



**MINUTES  
BOARD OF TRUSTEES MEETING  
JULY 21, 2021  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:** None

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:15 p.m.

**MINUTES:** Mr. Werner motioned to approve the June 16, 2021 board meeting minutes as written. Mr. Phillips seconded.

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	18,411.82
WesBanco Payroll Account Checking		21,291.12
WesBanco Capital Money Market Savings		448,912.91
WesBanco Operating Money Market Savings		317,402.01
Main Street Bank Archive Nonprofit Savings		15,119.91
United Bank Operating CD - #2		111,978.18
First Choice America Operating CD - A		108,646.85
First Choice America Capital CD - B		110,890.75
<b>TOTAL</b>	<b>\$</b>	<b>1,152,653.55</b>

**Revenue received: June 2021**

County Commission	\$	24,088.45
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		457.59
Photocopies		727.75
Contributions		2,186.98

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

Interest Earned	172.99
Book Sale	100.35
Out of State Patrons	20.00
Other: Operating Supply CR – 84.87, Bindery CR – 465.67, Miscellaneous CR – 31.31	581.85

**TOTAL \$ 104,029.63**

**OPERATING CONTRIBUTIONS**

Wheeling Arts & Culture Commission – Contribution for 2020 Upper Ohio Valley Festival of Books	\$ 2,000.00
Members of McMechen Church of Christ – In memory of Owen “Mike” Renshaw	25.00
John Panagiotou – In memory of Lemonia R. Panagiotou	100.00
Eloise Janeczko – In memory of Virginia Battaglini	25.00
Anonymous	36.98

**TOTAL \$ 2,186.98**

**INVOICES**

June 2021 Operating #2 Account	\$ 400,666.80
June 2021 Operating #2 Account Transfer to Capital	- 287,141.00
June 2021 Operating #2 ACH WesBanco BillPay	33.40
June 2021 Operating #2 ACH WesBanco Stop Check Fee	35.00
June 2021 Transfer to Payroll	42,680.46
June 2021 EFTPS Deposit	12,918.24
June 2021 ACH Debit (Retirement)	8,445.38
June 2021 EFT (WV State Tax)	1,748.00
June 2021 EFT (OH State Tax)	334.00
June 2021 Capital Account	2,044.99
June 2021 Operating #2 Account Voided Checks	- 1,455.67

**TOTAL \$ 180,309.60**

**WARRANTS**

June 2021 Operating #2 Account Warrants #31657 - #31745	\$ 400,666.80
June 2021 Operating #2 Account Transfer to Capital	- 287,141.00
June 2021 Operating #2 ACH WesBanco BillPay	33.40
June 2021 Operating #2 ACH WesBanco Stop Check Fee	35.00
June 2021 Transfer to Payroll	42,680.46
June 2021 EFTPS Deposit	12,918.24
June 2021 ACH Debit (Retirement)	8,445.38
June 2021 EFT (WV State Tax)	1,748.00
June 2021 EFT (OH State Tax)	334.00

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

June 2021 Capital Account		2,044.99
Warrants #630 - #631		
June 2021 Operating #2 Account Voided Checks	-	1,455.67
Warrants #31560, #31615, #31679		
	<b>TOTAL</b>	<b>\$ 180,309.60</b>
<b>VERIFICATIONS</b>		
Total <b>Operating Balances</b> as of May 2021	\$	718,525.78
+ June 2021 Revenue		104,029.63
-June 2021 Expenditures		180,309.60
	<b>SUBTOTAL</b>	<b>\$ 642,245.81</b>
United Bank Operating CD - #2		111,978.18
First Choice America Operating CD - A		108,646.85
First Choice America Operating CD – B		110,890.75
	<b>CD SUBTOTAL</b>	<b>\$ 331,515.78</b>
<b>Capital Balances as of May 2021</b>		<b>163,773.33</b>
<b>Archive Fund Balances as of May 2021</b>		<b>15,118.63</b>
	<b>TOTAL</b>	<b>\$ 1,152,653.55</b>

Mr. Marquart motioned to approve the June Financial Report as presented. Mrs. Harshman seconded.

**VOTE:**

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**PUBLIC INPUT/PRESENTATIONS**

There were no public input/presentations.

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR’S REPORT**

Ms. Thomas reported on the following:

The 2021 Summer Reading Program concluded on Saturday, July 17. Ms. Thomas said a copy of the Summer Reading report prepared by Lee Ann Cleary, Children’s Specialist, was included with the handouts distributed prior to the meeting. Due to COVID-19, programming

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

opportunities were limited but some in-person and outreach events were held outside in the Library's Eoff Street parking lot. Thursday Fun Days were held by the Children's Department. A total of six programs were held and had 254 people in attendance overall. Weekly storytimes were also held at the Wheeling Park playground and 32 people attended these programs. The Summer Reading Program had a total of 319 participants: 190 children; 23 young adults; and 106 adults. Ms. Thomas said that Ellen Scheid, Reference Assistant, conducted the Young Adult program, and it had a significant increase in participants over the previous year. She said Ms. Scheid is hoping to continue to offer Young Adult themed programs throughout the year due to the popularity of the Summer Reading Program.

Brigitte Mazure, Circulation Clerk, resigned on August 15, 2021. With the resignation of Mrs. Mazure and the termination of Lillian Ratliff, there are 41 budgeted hours available for Library Clerk positions. Ms. Thomas said OCPL will be advertising for two part-time Library Clerks at 20 hours per week.

The annual fire alarm and life safety system inspection was completed on June 23, 2021. The system passed inspection and Monitronics, the Library's security and safety firm, provided a detailed performance report of the inspection.

The yearly elevator inspection and performance test is scheduled for August 3.

Bonnie Thurston, local theologian, author, and poet, donated \$500 to the Library along with a collection of poetry books for OCPL's collection. Ms. Thomas said that Ms. Thurston increased her annual contribution because of the Ohio County Board of Education's decision to reduce its funding to the Library this year. Ms. Thurston stipulated that \$200 of the donation should be for the purchase of additional poetry books and the remaining \$300 be designated as a contribution for the Lunch with Books and People's University programs.

Sean Duffy, Adult Programming Director, won second place in the West Virginia Fiction Competition for his short story entitled "The Wake." The West Virginia Library Commission, West Virginia Center for the Book, and Shepherd University's Appalachian Heritage Literary Project's West Virginia Fiction Competition is a literary creative writing contest to encourage West Virginia writers and storytellers, and to highlight Appalachian culture and values represented in the diverse writing of the region. Ms. Thomas said Mr. Duffy's short story is a comedy of errors and is based upon his Irish and Italian heritage. The West Virginia Library Commission will distribute a copy of an anthology of this year's winners to all the public libraries in the state.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

After 25 years of service, Ms. Thomas announced that she will be retiring on December 31, 2021. She expressed her gratitude for having these twenty-five years to serve as OCPL's Library Director and extended her best wishes for the Library's future. She said she sincerely hopes the Library's funding will be restored at the level needed to adequately provide for all the Library's needs. She said will aid the trustees in the search for a new Library Director by providing information on advertising venues and sources of expertise in the search process. She added the West Virginia Library Commission and the surrounding states' state library agencies will be able to assist with advertising the position. Mrs. McCamic suggested forming a committee to help with the selection process for Ms. Thomas's successor. She also thanked Ms. Thomas for her many years of service.

**OLD BUSINESS**

**UPDATE ON OCPL'S LIBRARY SERVICES PLAN**

Ms. Thomas stated that library services are starting to return to normal after the outbreak of the Covid-19 pandemic. Live, in-person programming has resumed at the Library and the meeting rooms are now being requested by a limited number of small groups. Ms. Thomas said OCPL is currently open on Monday through Thursday from 9 a.m. to 6 p.m.; on Friday from 10 a.m. to 5 p.m.; and on Saturday from 10 a.m. to 3 p.m. After Labor Day, she said she would like to return to the Library's original hours of operation with the exception of weekends. She said she believes the current Saturday hours of operation are sufficient and should continue. Also, she stated that because of the recent funding cut from the Ohio County Board of Education, it may be too cost-prohibitive to resume normal Sunday hours of 1 p.m. to 5 p.m. Ms. Thomas said so far the larger groups have not yet contacted the Library about reserving meeting rooms but hopefully with the expansion of evening operating hours in the fall, larger groups will resume meeting at OCPL. Additional seating was added to the main floor of the Library. Ms. Thomas stated she will continue to monitor the COVID-19 cases in the area and will advise the trustees of any changes to the Library's services as circumstances warrant.

**LANDSCAPING AND TREE REMOVAL FOR OCPL - UPDATE**

Ms. Thomas said Parsons Yard Care Management performed the annual clean-up of the Library grounds. They trimmed the hedges, weeded, cleaned out dead leaves, and removed weeds from the Japanese Garden. She said she still has not received quotes from Top Notch Landscaping or Kreitzer Landscaping to revitalize the Japanese Garden. Katherine Parsons, from Parson Yard Care Management, volunteered to prepare a plan for the Japanese Garden. Ms. Thomas said that the company is currently extremely busy, so it may be early fall before they can have a plan ready. Ms. Thomas said OCPL has used Parson's for several years and she has been impressed with their quality of their work. Mrs. McCamic said that there is no rush to complete the project.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

**2021-2022 ANNUAL BUDGET**

Ms. Thomas said that copies of the Approved 2021-2022 Annual Budget were distributed to the trustees before the meeting. Due to the loss of revenue, Ms. Thomas stated that she adjusted the Library's expenditures as best she could for the Annual Budget, however, the Annual Budget remained on this month's agenda to discuss the continuation of the School Purchase Program for the schools in Ohio County. She said several principals and teachers have contacted her to see if the program will be able to continue this fiscal year. She said the overall expenditures were approved, including the total for books and library materials, but not specifically whether funds would be spent from those areas of the budget for the School Purchase Program. After discussion, Mr. Werner motioned to reduce the School Purchase Program by one third for this fiscal year with the caveat that this motion will not set a precedent on the funding of the program in the future. Mr. Marquart seconded.

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

**NEW BUSINESS**

**REQUEST FROM OHIO COUNTY COMMISSION**

Ms. Thomas said she was contacted by Toni Chieffalo and Randy Russell from the Ohio County Commission with a request from the Commission and the Ohio County Board of Elections to find an alternative location for the voting precinct currently located in the Ohio County's City-County Building. Ms. Thomas said the email from Mr. Russell was included in this month's board packet. In the e-mail, Mr. Russell explained that while conducting their research for another more desirable location, the Library quickly rose to the top of the list. He asked if the trustees would be willing to allow OCPL to become a polling place for future elections. As part of the trustees' consideration of this request, Mr. Russell also included the list of requirements for a polling place.

At the January 15, 2020 Board of Trustees meeting, Michael Hamilton, community member and former volunteer at St. James Lutheran Church food pantry, addressed OCPL's trustees and asked for their support in relocating the polling place for the 3<sup>rd</sup> Ward Voting Precinct #28 from the Ohio County City-County Building to the Library. After that month's library board meeting, Mr. Werner spoke with Tim McCormick, former Ohio County Commissioner, about the Library becoming a polling location and, at that time, the OCC decided not to move the polling location.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

After reviewing the list of needs provided by Mr. Russell, Ms. Thomas stated that the only suitable location to set-up the polling place inside the Library would be the Classroom. She said the room is ADA compliant and is over the required 500 square feet. Ms. Thomas stated that some adjustments would need to be made to accommodate the request, such as a lock change on the interior main floor hallway door to limit access to the Library before regular operating hours. After receiving Mr. Hamilton's original request, Ms. Thomas said she contacted Karen Goff, Executive Secretary of the West Virginia Library Commission, to inquire if there were any public libraries in the state that served as polling locations. Ms. Goff said there were a few libraries in the state that were polling locations, and about half of those remain open on election day because they have a meeting room with its own separate entrance/exit door from the outside so that the rest of the library building can remain inaccessible while that room is being used. She said the libraries without a meeting room with its own exterior entrance and exit door usually close on election days. After discussion, Mr. Werner stated that he was in favor of approving the County Commission's request to allow the Library to become a polling place for future elections. Mr. Marquart said that if the Ohio County Commission is comfortable with using the Classroom as the polling location, then adjustments such as changing the lock on the hall door could be made to make the Library a more suitable location. Ms. Thomas stated that she would invite Mr. Russell and Ms. Chieffalo to inspect the downstairs Classroom and the Library's entrance area to see if those spaces will suit their needs.

Mrs. McCamic said the next board meeting would be scheduled for Wednesday, August 18.

Mr. Marquart referred to the Archives Report and noted the Archives Department recently acquired a death mask depicting William Pallister Hubbard, statesman and legislator, that was donated by the Armbrust family. The death mask was found in a home in Elm Grove when the donor's family moved in. Ms. Thomas said she spoke with Laura Carroll, Archivist, regarding the donation and the Archives staff are researching how the item may have ended up in Wheeling.

There being no further business, Mr. Marquart motioned to adjourn the meeting at 5:26 p.m. Mrs. Harshman seconded.

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

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 21, 2021**

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper