



**MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 19, 2022
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Tony Werner, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager

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

MINUTES: Mr. Werner motioned to approve the December 15, 2021 board meeting minutes as tendered. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,500.41
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		395,494.46
WesBanco Operating Money Market Savings		612,917.08
Main Street Bank Archive Nonprofit Savings		15,127.49
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,813.40
First Choice America Capital CD - B		111,113.32
TOTAL	\$	1,358,338.02

Revenue received: December 2021

County Commission	\$	34,456.72
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		186.30
Photocopies		660.90
Contributions		879.13
Interest Earned		175.70
Book Sale		62.00
Out of State Patrons		40.00

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Other: Operating Supply CR – 145.30, Book CR – 4.49,		1,428.33
Operating CD Int – 239.54, Adult Programming CR – 110.00,		
WV Humanities Grant – 900.00, Miscellaneous CR – 29.00		
TOTAL	\$	87,030.33

OPERATING CONTRIBUTIONS

Philippa Stevens – In memory of Jon Quinlisk	\$	50.34
Maissa Alameddine – In memory of Jon Quinlisk		50.00
Martin & Barbara Pirhalla – Donation		50.00
Ronald & Sheli Berstein-Goff - Donation		50.00
Mary Anne Zandron – In memory of Loretta Nesbitt		25.00
Alice Runkle – Donation		100.00
Bordas & Bordas - Donation for Ann Thomas Memorial Lecture		500.00
Anonymous		53.79
TOTAL	\$	879.13

INVOICES

December 2021 Operating #2 Account	\$	85,952.42
December 2021 Transfer to Payroll		64,252.76
December 2021 EFTPS Deposit		19,425.00
December 2021 ACH Debit (WesBanco BillPay)		33.00
December 2021 ACH Debit (Retirement)		8,420.15
December 2021 EFT (WV State Tax)		1,740.00
December 2021 EFT (OH State Tax)		330.00
December 2021 Operating #2 Account Voided Checks	-	4,607.79
TOTAL	\$	175,545.54

WARRANTS

December 2021 Operating #2 Account	\$	85,952.42
Warrants #31989 - #32053		
December 2021 Transfer to Payroll		64,252.76
December 2021 EFTPS Deposit		19,425.00
December 2021 ACH Debit (WesBanco BillPay)		33.00
December 2021 ACH Debit (Retirement)		8,420.15
December 2021 EFT (WV State Tax)		1,740.00
December 2021 EFT (OH State Tax)		330.00
December 2021 Operating #2 Account Voided Checks	-	4,607.79
Warrants #32002 & #32026		
TOTAL	\$	175,545.54

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VERIFICATIONS

Total Operating Balances as of November 2021	\$	703,239.57
+ December 2021 Revenue		87,030.33
-December 2021 Expenditures		175,545.54
	SUBTOTAL	\$ 614,724.36
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,573.86
First Choice America Operating CD – B		111,113.32
	CD SUBTOTAL	\$ 333,059.04
Capital Balances as of November 2021		395,428.37
Archive Fund Balances as of November 2021		15,126.25
	TOTAL	\$ 1,358,338.02

INVOICES AND WARRANTS

Mrs. McCamic reported the First Choice America CD that matured on December 26 has been renewed for a term of 7 months. However, the interest rate quoted at the time of the December board meeting was 0.20%, and at the time of maturity the interest rate had dropped to 0.15% for a 7-month term. Mr. Werner noted a voided check for Kroger in the amount of \$3,375.00. Ms. Berisford explained the Kroger check was voided due to a change in Kroger’s policy for purchasing large amounts of gift cards in the store. Large quantities of gift cards must now be purchased through Kroger’s Corporate Gift Card website. Ms. Berisford reported that this year the Library had to use Ms. Kastigar’s charge card to purchase the employee gift cards, but next year the Library will be able to purchase the gifts cards via ACH Transfer. She added that Kroger also offers a small discount when purchasing the gift cards through the Corporate Gift Card website. Mr. Phillips motioned to approve the December Financial Report as presented. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

Mrs. McCamic presented thank you notes from OCPL staff for their holiday gift cards to the trustees.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

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Ms. Kastigar reported on the following:

The December 2021 tax revenue check in the amount of \$6,178.41 has been received from the Ohio County Commission.

A donation in the amount of \$4,000 was received from Judge & Mrs. Frederick Stamp Jr. Ms. Kastigar said \$2,000 is designated for Adult Programming and the remaining \$2,000 is to be designated as a general contribution for the Library.

The Library has received a donation from a Donor Advised Fund of The U.S. Charitable Gift Trust in the amount of \$250.00.

Mrs. Harshman arrived at the meeting at 4:20 pm.

Lisa Minder, Circulation Clerk, submitted her letter of resignation today. Ms. Kastigar reported that Ms. Minder's last day will be January 31, 2022.

Erin Rothenbuehler, Web Administrator, has also issued her letter of resignation today and her last day will be February 11. Ms. Rothenbuehler is leaving OCPL to accept the position of Library Director at the Bellaire Public Library. Ms. Kastigar said Ms. Rothenbuehler will be greatly missed and we wish her all the best with her future career.

Johnson Boiler Works was called to repair a damaged faucet in the Women's restroom on the first floor which had begun to leak. Johnson Boiler Works has also received all the materials to install the necessary backflow preventer's on OCPL's water service lines. Since the water service needs to be shut off in order to install the backflow preventers, Ms. Kastigar said she scheduled the work to be completed on Martin Luther King Jr. Day, a day the Library is normally closed to the public. However, due to the age of the valve on the Library's water line, the City of Wheeling Water Department was unable to shut off the Library's water service. Ms. Kastigar explained that the Water Department will be ordering a new valve for the service line and, once it is available, they will contact Johnson Boiler Works to coordinate the replacement of the water line valve with the installation of the backflow preventers. Ms. Kastigar said Johnson Boiler Works will give at least a 24-hour notice before the new installation date and she said it may be necessary to close the Library for at least six hours to allow Johnson Boiler Works and the Water Department to complete the work. She added that she hopes the work will be completed within the next two weeks since the backflow preventers need to be installed by February 28, 2022.

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McKeen Security has resolved some of its staffing issues and the Library now has a security guard, Brandon Hinzman, for Thursday evenings as well as Saturdays. Ms. Kastigar said Mr. Hinzman lives in downtown Wheeling, and he has been doing a very good job.

Ohio County Schools Adult Education will be utilizing OCPL's classroom for the next six weeks for their classes. Ms. Kastigar stated the Adult Education classes had previously been held at WV Northern Community College. However, due to WVNCC's COVID testing guidelines, it had become necessary for OCS Adult Education to locate an alternate venue to hold their in-person classes. Ms. Kastigar said the classroom is large enough to allow for proper social distancing for the group which consists of ten students and one instructor.

Ms. Kastigar said she sent an email to the school principals and media specialists in Ohio County introducing herself as the new Director of the Library and reminding them of OCPL's school purchasing program. She said she continues to receive only a few small orders.

The Volunteer Income Tax Assistance (VITA) Program will begin on Monday, January 24. Ms. Kastigar said that due to COVID-19, the program will be held by appointment only again this year. She spoke with Lynnette Parker of VITA, and they are hoping to streamline the service this year to reduce the number of additional trips necessary for their clients.

Ms. Kastigar said she has been contacted by The Library Corporation regarding necessary updates to the Library's automation software. She said she will coordinate the update with Technology Services Group to ensure that one of their technicians will be on hand in case OCPL encounters any technical difficulties during the updates.

The People's University series on the Cold War will conclude this Thursday, January 20. Ms. Kastigar stated that the next series, Fairy Tales for Adults, will begin on February 17. She said a brochure on the new program was distributed with the handouts prior to the meeting. Since there is only a small break between People's University series, Ms. Kastigar said she plans to continue to keep OCPL's expanded Thursday night hours during the interim.

Ms. Kastigar said she has been contacted by Dan Jones from the Rotary Club of Wheeling. She stated that Mr. Jones asked her to be a guest speaker at their February 22nd meeting. Ms. Kastigar said she enjoys public speaking and is looking forward to attending the meeting.

After last month's severe weather which caused a server failure, Mrs. McCamic asked if the replacement battery back-up for the Library's server had been ordered. Ms. Kastigar said TSG has ordered the new battery back-up for OCPL's server.

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OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Kastigar reported that she currently has no plans to change OCPL's services at this time. The Library expanded its hours one night per week for the new People's University Series on the Cold War. Since the new People's University Series on Fairy Tales for Adults will begin on February 17, Ms. Kastigar plans to keep the Library open until 9pm on Thursday evenings. She said the VITA program will also be utilizing the Library's expanded hours on Thursdays to prepare client's tax returns.

ELIZABETH STARKEY BEQUEST

Mr. Werner reported that Christian Turak of Gold, Khourey, and Turak has been hired on a contingency fee basis to act on OCPL's behalf regarding its oil and gas interests inherited from Elizabeth E. Starkey.

NEW BUSINESS

ADDITIONAL SERVICE CREDIT POLICY

In preparing for the annual audit, Ms. Berisford said the Library's auditing firm, Kozicki, Hughes, & Tickerhoof, suggested clarifying the sections of the OCPL's Personnel Policies pertaining to the use of earned, unused vacation time and sick leave for use as Additional Service Credit upon retirement. A draft of the suggested revisions to Part 2, Sections 1 and 2 of the Personnel Policies was included in this month's board packet. Ms. Berisford reviewed the recommended changes for the trustees. After discussion, Mrs. Harshman motioned to accept and adopt the suggested revisions to OCPL's Personnel Policies Part 2-Section 1 and Section 2. Mr. Werner seconded.

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

Mrs. McCamic stated the next board meeting would be held on February 16.

There being no further business, Mr. Werner motioned to adjourn the meeting at 4:46 p.m. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES

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Mr. Phillips	YES
Mrs. Harshman	YES

Respectfully submitted,

Amanda Berisford
Office Manager