



**MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 14, 2018
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Heidi Kossuth and William Paras of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. Mrs. McCamic changed the order of the meeting so that Ms. Kossuth and Mr. Paras could give their presentation.

NEW BUSINESS

SECURITY NATIONAL TRUST COMPANY – ANNUAL REPORT AND UPDATE ON LIBRARY’S TRUST ACCOUNTS

Mr. Paras presented an annual report of the Ohio County Public Library’s investment account. He distributed a copy of the report to the trustees (see attachments). Mr. Paras stated OCPL’s investment account has a balanced objective. He then reviewed the Library’s holdings for the trustees. Mr. Marquart asked if Mr. Paras had any opinions on the state of the market overall. Mr. Paras answered that there has been some uncertainty in the market probably due to the proposed tariffs. He stated that the tariffs are an unknown quantity and the market tends to not like uncertainty. Mrs. McCamic asked if the proposed tariffs are more likely to impact the international markets. Mr. Paras answered that the negotiation, implementation, and impact of various trade policies will play out over the next several quarters. He said the markets have contracted at the prospect of higher tariffs but have rallied during periods of possible ease in trade tensions. Mr. Paras stated that the underlying economy continues to be strong, however some day to day volatility is to be expected. He said that the Library’s current strategy of keeping a balanced investment objective has been beneficial to the account.

Mrs. McCamic asked Mr. Marquart if he had any suggestions regarding the Library’s investment strategy. Mr. Marquart stated that OCPL’s current 60/40 range mix between fixed income and equity investments has done very well, and he said he had no new suggestions at this time. Mr. Marquart asked if Mr. Paras had any recommendations. Mr. Paras said that he recommends reducing the money market proceeds and adding them to the fixed income and equity holdings to split the risk. Mr. Marquart agreed and said that would put the money market proceeds to

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work. Ms. Kossuth asked how much the trustees would like to keep invested in cash and equivalents. Mr. Marquart answered that he would like to keep at least a \$5,000 balance. Mr. Paras said they would make the adjustments to the investment account and added that the investment portfolio reports can be generated at any time if the trustees would like to see additional reports and updates throughout the year. Mrs. McCamic thanked both Mr. Paras and Ms. Kossuth for attending the meeting. Mr. Paras and Ms. Kossuth left the meeting at 4:33 p.m.

MINUTES: Mr. Werner noted a wording change in the October 11, 2018 board meeting minutes. Sr. Mary Clark motioned to approve the board meeting minutes with the correction named. Mr. Phillips seconded.

VOTE:

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	12,021.44
Payroll Account Checking		-
Capital Money Market Savings		243,366.97
Operating Money Market Savings		813,137.47
Operating CD – Main Street Bank B		107,304.33
Operating CD – First Choice A		105,749.60
Capital CD – United Bank #1		106,094.35
TOTAL	\$	1,387,674.16

Revenue received: October 2018

County Commission	\$	382,704.27
Board of Education		63,845.00
State Basic Grants-in-aid		56,601.00
Fines		946.79
Photocopies		657.20
Contributions		4,178.54
Interest Earned		90.27
Book Sale		109.50
Out of State Patrons		50.00
Other: Operating Supply CR – 28.50, Book CR – 10.06, Operating CD Int – 173.07, Adult Prog CR – 9.00,		2,220.63

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Adult Prog Grants – 2,000.00

TOTAL \$ 511,403.20

OPERATING CONTRIBUTIONS

Robert Rine - Donation \$ 100.00
Roseanna Keller – Donation 50.00
Wheeling Auto Club – Donation 4,000.00
Anonymous 28.54

TOTAL \$ 4,178.54

INVOICES

October 2018 Operating #2 Account \$ 79,640.73
October 2018 Operating #2 ACH WesBanco BillPay 31.60
October 2018 Transfer to Payroll 42,130.55
October 2018 EFTPS Deposit 12,631.32
October 2018 ACH Debit (Retirement) 8,015.79
October 2018 EFT (WV State Tax) 1,686.00
October 2018 EFT (OH State Tax) 327.00
October 2018 ACH Debit (United Bankcard) 1,677.23
October 2018 ACH Debit (Unemployment Security) 409.66
October 2018 Capital 77,999.00
October 2018 Operating #2 Account Voided Check - 56.14
TOTAL \$ 224,492.74

WARRANTS

October 2018 Operating #2 Account \$ 79,640.73
Warrants #29793 - #29854
October 2018 Operating #2 ACH WesBanco BillPay 31.60
October 2018 Transfer to Payroll 42,130.55
October 2018 EFTPS Deposit 12,631.32
October 2018 ACH Debit (Retirement) 8,015.79
October 2018 EFT (WV State Tax) 1,686.00
October 2018 EFT (OH State Tax) 327.00
October 2018 ACH Debit (United Bankcard) 1,677.23
October 2018 ACH Debit (Unemployment Security) 409.66
October 2018 Capital 77,999.00
Warrants #597 - #598
October 2018 Operating #2 Account Voided Check - 56.14
Warrant #29851

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	TOTAL	\$	224,492.74
VERIFICATIONS			
Total Operating Balances as of September 2018		\$	460,433.19
+ October 2018 Revenue			511,403.20
-October 2018 Expenditures			224,492.74
	SUBTOTAL	\$	747,343.65
Operating CD Main Street Bank B			107,304.33
Operating CD First Choice A			105,576.53
Capital CD First Choice #1			106,094.35
	CD SUBTOTAL	\$	318,975.21
Capital Balances as of September 2018			321,355.30
	TOTAL	\$	1,387,674.16

Ms. Thomas distributed the October 2018 statements for the WesBanco Endowment Trust and the investment account at Security National Trust Company. Mrs. McCamic noted on the October 2018 Expenditure Report that the Outreach Services line item has already reached 67% for the current fiscal year. Ms. Thomas said the increased spending is due to the Great American Read programs. Ms. Berisford stated that a check in the amount of \$100 was received from the WV Public Broadcasting Corporation to cover some of the Great American Read program expenses. She added that the credit will be reflected in the Financial Report for December. Mr. Marquart asked if there has been a noticeable difference in the utility bills since the completion of the renovation project. Ms. Thomas said that she has not noticed a change in the utility bills yet, but that could change as we are now heading into the winter months. Mr. Marquart motioned to approve the October 2018 Financial Report. Mr. Werner seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you she received from the family of Nancy Vieweg, former employee of OCPL’s Warwood Branch, for the flowers sent to Ms. Vieweg’s funeral.

ANNOUNCEMENTS:

Ms. Thomas distributed the trustees’ invitations to the Children’s Department’s 2018 Awesome Author Awards Reception that will be held on November 29th at 7 pm in the Library’s

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auditorium. Ms. Thomas also distributed an updated trustee contact list and reported that she no longer has a land line telephone.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

The WVLA Annual Fall Conference was 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, attended the conference. She said the conference was well attended and featured several good programs for both adult and children's services.

OCPL's Great American Read Reveal Party was held on Thursday, October 25. Ms. Thomas said the national, state, and Wheeling winning titles were revealed. She said a list of the West Virginia and Wheeling top 10 favorite books were included in this month's board packet. Wheeling's favorite book was *Gone with the Wind* while *To Kill a Mockingbird* was both the national and state winner.

Ms. Thomas stated that due to the recent adjustments to the Library's insurance coverage limits, the annual premium has decreased by \$496.

The replacement of roof areas #2 and #4 has been completed. Ms. Thomas said the warranty and final invoice for payment has also been received. She said that during the replacement of roof area #2, Mansuetto discovered a blocked fresh air intake along the Eoff Street side of the roof where the Children's Department section of the roof begins. She said that the air intake had also filled with water. Ms. Thomas said that she contacted Johnson Boiler Works, and they were able to drain the water and remove the debris at the bottom of the blocked intake. She stated that Johnson Boiler Works also added 15 gallons of glycol to the HVAC system as a precaution for the winter months.

OCPL's new eight-week course on Human Rights for the People's University series began on Tuesday, October 30 at 7 p.m. She said the classes have been well attended.

Ms. Thomas distributed the October 2018 Service Report and the monthly WV Deli Statistical Report.

Ms. Thomas shared a letter from Lawrence Bandi, President of Wheeling Catholic Central High School, inquiring about OCPL's services to schools. After discussion of the letter, Mrs. McCamic appointed a special trustee committee to develop a formal policy of OCPL's services to schools. She thanked Mr. Werner and Mr. Marquart for volunteering to serve as this special committee.

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

OLD BUSINESS

APPROVED PURCHASE OF DISPLAY CASES FOR MAIN FLOOR

Ms. Thomas said that during OCPL's Renovation Project the trustees approved a \$25,000 budget for the purchase of archival display cabinetry for the main floor's display area. She said four display cases were purchased from the original plan and now the remaining cabinetry needs to be ordered. She said Erin Rothenbuehler, Web Administrator and Archives Assistant, has submitted a request for the purchase of two additional frameless LED display cases that were not in the original group. Ms. Thomas distributed copies of Ms. Rothenbuehler's request as well as a spreadsheet detailing the remaining archive display budget, 2016 display cost proposal, and 2018 display cost proposal including the two additional display cases. Ms. Berisford shared copies of the 2016 and 2018 display layouts as well as photos of the display cabinetry proposed for purchase. She said there is currently \$20,202.16 in unspent funds from the approved archives display budget. Ms. Berisford said the trustees would need to approve an additional expenditure of \$1,198.92 in order to purchase the two additional display units. After discussion, Sr. Mary Clark motioned to approve the purchase of two additional display cabinets in addition to the already approved archives display cabinetry. Mr. Werner seconded.

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

CARPETING AT CIRCULATION DESK/COLUMNS

Mrs. McCamic stated that Ms. Thomas shared that she would like to contact Matyskiela & Grant, the architectural firm used for the recent renovation project, for suggestions regarding carpet selection to ensure the new carpeting compliments OCPL's current design and color scheme. Mrs. McCamic instead suggested contacting Mr. Zambito at Flooring America in Triadelphia for carpet recommendations. Mr. Marquart said that Mr. Zambito helped to select the carpet squares on the main floor of the Library, in the Board Room, and also in the auditorium. Ms. Thomas said she would contact Mr. Zambito to get samples for the next board meeting.

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NEW BUSINESS

HOLIDAY GIFT CERTIFICATES FOR STAFF

After discussion of the Holiday gift certificates for staff, Mr. Werner moved to approve the new amounts of Kroger gift certificates for all full-time and part-time staff members. Mr. Marquart seconded.

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

REPLACEMENT OF BOARD ROOM DISPLAY CASE LIGHTING

Ms. Thomas stated that a new issue arose after this board meeting agenda was sent out. She said that on the morning of Wednesday, November 7, Bob Workman, Custodian, began his morning cleaning duties with turning on the lights in the lower level of the Library. She said he then goes back upstairs and cleans the main floor restrooms and then returns to the lower level. Ms. Thomas said that when Mr. Workman returned to the lower level, he discovered that an electrical burning smell was coming from the Board Room. He told her that when he inspected the display cases, he found an area where one of the wires for the lights inside the display cases was burning through and scorching the wood of the display case. He immediately turned off the display case lights and contacted Greg Parisi from United Electric to inspect the light fixture. He said Mr. Parisi arrived at the Library within a half hour and, after inspecting the bad wire, said that the ballast inside of the light fixture was bad and was the source of the burning. Ms. Thomas said Mr. Parisi recommended replacing all the light fixtures and wiring in the Board Room display cases with LED lights to prevent any further electrical fires. She said she contacted Aaron Pollock at United Electric to get a quote to replace the display case lighting. Ms. Thomas distributed the quote from United Electric to the trustees. Sr. Mary Clark motioned to accept the proposal from United Electric to furnish and install new wiring and LED lighting in the Board Room display cases for \$2,850. Mr. Werner seconded.

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

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OLD BUSINESS

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

Mr. Werner stated that shortly before the October 11th board meeting he shared his proposed revisions to the Personnel Policies – Introduction, Part 1 & Part 2 via e-mail. He said Ms. Thomas had shared some of the Personnel Policies of other libraries in West Virginia with the trustees. Mr. Werner stated that he began reviewing those policies, but he had some questions regarding the other libraries' use of an employee's unused annual leave and sick leave being applied to the employee's years of service when applying for retirement benefits. He said that before OCPL considers revising its current policy, he would like to determine what monetary impact it would have for the Library regarding the employer's contribution to the Public Employee Retirement System. Ms. Thomas stated that she would contact Karen Goff, WVLC Executive Secretary, to ask if she knew whether changing OCPL's policy to allow accumulation of unused vacation time in addition to accumulation of unused sick leave would have a negative impact on the Library's financial contributions to the Public Employee Retirement System. Mrs. McCamic suggested continuing the Personnel Policies discussion at the December board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:45 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper