**MINUTES**

**BOARD OF TRUSTEES MEETING**

**NOVEMBER 13, 2013**

 **4:15 P.M.**

**BOARD MEMBERS PRESENT:** Jimmie McCamic, Chairman; Robert M. Baker, Secretary Treasurer; Tony Werner, Greg Marquart, Leslie Nutting

**ALSO PRESENT:** Dottie Thomas, Library Director; Bonnie Vavrock, Secretary/Bookkeeper

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

**MINUTES**: Mr. Marquart moved to approve the minutes of the October 16, 2013 board meeting as written. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES

 Mr. Baker YES

 Mr. Werner YES

 Mr. Marquart YES

 Mrs. Nutting YES

**FINANCIAL REPORT:** Ms. Thomas distributed the Security National Trust Company and the WesBanco Trust monthly investment summaries.

Operating account #2 checking $ 1,005.89

 Payroll account checking 0 Capital Money Market savings 134,172.24

Operating Money Market savings 633,724.07

 Operating CD – Main Street Bank A 102,532.81 Operating CD – Main Street Bank B 102,698.03

 Capital CD – First Choice #1 103,138.04

 Capital CD – First Choice #2 103,547.38

 Operating CD – Progressive Bank 208,919.30

 Operating CD – United Bank-A 102,048.47

 **TOTAL $1,491,786.23**

 **Revenue received: October 2013**

 County Commission $ 195,060.42

Board of Education 93,090.00 State basic grants-in-aid 56,601.00

 Special grants - Legislative 0

Fines 1,444.51

Copying machine fees 542.23

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Contributions 201.69

Interest Earned 65.57

Endowment Trust I.E. 2,841.31

Sale of books, catalogs, etc. 186.50

 Other: Out of State Patrons – 85.00, Operating Sup Cr – 71.00, 1,118.49

 Book Credit – 198.00, Capital CD Interest – 376.89,

 Operating CD Interest – 387.60

 **TOTAL $ 351,151.72**

**OPERATING CONTRIBUTIONS**

D. McCormick – program donation $ 100.00

Tim Cogan - Donation 25.00

Anonymous 76.69

 **TOTAL $ 201.69**

**INVOICES**

October 2013 Operating #2 Account $ 40,642.12

October 2013 Transfer to Payroll 31,071.70

October 2013 EFTPS Deposit 9,759.52

October 2013 ACH Debit (Retirement) 7,793.35

October 2013 Capital Account 724.52

 **TOTAL $ 89,991.21**

**WARRANTS**

October 2013 Operating #2 Account

 Warrants #25932-#25990 $ 40,642.12

October 2013 Transfer to Payroll 31,071.70

October 2013 EFTPS Deposit 9,759.52

October 2013 ACH Debit (Retirement) 7,793.35

October 2013 Capital Account

 Warrant #491 724.52

 **TOTAL $ 89,991.21**

## VERIFICATIONS

Total **Operating Balances** as of Sept. 2013 $373,626.94

 +October 2013 Revenue 351,151.72

-October 2013 Expenditures 89,991.21

  **SUBTOTAL $ 634,787.45**

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Operating CD Main Street Bank A 102,339.17

Operating CD Main Street Bank B 102,504.07

Capital CD First Choice #1 102,878.51

Capital CD First Choice #2 103,430.02

Operating CD Progressive Bank 208,919.30

Operating CD United Bank - A 102,048.47

 **CD SUBTOTAL 722,119.54**

## Capital Balances as of Sept. 2013 134,879.24

 **TOTAL $1,491,786.23**

**INVOICES AND WARRANTS**

Mr. Marquart moved to approve the Financial Report for the October 16, 2013 board meeting. Mrs. Nutting seconded.

**VOTE:** Mrs. McCamic YES

 Mr. Baker YES

 Mr. Werner YES

 Mr. Marquart YES

 Mrs. Nutting YES

**PUBLIC INPUT/PRESENTATIONS**

There was no public input or correspondence.

**DIRECTOR’S REPORT**

Ms. Thomas reported on the following:

Jenny Stoltey is a new employee filling the Library Clerk/Page position in the Children’s Department and at Circulation.

The current Xerox agreement has expired, and Hughes Xerographic Equipment Agency will be in on November 15th for a meeting.

Acorn Tree Service has completed the removal and trimming of the trees. The consensus of the board was that they looked good.

The Children’s Department had 119 entries for the Awesome Author Creative Writing Contest and the Awards Reception will be held on Monday, November 18 at 7 p.m.

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The Wheeling Area Genealogical Society just elected new officers. Ms. Thomas will get the names and inform the board members.

Pete Holloway of Hazlett, Burt & Watson, Inc. recently contacted Ms. Thomas to tell her that Ruth Weller, a patron who also volunteered with the VITA tax service, made a donation of $3,933.42 to the library. The check was sent out six months ago. The library did not receive it, and a new check will be issued.

Maness Contracting will begin work Wednesday, November 20, 2013 on the Archival Room.

The library will be closed at 5 p.m. on Wednesday, Thanksgiving Eve.

The annual staff in-service day for continuing education was held on Monday, November 11, 2013. Veteran's Day is a good day to hold this event since the public expects the Library to be closed for the holiday.

On December 10, 2013, Adult Programming will present the program *Price of Justice,* featuring attorneys Dave Fawcettand Bruce Stanley. They will discuss the book by that name that details the lawsuits against Massey Energy by these two lawyers. The program will be held at 7 p.m. in the auditorium.

The WVLA Legislative Committee has decided on a funding proposal. The Chairperson of the committee will be meeting with the legal advisor for the Interim Legislative Committee to discuss creating a bill for consideration based upon this proposal. Ms. Thomas will try to get a detailed explanation of the plan and a copy of the proposed legislation as soon as possible.

Ms. Thomas distributed copies of the latest WV Deli circulation report.

Ms. Thomas read a report from Sean Duffy on advertising for the Ohio County Public Library (see attached).

Mrs. McCamic asked Ms. Thomas if the "Volumes Added" on the regular monthly Service Report included WV Deli. Ms. Thomas said no, that category only includes physical copies.

Mr. Werner wanted to know if the old website was taken off the web. Ms. Thomas said not yet. She said she would check on the reason it had not yet been removed and report to the board at the next meeting.

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**ANNOUNCEMENTS**

There were no announcements.

**OLD BUSINESS**

**DISCUSSION OF FURNITURE**

After discussion on what to do with the antique furnishings from the Morrow estate that have been at OCPL since the early 1980's, it was decided that Mr. Baker will get Mrs. McCamic names of auctioneers that the Library might consider contacting.

**NEW BUSINESS**

**CLEANING OF TUNNEL GREEN PAINTING**

Mike Baker reported that John Cuthbert, a professional librarian at WVU who specializes in the University's archival collections, recently visited OCPL with him and looked at the Owens’ paintings and the recently discovered painting of Tunnel Green. Mr. Baker said that Mr. Cuthbert thinks that painting may be one of George Storm’s 1870’s works.

After discussion, Mrs. Nutting moved to have J.J. Gillespie Gallery clean and reframe the Tunnel Green painting. Mr. Werner seconded.

**VOTE**: Mrs. McCamic YES

 Mr. Baker YES

 Mr. Werner YES

 Mr. Marquart YES

 Mrs. Nutting YES

**CHRISTMAS GIFT CERTIFICATES**

After discussion, Mr. Werner moved that all employees who work 30 or more hours per week will receive $100 gift cards, and all employees under 30 hours per week will receive $50 gift cards. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES

 Mr. Baker YES

 Mr. Werner YES

 Mr. Marquart YES

 Mrs. Nutting YES

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There being no further business, Mr. Marquart moved to adjourn the meeting at 5:34 p.m. Mrs. Nutting seconded.

**VOTE:** Mrs. McCamic YES

 Mr. Baker YES

 Mr. Werner YES

 Mr. Marquart YES

 Mrs. Nutting YES

 Respectfully submitted,

 Bonnie Vavrock

 Secretary/Bookkeeper