



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 11, 2018
THURSDAY, 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; Amy Kastigar, Head of Reference and Adult Services; Sean Duffy, Adult Programming Coordinator; Erin Rothenbuehler, Web Administrator

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. She changed the order of the meeting so that Mr. Duffy, Ms. Rothenbuehler, and Ms. Kastigar could give their respective presentations.

NEW BUSINESS

PRESENTATION BY SEAN DUFFY & ERIN ROTHENBUEHLER – UPPER OHIO VALLEY HISTORICAL REVIEW

Ms. Thomas said that due to a recent change in the Wheeling National Heritage Area Corporation's mission, the group will no longer be publishing the Upper Ohio Valley Historical Review. She introduced Sean Duffy, Adult Programming Coordinator, and Erin Rothenbuehler, Web Administrator, so that they could present a proposal on the benefits of OCPL beginning to assume the duties of publishing the magazine. Mr. Duffy distributed copies of their report on the history of the Upper Ohio Valley Historical Review publication to the trustees (see attachments). Mr. Duffy reviewed the history of this scholarly publication which was started by the Wheeling Area Historical Society in 1968. He said the magazine is produced semi-annually and features articles on Wheeling's history and surrounding areas written by academic scholars. Mr. Duffy stated the Upper Ohio Valley Historical Review is the only publication of its kind in the Northern Panhandle. He said WHNAC took over publication of the magazine in 2010 when the Wheeling Area Historical Society ceased its operations. However, Mr. Duffy said that WHNAC is now changing the focus of their mission from producing local history and local history projects to preservation of historic buildings and support of private and public partnerships to preserve local history. He said they will no longer "do" history directly, but instead support local groups whose focus is to preserve history. Mr. Duffy stated WHNAC would provide the monetary support for the first two years if OCPL would continue to produce the Upper Ohio Valley Historical Review (see attachments).

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Ms. Rothenbuehler referred to their report and noted that Virginia Ebeling, former OCPL Library Director, was a founding member and President of the Upper Ohio Valley Historical Society and the Library was originally a hub of history research for the publication. She said if the Library would continue to produce the UOVHR, it would allow OCPL's reputation to be further established as a center of research for local history. Mr. Duffy said it would be a natural fit and would provide additional benefits to the Library such as highlighting the archival collections and display exhibits. He stated it would also increase awareness of the local history collection and improve the accessibility of the collection to patrons and researchers.

Mr. Werner asked how the UOVHR would be marketed and presented. Mr. Duffy said the publication was originally marketed by WHNAC and had approximately fifty subscribers. Ms. Rothenbuehler stated OCPL currently has a much larger network than WHNAC for marketing the publication. Mr. Duffy said the Library could easily double the current number of subscriptions and the publication would also provide a built-in mechanism for promoting OCPL. Mr. Werner said it would be a good idea to provide the publication to all the schools in Ohio County. Mr. Marquart asked who would be doing the printing of the magazine. Ms. Rothenbuehler answered that WHNAC used Vance Printing to produce the periodicals and the company has agreed to offer the Library the same discounted rate. She added that if additional copies were needed, they could also be printed in-house. Mr. Marquart asked what geographic area would be covered by the magazine. Ms. Rothenbuehler said it would include much of the Northern Panhandle but could potentially reach a much wider area via subscriptions. Mr. Werner asked if there would be a copyright on the publication. Ms. Rothenbuehler stated that WHNAC used a contract with the authors. Mr. Werner said it would be a good idea to have copyright protection for the reprinting of the material. Mr. Duffy stated a copyright statement could be added. Mr. Werner said that he liked the idea of the Library continuing to produce the Upper Ohio Valley Historical Review. Mr. Marquart stated that he liked the idea as well. He said that he believed it would be good for the area and suggested sending copies to the Chamber of Commerce. Mr. Duffy stated that there are a lot of channels to promote the publication. Ms. Rothenbuehler said WHNAC has PDFs of the older issues and the goal is also to have older issues of the publication available on OCPL's website.

Mrs. McCamic said OCPL's Bylaws outline that the Library can not charge for meeting rooms and asked if charging for copies of the UOVHR would be against the Library's Bylaws. Ms. Thomas said that magazine sales would be handled the same way as the photocopying charges. She said the Library would not be making a profit on the sales of the UOVHR. Ms. Rothenbuehler stated that 200 copies would need to be sold to recoup the cost of printing the periodical. Ms. Thomas said that no other organization has chosen to step forward to continue to produce and publish the UOVHR. Mr. Duffy said that if the Library does not choose to continue publishing the magazine, it would likely cease publication. Mrs. McCamic asked if the authors are paid for their articles. Mr. Duffy said that the authors are paid. Ms. Rothenbuehler said the

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current rate of payment is 0.10 per word, with a limit of \$300 per article. She added that many residents provide their articles for free. Mr. Duffy said the guidelines could be adjusted as needed. In terms of paying the authors for the articles, Ms. Thomas said it could be handled in the same fashion as the presenters who are paid for Lunch With Books presentations and People's University programs. Mr. Duffy explained that WHNAC has pledged to fund production of the magazine for the first two years after the transition with mini-grants. He said they will also transfer a CD valued at \$10,000 to further fund the publication for an additional five years. After brief discussion, Mrs. McCamic thanked Mr. Duffy and Ms. Rothenbuehler for their presentation. Mr. Duffy left the meeting at 4:35 p.m.

**PRESENTATION BY ERIN ROTHENBUEHLER & AMY KASTIGAR – TSG'S
SMARTSITE PLATFORM**

Ms. Thomas stated that it has been six years since TSG designed and began maintaining OCPL's website. She said that with this design, Ms. Rothenbuehler is unable to make any changes or updates to the website's design, headings, and banners. Ms. Thomas said she, Ms. Kastigar, and Ms. Rothenbuehler met with Wes Ebeling, Head of Website Design, at Technology Services Group's Highlands office on September 17 to see a demonstration of their new website platform and management control module. She said they wanted to investigate if the new platform, called SmartSite, would be a good option for the Library. Mr. Ebeling said their new website management control module would allow Ms. Rothenbuehler to have the access she would like to have to make the necessary adjustments to the Library's website. Ms. Thomas distributed copies of the quote from TSG for their new SmartSite option to the trustees.

Ms. Kastigar said that after six years with the Library's current website design, that design is no longer meeting the needs of OCPL's patrons especially when it comes to accessing local history and all the Library's downloadable collections. She said the current website is a static design and is the most basic type of website. Ms. Kastigar said she attempted to look at OCPL's website from a patron's perspective and tried to search for information on the films currently being shown at the Library to coordinate with PBS's Great American Read Program. She said that she had to go through three pages on the Library's website to find the information on the movies. Ms. Kastigar said a more dynamic website would be more fluid and easier for patrons to use with many more drop-down menus for searching. Ms. Rothenbuehler stated the current menu on the website is static and the banners are images and not actual text which means they cannot be changed or adjusted. She said she has attempted to add the additional information about local history and the downloadable collections into OCPL's current website as best she can, however, she has to "shove" the information into categories that were established six years ago. Ms. Rothenbuehler said that with the new SmartSite option from TSG the banners would be able to be adjusted and drop-down menus could be added with additional submenus which would allow patrons seamless access. She added that with the new website additional statistics could be gathered as patrons will no longer be redirected to another website. Ms. Kastigar said the

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SmartSite will enable patrons to reach the information they need on just one page, the homepage, without having to go through multiple pages to access that information. In addition, she said those access points could be arranged and changed as needed.

Ms. Rothenbuehler stated that the new SmartSite also has a document center. She said it would make searching, finding, and accessing documents on the Library's website much easier. She said currently she can only add five documents at a time, however, the new site would allow her to add large files all at the same time. Ms. Rothenbuehler stated that West Virginia Northern Community College is currently using this feature on their website. She said permissions could also be adjusted and OCPL's Staff Notes could be added to the document center and staff could have special log-ins to access and then search the files. In addition, Ms. Rothenbuehler said the SmartSite would also have a fully-branded app for Apple and Android phones. She stated the apps would allow for better promotional capability for the Library and allow for push notifications to the apps. Ms. Rothenbuehler said the push notifications would be extremely helpful in the event OCPL would have to close for inclement weather or other unexpected events.

Mrs. McCamic asked if patrons would still be able to access OCPL's website without the apps. Ms. Rothenbuehler answered that the website would also be mobile friendly and could be accessed without downloading the mobile app. Ms. Kastigar said the ability to easily push content and notifications to the website, mobile apps, and social media would be a boon for the Library's promotions. She said Ms. Rothenbuehler would be able to periodically push out notifications regarding the downloadable collections and the apps would also provide a constant source for promoting programming. Mrs. McCamic asked if there would be an issue integrating OCPL's ILS system into the SmartSite platform. Ms. Kastigar said a search link to the Library's ILS system would be available on the SmartSite. Mr. Werner asked how much OCPL is spending for the current website. Ms. Thomas answered that the Library is currently paying TSG \$2,375 for the annual maintenance, licensing, and hosting of OCPL's website. Mr. Marquart reviewed the cost of the website upgrade and said it would be \$14,862 to switch over to the new site and then moving forward the annual fees would increase to \$3,325 for maintenance, licensing & hosting.

Mr. Werner asked if there would be any conversion pain. Ms. Rothenbuehler said that since TSG is currently maintaining OCPL's website, there should be fewer issues than when the Library's original website was migrated from WordPress to TSG. Ms. Kastigar said OCPL could continue to run the old website until the new SmartSite is completely ready and "bug" free. Ms. Thomas said the transition would be seamless for patrons. Ms. Rothenbuehler said that though WVNCC is currently using the Document Center, OCPL would be the first TSG clients to upgrade to the SmartSite. Mrs. McCamic thanked Ms. Kastigar and Ms. Rothenbuehler for their presentation. Ms. Rothenbuehler and Ms. Kastigar left the meeting at 5:01 p.m.

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Mrs. McCamic asked if the trustees would like to discuss and vote on the TSG’s SmartSite platform and the Upper Ohio Valley Historical Review. Mr. Marquart moved to accept the proposal from Technology Services Group to upgrade the Library’s current website to their new SmartSite platform for \$14,862 with an additional \$675.00 for annual hosting at the time of launch, and with ongoing maintenance, licensing, and hosting fees of \$3,325 per year after the first 12 months after the launch. Mr. Phillips seconded.

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

Mr. Werner motioned to accept the responsibility of publishing the Upper Ohio Valley Historical Review as proposed by Mr. Duffy and Ms. Rothenbuehler. Mr. Marquart seconded.

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

MINUTES: Mr. Werner motioned to approve the September 12, 2018 board meeting minutes as tendered. Mr. Marquart seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	12,148.43
Payroll Account Checking		-
Capital Money Market Savings		321,355.30
Operating Money Market Savings		448,284.76
Operating CD – Main Street Bank B		107,304.33
Operating CD – First Choice A		105,576.53
Capital CD – United Bank #1		106,094.35
TOTAL	\$	1,100,763.70

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Revenue received: September 2018

County Commission	\$	48,580.22
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		817.24
Photocopies		657.19
Contributions		22.04
Interest Earned		101.39
Book Sale		155.00
Out of State Patrons		40.00
Other: Operating Supply CR – 36.00, Telephone CR – 1,917.60, Capital CD Int – 173.53, Conference/Travel CR – 19.14		2,146.27
TOTAL	\$	116,364.35

OPERATING CONTRIBUTIONS

Anonymous	\$	25.00
TOTAL	\$	25.00

INVOICES

September 2018 Operating Fund	\$	247,189.00
2018-2019 Annual Transfer to Capital	-	97,189.00
Transfer of Excess Operating funds to Capital	-	150,000.00
September 2018 Operating #2 Account		51,414.23
September 2018 Operating #2 ACH WesBanco BillPay		34.60
September 2018 Transfer to Payroll		41,004.46
September 2018 EFTPS Deposit		12,308.40
September 2018 ACH Debit (Retirement)		8,005.15
September 2018 EFT (WV State Tax)		2,528.00
September 2018 EFT (OH State Tax)		483.00
September 2018 Capital		861.50
September 2018 Operating #2 Account Voided Check	-	26.06
TOTAL	\$	116,613.28

WARRANTS

September 2018 Operating Fund	\$	247,189.00
2018-2019 Annual Transfer to Capital	-	97,189.00
Transfer of Excess Operating funds to Capital	-	150,000.00
Warrant #752		
September 2018 Operating #2 Account		51,414.23
Warrants #29737 - #29792		
September 2018 Operating #2 ACH WesBanco BillPay		34.60
September 2018 Transfer to Payroll		41,004.46
September 2018 EFTPS Deposit		12,308.40

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September 2018 ACH Debit (Retirement)		8,005.15
September 2018 EFT (WV State Tax)		2,528.00
September 2018 EFT (OH State Tax)		483.00
September 2018 Capital Warrant #596		861.50
September 2018 Operating #2 Account Voided Check Warrant #29485	-	26.06
	TOTAL	\$ 116,613.28

VERIFICATIONS

Total Operating Balances as of August 2018		\$ 707,189.92
+ September 2018 Revenue		116,364.35
-September 2018 Expenditures		116,613.28
	SUBTOTAL	\$ 706,940.99
Operating CD Main Street Bank B		107,304.33
Operating CD First Choice A		105,576.53
Capital CD First Choice #1		105,920.82
	CD SUBTOTAL	\$ 318,801.68
Capital Balances as of August 2018		75,021.03
	TOTAL	\$ 1,100,763.70

Ms. Thomas distributed the September 2018 statements for the WesBanco Endowment Trust and the investment account at Security National Trust Company. Mrs. McCamic said William Paras and Heidi Kossuth of Security National Trust Company were unable to attend today’s board meeting but, they would be attending the November board meeting to provide their annual update on OCPL’s investment account. Mr. Werner moved to approve the September 2018 Financial Report. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATION:

There was no public input or correspondence.

ANNOUNCEMENTS:

Ms. Thomas shared a picture of a painting currently on display of OCPL at the Artworks in Centre Wheeling. She said the artist of the painting is the fiancée of part-time Reference Assistant Nathan Knapp.

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DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The July 2018 tax revenue from the Ohio County Commission in the amount of \$48,580.22 has been received. However, the tax revenue from August and September 2018 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.

Ms. Thomas said the weeding project is continuing for the Adult Nonfiction and Storage Room collections. She noted that if the Archives Collection continues to grow it may become necessary to expand the Archives Room. Ms. Thomas said the Ohio County records would either need to be relocated to another area of the Storage Room or the county would need to move their records to another location.

A West Virginia Deli meeting will be held on October 17 in the Clarksburg/Bridgeport area. Ms. Thomas said that she and Ms. Kastigar are planning to attend. Ms. Thomas said the West Virginia Library Commission will also be holding a meeting for library directors of Designate public libraries throughout the state in Charleston on October 18. Ms. Thomas said she would be attending the meeting. The WVLA Annual Fall Conference will be held at the Stonewall Jackson Resort in Roanoke, West Virginia on November 7 – 9. Ms. Thomas said she and Lee Ann Cleary, Children's Specialist, are planning to attend.

OCPL's new eight-week course on Human Rights for the People's University program series will begin on Tuesday, October 30, at 7 p.m.

Mrs. Cleary has been invited to St. Michael's Parish School to read to their Pre-K classes. Ms. Thomas said Mrs. Cleary will also be traveling to Madison Elementary School for their after-school program since they were not able to secure grant funding for transportation of the students to travel to the Library this year. Ms. Thomas added that Julia Bachmann, Outreach Specialist, will begin delivering books to Ritchie Elementary's Pre-K classes.

OCPL has received a donation from the Community Foundation of the Upper Ohio Valley's Wheeling Auto Club Fund in the amount of \$4,000. The donation will be used to purchase library materials.

Ms. Thomas reported that the sink faucets in the main floor Men's Restroom had to be replaced. She said the fixtures installed during the Renovation Project included "gooseneck" spigots which have been damaged twice already. Ms. Thomas said regular restroom faucets have been installed in their place. She added that the same "gooseneck" faucets are in the main floor women's restroom; however they are still in good condition.

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Ms. Thomas distributed the Service Reports for the months of August and September as well as the WV Deli Statistical Report for September. She added that the August Service Report had been delayed due to Dawn Andlinger's recent medical leave. Ms. Thomas noted the Offsite attendance for the Children's Department's outreach programs has increased to 1,033. She stated that the Toddler Time program has been expanded to two sessions per week due to increased attendance.

Ms. Thomas said the replacement of roof areas #2 and #4 began on Monday, October 8.

Ms. Thomas stated that she was contacted by Jim Williams of WesBanco Insurance Services regarding the trustees' adjustments to the Library's insurance coverage limits. She said she has completed an updated Statement of Values for State Auto and she is waiting to receive a quote including the recent changes.

Mrs. McCamic changed the order of the agenda to address the remaining New Business before discussing OCPL's Policy Review.

NEW BUSINESS

PRICE QUOTE FOR SEALING OF PARKING LOTS

Ms. Thomas said a quote from Jim Hench Striping was included in this month's board packet for the patching and resealing of OCPL's parking lots. She said the price quote is good until October 2019. Ms. Thomas said that in speaking with Mr. Hench, he recommended waiting until Spring to reseal the parking lots. She distributed a quote from VHV Asphalt Care to only patch the parking lots. Mr. Marquart suggested patching the parking lots for now but added that the patch may not hold throughout the winter. He suggested reevaluating the parking lots in the spring.

CARPET AT THE CIRCULATION DESK

Ms. Thomas said the carpeting at the Circulation Desk has become very worn and is a tripping hazard. She said that it recently became necessary to tape down a few areas behind the Circulation Desk. Mr. Marquart suggested replacing the carpeting with carpet squares that would blend with the Library's current carpeting. Ms. Thomas said she would try to obtain quotes and samples for the next board meeting.

OLD BUSINESS

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

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Mr. Werner stated that he recently shared his revisions to the Personnel Policies – Introduction, Part 1 & Part 2 via e-mail. He said the Introduction references an Employee Handbook and asked if the employees receive an Employee Handbook. Ms. Thomas answered that all library staff are given a notebook that contains all OCPL’s policies. Mr. Werner said that in reviewing the policy he revised the Introduction to state that there are no contractual rights set forth by any of OCPL’s Personnel Policies and the nature of the employee’s relationship with the Library is “at will.” He stated that his revisions also included removing some redundancy in the policy wording.

Ms. Thomas stated that she shared some of the Personnel Policies of other public libraries in the state via email with the trustees. While reviewing those policies, Ms. Thomas said she discovered that the Moundsville-Marshall County Public Library allows their employees to accumulate vacation time in the same way OCPL allows its employees to accumulate sick leave. She said that Susan Reilly, Director of the Moundsville-Marshall County Public Library said the vacation time may also be used toward retirement benefits in PERS (Public Employees Retirement System) so they allow employees to accumulate unused vacation time but limit how much time can be used annually. Ms. Thomas said she and Amanda Berisford checked both the WV Code and the PERS requirements and found the WV Code references this policy and states that any unused "Annual Leave" (vacation time) may also be applied to the employee’s years of service. She said that if the policy would be revised to allow OCPL staff to accumulate vacation time, the policy would need to clarify how much vacation time employees could use in a fiscal year. Mr. Werner stated that he would like to have time to review Moundsville-Marshall County Public Library’s policy.

Mrs. McCamic suggested the trustees review Mr. Werner’s suggested changes and the other libraries’ personnel policies for further discussion at the November board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:53 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper