



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

**BOARD MEMBERS PRESENT:** Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Edward Phillips

**BOARD MEMBERS ABSENT:** Sister Mary Clark

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Aimee Tickerhoof of Kozicki, Hughes & Tickerhoof, PLLC

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:16 p.m.

Mrs. McCamic changed the order of the agenda so that Aimee Tickerhoof of Kozicki, Hughes & Tickerhoof could give her presentation on OCPL's annual audit.

**NEW BUSINESS**

**REVIEW OF ANNUAL AUDIT - KOZICKI, HUGHES, & TICKERHOOF, PLLC**

Ms. Tickerhoof thanked the trustees for selecting their firm to perform the Library's audit and then presented the annual audit for the fiscal year ending June 30, 2018. She noted that there were no adjusting journal entries this year, and they were able to issue a clean audit opinion as the financial statements present fairly the financial condition of the Library in all material respects as of June 30, 2018. Ms. Tickerhoof reported that for the first time in many years, the Library will no longer have the unrecorded liability related to its other post-employment benefits (OPEB) now that OCPL has adopted the new accounting guidance GASB Statement 75. She stated the West Virginia Retiree Health Benefit Trust Fund will now issue actuarial reports which will provide the numbers to record every affected entity's OPEB liability. She then reviewed the audited financial statements and supplementary information for the trustees.

Ms. Tickerhoof completed her presentation and asked if the trustees had any questions regarding the audit. Mr. Marquart referred to OCPL's OPEB liability and asked the total of the calculated amount. Ms. Tickerhoof reported that OCPL's current proportionate share of the OPEB liability is \$107,603 based upon the state actuary's valuation. She also said the actuary's valuations will continue to be adjusted from year to year. Ms. Tickerhoof stated that if the trustees had any further questions regarding the audit, they should feel free to contact her. The trustees thanked Ms. Tickerhoof for attending the board meeting and she left the meeting at 4:28 p.m.

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

**MINUTES:** Mr. Marquart motioned to approve the February 12, 2019 board meeting minutes. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES  
Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES

**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	18,511.41
Payroll Account Checking		21,129.65
Capital Money Market Savings		120,749.30
Operating Money Market Savings		614,064.80
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
<b>TOTAL</b>	<b>\$</b>	<b>1,094,544.24</b>

**Revenue received: February 2019**

County Commission	\$	-
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		876.93
Photocopies		846.70
Contributions		29.86
Interest Earned		102.11
Book Sale		161.00
Out of State Patrons		25.00
Other: Operating Supply CR – 25.00, Book CR – 29.05, DVD CR – 62.16, Adult Programming CR – 20.00, Postage CR – 4.54		140.75
<b>TOTAL</b>	<b>\$</b>	<b>66,027.35</b>

**OPERATING CONTRIBUTIONS**

Anonymous	\$	29.86
<b>TOTAL</b>	<b>\$</b>	<b>29.86</b>

**INVOICES**

February 2019 Operating #2 Account	\$	79,789.18
February 2019 Operating #2 ACH WesBanco BillPay		35.80

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

February 2019 Transfer to Payroll		21,139.80
February 2019 EFTPS Deposit		12,649.80
February 2019 ACH Debit (Retirement)		8,245.94
February 2019 EFT (WV State Tax)		1,683.00
February 2019 EFT (OH State Tax)		360.00
February 2019 Capital		5,982.50
February 2019 Operating #2 Voided Check	-	118.98
	<b>TOTAL</b>	<b>\$ 129,767.04</b>

**WARRANTS**

February 2019 Operating #2 Account Warrants #30076 - #30136		\$ 79,789.18
February 2019 Operating #2 ACH WesBanco BillPay		35.80
February 2019 Transfer to Payroll		21,139.80
February 2019 EFTPS Deposit		12,649.80
February 2019 ACH Debit (Retirement)		8,245.94
February 2019 EFT (WV State Tax)		1,683.00
February 2019 EFT (OH State Tax)		360.00
February 2019 Capital Warrants #604 - #605		5,982.50
February 2019 Operating #2 Voided Check Warrant #30097	-	118.98
	<b>TOTAL</b>	<b>\$ 129,767.04</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of January 2019		\$ 711,479.28
+ February 2019 Revenue		66,027.35
-February 2019 Expenditures		129,767.04
	<b>SUBTOTAL</b>	<b>\$ 647,739.59</b>
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
	<b>CD SUBTOTAL</b>	<b>\$ 320,089.08</b>
<b>Capital Balances as of January 2019</b>		<b>126,715.57</b>
	<b>TOTAL</b>	<b>\$ 1,094,544.24</b>

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

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

**VOTE:**           Mrs. McCamic        YES  
                  Mr. Marquart        YES  
                  Mr. Werner          YES  
                  Mr. Phillips         YES

**PUBLIC INPUT/PRESENTATION:**

Ms. Thomas presented a thank you card to the trustees from Jennifer Clarke, Circulation Clerk, for OCPL’s Annual Continuing Education Day. She also shared a thank you note from Lori Nicholson for the flowers sent from the trustees and staff for her mother’s funeral. Mrs. McCamic shared a thank you card from Mr. Phillips for the flowers sent during his recent illness.

Mrs. McCamic shared a letter she received from a longtime patron regarding the Volunteer Income Tax Service and the lack of available parking during tax season. She said that she drafted a response to the patron and shared a copy of her letter with the trustees. Mr. Werner stated that Mrs. McCamic’s response was worded well, however, there is not a ready solution to remedy the Library’s limited parking situation beyond the steps that have already been taken with not having the service here on Tuesdays. Ms. Thomas said the tax service has also looked for other venues and could not find one.

**ANNOUNCEMENTS:**

Ms. Thomas distributed the trustees’ invitations to the 2019 Awesome Author Awards Reception that will be held on Tuesday, March 19<sup>th</sup> at 7 p.m. She said that due to the program’s popularity, the Library is now holding two programs. The first one, held in November, was for fifth and sixth grade students, and the upcoming program is for third and fourth grade students.

Ms. Thomas shared an e-mail from Erin Rothenbuehler, Web Administrator and Archives Assistant, regarding the recent Wheeling New-Register article on OCPL’s current display “Wheeling in 250 Objects.” The display highlights the 250<sup>th</sup> anniversary of the City of Wheeling and will grow in size throughout this year. In the e-mail, Ms. Rothenbuehler lists several newspapers that ran the story including cities throughout the United States and Canada, and the national USA Today newspaper.

Ms. Thomas shared samples of new flyers for the Wheeling 250<sup>th</sup> Anniversary, as well as the latest City of Wheeling Visitor’s Guide that features OCPL.

**DIRECTOR’S REPORT**

Ms. Thomas reported on the following:

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

The Library's annual Staff Continuing Education Day was held on Monday, February 18, 2019. Ms. Thomas said the focus of this year's Continuing Education Day was the history of public libraries in the United States, the history of OCPL, and how public libraries will adapt their services to still fulfill their mission and remain relevant in the future.

Ms. Thomas said she and Susan Reilley, Director of the Moundsville-Marshall County Public Library, attended the WVLA Legislative Committee meeting on February 22. She said they discussed the annual Legislative Day that was held on February 4, 2019 at the state capitol. Ms. Thomas stated everyone agreed that next year their focus will be increasing the per capita amount of Grants-in-Aid funding to public libraries in the state because of the 2020 Census. She said the new population figures will change state funding amounts to many public libraries throughout West Virginia.

On Saturday, March 2<sup>nd</sup> the Children's Department held a special program for Dr. Seuss's birthday. Ms. Thomas said that a total of 79 adults and children attended the Saturday program that featured stories, games, and refreshments.

The winter village display housed in the display case in the Library's main lobby was very popular, especially with children. Because of that popularity, the decision was made to replace it with a new spring village display. Ms. Thomas said this imaginative and attractive display was designed and set up by Nannette Troyan, Overdues Clerk.

Ms. Thomas reported the Library's new website design from TSG is still in development. However, she said it should be available to test within a few weeks. She added that she and Ms. Rothenbuehler will be attending a luncheon at TSG's office at the Highlands. She said the luncheon is to promote their SmartSite website design that OCPL is now in the process of implementing. Since OCPL is the first of TSG's clients to make the switch to the new website design, Ms. Thomas and Ms. Rothenbuehler have been asked to attend so they can share the reasons why the Library decided to upgrade their website to the new SmartSite with TSG's other clients.

OCPL's Monday Movie Nights continue to be a success with 20 patrons attending the showing of *Jumanji* on March 11.

Ms. Thomas said plans are underway for the upcoming OCPL Week and the Annual Booksale. She said the dates have not yet been set, so she will give the trustees all the details at the next board meeting.

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

OCPL's former employee, Barb Klug, passed away on January 14, 2019. Mrs. Klug was an employee of the Library from 1991 thru 2000. Ms. Thomas said many of the employees who worked with Mrs. Klug attended the visitation.

Lori Nicholson's mother recently passed away on February 13, 2019. Lori is the Library's Operations Manager who oversees the Circulation Desk and the weekly schedule.

The January 2019 tax revenue has been received from the Ohio County Commission in the amount of \$7,578.67. Ms. Thomas said it will be reflected in next month's Financial Report.

Julia Bachmann, Outreach Specialist, will be attending the 2019 Older Adult Expo an annual event held at the Ohio Valley Mall which features area services for older adults. The Expo will be held on Tuesday, May 7, 2019. Ms. Thomas referred to the ORS statistics on the February 2019 Service Report which was included in this month's board packet. She said the number of adult home delivery patrons has grown to a total of 81. Ms. Thomas said that is a new record for the service.

Ms. Thomas shared an e-mail from Karen Goff, West Virginia Library Commission's Executive Secretary, regarding trustee orientation meetings throughout the state. She said the closest meeting will be held in Morgantown. Ms. Thomas asked the trustees to let her know if they are interested in attending.

Ms. Thomas referred to the Adult Programming Statistics Sheet that was included in this month's board packet. She said Sean Duffy, Adult Programming Coordinator, and Ms. Rothenbuehler along with presenter Ron Scott repeated their presentation of "Wheeling 250: African American Experience" at Wheeling Park High School. She added that the principal of Triadelphia Middle School also requested that the presentation be done for TMS's entire student body on March 6.

Ms. Thomas said Mr. Duffy has been asked to speak at the next meeting of the Battle of Homestead Foundation regarding how OCPL plans and directs its adult programming series and special events. She stated one of the Foundation's trustees attended the Library's recent People's University series on human rights, and they were very impressed with the program. Ms. Thomas said they contacted Mr. Duffy because they are interested in implementing similar programming for their foundation.

Ms. Thomas reminded the trustees that the first draft of OCPL's annual budget for fiscal year 2019-2020 will be presented at next month's board meeting.

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

Mr. Marquart asked about the upcoming renewal of the Library's commercial and auto insurance policies. Ms. Thomas stated she contacted Jim Williams from WesBanco Insurance Services regarding the annual renewal of the Library's property and liability insurance as well as its auto insurance which renews on March 18. Mr. Williams informed her there would be a four percent increase in the Library's insurance premiums, however, she said he also stated that State Auto, OCPL's current insurance provider, is still currently offering the best rates.

**OLD BUSINESS**

**OCPL POLICY REVIEW**

Ms. Thomas said that Part 2-Section 2 of the Personnel Policies, which pertains to employees' sick leave, is the next section to be revised and was included in this month's board packet. Mrs. McCamic asked the trustees if they had any suggested revisions to the policy. After discussion, Mr. Werner said he would like some additional time to review the policy and develop his suggested revisions. Mrs. McCamic suggested continuing the discussion of the sick leave policy at the April board meeting.

Ms. Thomas distributed copies of Part 2-Section 9 of the Personnel Policies that covers employees' holidays. She said the current policy does not provide for compensation of employees who are regularly scheduled to work on Sundays, when the Library is closed on Easter, Mother's Day, and Father's Day. Ms. Thomas explained that since Sundays are staffed on a rotation basis, there is only one part-time employee whose regular weekly schedule includes 4 hours on Sunday. She added that when the Library closes due to inclement weather, employees are paid since it is not their choice not to come to work. Ms. Thomas said this same principle applies to the one part-time employee whose regular weekly schedule includes working on Sundays. Since it is not his or her choice not to come to work on these Sunday holidays, the employee should be paid. Mr. Werner motioned to revise Part 2-Section 9 of the Personnel Policies to comport with Ms. Thomas's proposed change and add a revision date of March 12, 2019 to the policy. Mr. Phillips seconded.

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

Mrs. McCamic stated that a copy of the School Purchase Policy drafted by the special committee was included in this month's board packet for the trustees to review. She thanked the special committee for all their work in developing the policy. Mr. Werner and Mr. Marquart provided an overview of how they developed the policy along with input from Ms. Thomas and Amy

**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

Kastigar, OCPL's Reference Librarian. After discussion, Mr. Werner motioned to accept and implement the policy as tendered by the special subcommittee. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES  
Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES

**NEW BUSINESS**

**ANNUAL ELECTION OF OFFICERS**

Mrs. McCamic agreed to continue as Chairman, and Mr. Marquart agreed to continue as Secretary/ Treasurer. Mr. Phillips motioned to continue with the current slate of officers and that they be elected by acclamation. Mr. Werner seconded.

**VOTE:** Mrs. McCamic YES  
Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES

**ECO AUTO-SMART DISC REPAIR SYSTEM QUOTATION**

Ms. Thomas said she had an addition to New Business due to an issue that arose after the board packets were mailed. She distributed a quote to the trustees for a new disc repair system. Ms. Thomas said OCPL's current machine, which cleans and repairs audio book discs, music CDs, and DVDs, was purchased in 2013. She said it has been running rough for awhile now and this week it completely failed. She reported that the average life span for disc cleaning machines is 5 to 7 years. Mr. Werner asked how frequently the machine is used, how often the discs are cleaned, and if additional supplies are needed to use the machine. Ms. Thomas answered that the machine is used a few times a week for any discs that have been returned damaged or scratched. She said the discs are cleaned when a patron reports that the disc will not play. Ms. Berisford added that the circulation staff also inspect the discs when they are returned to see if they need to be cleaned or resurfaced. She added that the machine also uses sanding pads to clean and repair the discs, and those need to be replaced periodically. After discussion, Mr. Werner motioned to acquire the ECO Auto-Smart Disc Repair System for \$4,718.00. Mr. Marquart seconded.

**VOTE:** Mrs. McCamic YES  
Mr. Marquart YES  
Mr. Werner YES  
Mr. Phillips YES



**BOARD OF TRUSTEES MEETING  
MINUTES  
MARCH 12, 2019**

Mrs. McCamic said that the trustees agreed to move the April board meeting to the second Tuesday of the month due to the lack of available parking during tax season. She said the next board meeting would be held on Tuesday, April 9, 2019. Mrs. McCamic suggested that an email be sent to the trustees to remind them of the change in date before the meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:32 p.m. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper