development Policy as presented. Mr. Phillips seconded.

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

Ms. Thomas said that the Personnel Policies would be the next policy to be revised. Mrs. McCamic suggested the trustees begin to review that policy for the September meeting. Ms. Thomas said that since the Personnel Policies are so long, it may be more advisable to revise the policy in sections. She said she could e-mail the trustees with the sections to be discussed at the September board meeting.

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NEW BUSINESS

RENEWAL OF CD AT MAIN STREET BANK

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. Since Mr. Marquart was not going to be able to attend the board meeting, Ms. Thomas said Ms. Berisford shared the chart with Mr. Marquart. He recommended changing the terms of the CD to 24 months and contacting Main Street Bank to see if they would match the 2.0 % APY offered at BB & T. Ms. Berisford said she contacted Debbie Lohri at Main Street Bank and they are willing to match the 2.0% APY for a term of 24 months. Mrs. McCamic asked if any additional funds would be needed for the upcoming roof replacement. Ms. Thomas said OCPL currently has sufficient funds in the Operating Account that could be transferred to the Capital Account to pay for the roof replacement without cashing the CD. Mr. Phillips motioned to allow the CD at Main Street Bank to mature and open a new CD at Main Street Bank for a term of 24 months at an interest rate of 2.0%. Sr. Mary Clark seconded.

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

There being no further business, Sr. Mary Clark motioned to adjourn the meeting at 5:44 p.m. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper