



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2023
WEDNESDAY, 4:15 PM**

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

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Christian Turak of Gold, Khourey & Turak; Heidi Kossuth, William Paras, and Heather Johnson of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 pm. Mrs. McCamic then changed the order of the meeting so that Christian Turak of Gold, Khoury & Turak could give his update regarding the Elizabeth E. Starkey bequest.

OLD BUSINESS:

EXECUTIVE SESSION – UPDATE FROM CHRISTIAN TURAK

Mr. Werner motioned to enter Executive Session at 4:16 pm to discuss the legal matter. Mr. Phillips seconded.

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

Mr. Turak left the meeting at 4:20 pm.

Mr. Phillips moved to exit Executive Session at 4:21 pm. Mrs. Harshman seconded.

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

MINUTES: Mr. Werner motioned to approve the September 20, 2023, board meeting minutes as tendered. Mrs. Harshman seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,630.90
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		356,754.03
WesBanco Operating Money Market Savings		599,720.98
WesBanco UOVHR Fund Account Checking		10,927.84
Main Street Bank Archive Nonprofit Savings		37,172.44
United Bank Operating CD - #2		114,314.95
Main Street Bank Operating CD - A		112,420.07
Main Street Bank Capital CD - B		111,781.66
TOTAL	\$	1,344,722.87

Revenue received: September 2023

County Commission	\$	367,557.10
Board of Education		55,822.58
State Basic Grants-in-aid		-
Fines		448.73
Photocopies		546.00
Contributions		268.53
Interest Earned		1,282.63
Book Sale		55.00
Out of State Patrons		25.00
Other: Operating Supply CR – 45.00, Operating CD Int – 1,134.50, Book CR – 165.00, Miscellaneous CR – 223.63		1,568.13
TOTAL	\$	427,573.70

CONTRIBUTIONS:

General Contributions

Wilfred & Martha Tiu	\$	25.00
Ronald & Sheli Bernstein-Goff – Outreach Services		180.00
Anonymous		63.53
TOTAL	\$	268.53

INVOICES:

September 2023 Operating #2 Account	\$	107,757.81
September 2023 Transfer to Payroll		45,049.42
September 2023 Capital Fund		34,200.00
September 2023 Operating #2 Account Voided Checks	-	181.61
TOTAL	\$	186,825.62

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WARRANTS:

September 2023 Operating #2 Account Warrants #33273 - #33338	\$	107,757.81
September 2023 Transfer to Payroll		45,049.42
September 2023 Capital Fund Warrant #664		34,200.00
September 2023 Operating #2 Account Voided Checks Warrants #33267, #33282, & #33318	-	181.61
TOTAL	\$	186,825.62

VERIFICATIONS:

Total Operating Balances as of August 2023	\$	328,230.15
+ September 2023 Revenue		427,573.70
-September 2023 Expenditures		186,825.62
SUBTOTAL	\$	568,978.23
United Bank Operating CD - #2		114,314.95
Main Street Bank Operating CD - A		111,285.57
Main Street Bank Capital CD – B		111,781.66
CD SUBTOTAL	\$	337,382.18
Capital Balances as of August 2023		390,265.33
Archive Fund Balances as of August 2023		37,169.29
UOVHR Fund Balances as of August 2023		10,927.84
TOTAL	\$	1,344,722.87

INVOICES AND WARRANTS: Mr. Phillips motioned to approve the September Financial Report as presented. Mrs. Harshman seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Mr. Werner shared a letter that Mr. Marquart had received from Margaret Brennan regarding the excellent work of Rebekah Karelis, AmeriCorps Volunteer, in the Library’s Archives Department.

Heidi Kossuth, William Paras, and Heather Johnson of Security National Trust arrived to the meeting at 4:26 pm. Mrs. McCamic then changed the order of the meeting again so that Ms. Kossuth, Mr. Paras, and Ms. Johnson of Security National Trust could give their presentation on the Library's account.

NEW BUSINESS

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PRESENTATION ON SECURITY NATIONAL TRUST COMPANY ACCOUNT

Mr. Paras introduced Heather Johnson to the trustees and said Ms. Johnson is one of the Trust Officers who regularly works on the Library's account. He then distributed a copy of the annual Investment Review report to the board members. Mr. Paras explained that, with OCPL's growth investment, the current emphasis of the account is on the long-term growth of the principal. He then proceeded to review the Library's holdings as of October 17, 2023, and presented a report on the Portfolio's performance from 12/1/2010 until 9/30/2023.

Ms. Kossuth said Security National Trust likes to ensure that all of their clients' financial needs are being met. She asked the trustees if they were planning any upcoming projects that would require cash from the investment account to complete. Ms. Kossuth explained that if the trustees would need to draw from the account, it is easier to raise funds over time, so prior notice would be preferred. Mrs. McCamic answered that there is currently no need to draw on the investment account. Ms. Kossuth thanked the trustees for inviting them to give their presentation and stated that they should feel free to reach out at any time if they have questions regarding the investment objectives or if the Library's financial needs change. Mrs. McCamic thanked Mr. Paras, Ms. Kossuth, and Ms. Johnson for attending the meeting. Mr. Paras, Ms. Johnson, and Ms. Kossuth left the meeting at 4:41 pm.

ANNOUNCEMENTS: There were no announcements.

DIRECTOR'S REPORT: Ms. Kastigar reported on the following:

The August 2023 tax distribution from the Ohio County Commission totaling \$311,451.37 has been received. The Ohio County Board of Education's October 2023 tax distribution of \$55,822.58 has also been received. OCPL's third quarter distribution from the WesBanco Trust Account has been received, which totaled \$15,292.38.

This year's Fall Booksale was held on October 13 and 14. In two days, the Library grossed \$1,908.40. In addition to the booksale, OCPL hosted the Tacet Coffee Cart and nine local artists in the auditorium. Ms. Kastigar said many of the artists asked to be invited back if the Library chooses to do this type of event again.

Ms. Kastigar stated that she was contacted by Sandy Wiseman, Media Specialist at Woodsdale Elementary School, to judge their Literature Fair on Tuesday, October 10. She said there were many impressive displays to choose from, and the winners will advance to the regional fair that will be held at West Liberty.

OCPL participated in the Oglebayfest Parade on October 7. The new van was decorated for the event by Ellery McGregor, Head of Marketing, and Nannette Troyan, Library Clerk. Mrs. Troyan drove the van during the parade, while Ms. McGregor ran the entire route, passing out candy to children.

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Recently, after periods of heavy rain, the Library's roof has begun to leak. Since the roof is still under warranty, Mansuetto Roofing was contacted to investigate the issue. They reported that the overlap sections of the roof, where the leaks are occurring, were manufactured by Firestone. Unfortunately, Ms. Kastigar explained that these overlapping sections are currently subject to a recall. She informed the trustees that she has reached out to Mansuetto for further clarification on the problem and to check the status of the recall, so the issue can be addressed before winter.

Ms. Kastigar said she has a Zoom call scheduled with Desroy Rodney of Envisionware on October 19 to discuss the upcoming construction phase of the RFID security gate installation. Currently, the installation date has been set for the beginning of next year.

The WVLA Fall Conference was held last week in Huntington and was attended by Ms. Kastigar, Ms. McGregor, Laura Carroll, Assistant Director, Julia Bachmann, Outreach Services Specialist, and Savannah Fedczak, Library Clerk. Ms. Kastigar reported that there were many interesting seminars to attend on a variety of topics. Next year, the annual Fall Conference will be held at Oglebay for the first time in almost thirty years. As the local library, Ms. Kastigar said OCPL will have an opportunity to help with arrangements and conference planning.

The Annual in-person WVDeli meeting was held on October 17 at the Bridgeport Public Library. At the meeting, Ms. Kastigar said the topic of developing one statewide Overdrive consortium was discussed, and officers were elected for the coming year. Ms. Kastigar said the consortium is looking forward to the addition of some new databases that will be provided by the Library Section of the WV Department of Arts, Culture, and History. The databases will include Tumblebooks, a curated database of children's eBooks, and Tutor.com, an online tutoring program for students, from kindergarten through college.

OCPL has been inundated with potential candidates for the open Children's Specialist position. Ms. Kastigar said she and Ms. Carroll are in the process of evaluating the applications to begin setting up interviews. Tentatively, the first round of interviews will be scheduled for the first week in November. Mrs. Harshman commented that she is thrilled about the number of applicants.

On October 24, Lunch with Books will be premiering its annual Halloween Horror film on the Library's YouTube channel. The film entitled "The Hempfield Vampyre," will also be screened at the Lunch with Books Halloween program on October 31, which will also feature a live reading of Orson Welles's Dracula radio show by Sean Duffy, Adult Programming Coordinator, and various guests.

NEW BUSINESS CONTINUED:

AUDIT REPORT, FY 2021-2022, BY AIMEE TICKERHOOF

Mrs. McCamic reported that the presentation on the Library's Audit Report for Fiscal Year 2021-2022 has been rescheduled for the November 15, 2023, board meeting.

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MAIN STREET BANK CAPITAL CD RENEWAL

Ms. Berisford distributed a chart listing the current Certificate of Deposit rates and terms from Wheeling area banks to the trustees. She said the Main Street Bank CD will mature on November 5, 2023, and will automatically renew for another seven-month term at Main Street Bank on November 15 unless the trustees would like to make other arrangements. After reviewing the current CD rates and terms, Mr. Werner motioned to allow the Main Street Bank Capital CD to renew for a term of 7 months with an interest rate of 5.10%. Mr. Phillips seconded.

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

REPLACEMENT OF PUBLIC SEATING ON THE MAIN FLOOR

Ms. Kastigar stated that it has become necessary to consider replacing the public seating on the main floor of the Library. Ms. Berisford said she has already begun researching options to replace the current upholstered guest chairs, originally purchased in May 1997, with plastic stack chairs. She shared preliminary quotes from Demco, K-Log, and Wheeling Office Supply, and a spreadsheet comparing the styles of sled-based stack chairs with the trustees. Ms. Berisford said stacking chairs are very versatile and have become a popular choice over the traditional guest chair due to their lightweight, but sturdy designs. She stated that the sled-base chairs were selected since they are a great choice for carpeted floors as there are no legs to snag the carpet. Ms. Berisford added that, after speaking to several vendors, the most affordable option would be a stack chair made of high-density or high-impact polypropylene plastic, which is virtually indestructible and easy to clean, with a heavy-duty steel frame to withstand constant daily use. After reviewing the initial quotes and comparing the styles, the trustees recommended researching additional options for sled-base stack chairs from Wheeling Office Supply.

There being no further business, Mr. Werner moved to adjourn the meeting at 5:16 pm. Mr. Phillips seconded.

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

Respectfully submitted,



Amanda Berisford
Administrative Assistant