



**MINUTES  
BOARD OF TRUSTEES MEETING  
JANUARY 17, 2024  
WEDNESDAY, 4:15 PM**

**BOARD MEMBERS PRESENT:** Jimmie McCamic, Board Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips

**BOARD MEMBERS ABSENT:** Cheryl Harshman

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

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

**MINUTES:** Mr. Werner motioned to approve the December 20, 2023, board meeting minutes as tendered. Mr. Phillips seconded.

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

**FINANCIAL REPORT:**

|  |           |                     |
|--|-----------|---------------------|
| WesBanco Operating Account #2 Checking     | \$        | 4,506.74            |
| WesBanco Payroll Account Checking          |           | -                   |
| WesBanco Capital Money Market Savings      |           | 530,780.60          |
| WesBanco Operating Money Market Savings    |           | 717,064.73          |
| WesBanco UOVHR Fund Account Checking       |           | 10,811.84           |
| Main Street Bank Archive Nonprofit Savings |           | 37,181.71           |
| United Bank Operating CD                   |           | 115,074.34          |
| Main Street Bank Operating CD              |           | 112,420.07          |
| Main Street Bank Capital CD                |           | 114,501.11          |
| <b>TOTAL</b>                               | <b>\$</b> | <b>1,642,341.14</b> |

**Revenue received: December 2023**

|                           |    |           |
|---------------------------|----|-----------|
| County Commission         | \$ | 6,646.88  |
| Board of Education        |    | 55,822.58 |
| State Basic Grants-in-aid |    | -         |
| Fines                     |    | 274.84    |
| Photocopies               |    | 508.15    |
| Contributions             |    | 3,163.35  |
| Interest Earned           |    | 1,086.45  |
| Endowment Interest        |    | -         |
| Book Sale                 |    | 44.50     |
| Out of State Patrons      |    | 20.00     |
| Other:                    |    | 1,589.71  |

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|                                    |              |           |                  |
|------------------------------------|--------------|-----------|------------------|
| Operating Supply CR                | 108.10       |           |                  |
| Operating CD Interest              | 187.44       |           |                  |
| Book CR                            | 55.00        |           |                  |
| WHNAC Grant (Library Card Project) | 1,000.00     |           |                  |
| Building Maintenance CR            | 29.17        |           |                  |
| Marketing CR                       | 200.00       |           |                  |
| UOVHR CR                           | 10.00        |           |                  |
|                                    | <b>TOTAL</b> | <b>\$</b> | <b>69,156.46</b> |

**CONTRIBUTIONS:**

**General Contributions**

|   |              |           |                 |
|---|--------------|-----------|-----------------|
| Judge & Mrs. Frederick Stamp, Jr.                     |              | \$        | 1,000.00        |
| Judge & Mrs. Frederick Stamp, Jr. - Adult Programming |              |           | 2,000.00        |
| Cheryl Sipos  |              |           | 100.00          |
| CEA-HOW - Meeting Room Use                            |              |           | 50.00           |
| Anonymous   |              |           | 13.35           |
|   | <b>TOTAL</b> | <b>\$</b> | <b>3,163.35</b> |

**INVOICES:**

|  |              |           |                   |
|--|--------------|-----------|-------------------|
| December 2023 Operating #2 Account               |              | \$        | 105,405.79        |
| December 2023 Transfer to Payroll                |              |           | 41,335.90         |
| December 2023 Capital Account                    |              |           | 345.00            |
| December 2023 UOVHR Fund Account Fee             |              |           | 6.00              |
| December 2023 Operating #2 Account Voided Checks |              | -         | 266.52            |
|  | <b>TOTAL</b> | <b>\$</b> | <b>146,826.17</b> |

**WARRANTS:**

|  |              |           |                   |
|--|--------------|-----------|-------------------|
| December 2023 Operating #2 Account               |              | \$        | 105,405.79        |
| Warrants #33471 - #33512                         |              |           |                   |
| December 2023 Transfer to Payroll                |              |           | 41,335.90         |
| December 2023 Capital Account                    |              |           | 345.00            |
| Warrant #667                                     |              |           |                   |
| December 2023 UOVHR Fund Account Fee             |              |           | 6.00              |
| December 2023 Operating #2 Account Voided Checks |              | -         | 266.52            |
| Warrants #33100, #33226, #33257, #33261          |              |           |                   |
|  | <b>TOTAL</b> | <b>\$</b> | <b>146,826.17</b> |

|   |                    |           |                   |
|---|--------------------|-----------|-------------------|
| Total <b>Operating Balances</b> as of November 2023 |                    | \$        | 799,542.13        |
| + December 2023 Revenue                             |                    |           | 69,156.46         |
| -December 2023 Expenditures                         |                    |           | 146,826.17        |
|   | <b>SUBTOTAL</b>    | <b>\$</b> | <b>721,872.42</b> |
| United Bank Operating CD                            |                    |           | 114,886.90        |
| Main Street Bank Operating CD                       |                    |           | 112,420.07        |
| Main Street Bank Capital CD                         |                    |           | 114,501.11        |
|   | <b>CD SUBTOTAL</b> | <b>\$</b> | <b>341,808.08</b> |
| <b>Capital Balances as of November 2023</b>         |                    |           | <b>530,674.14</b> |

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|  |              |                        |
|--|--------------|------------------------|
| <b>Archive Fund Balances as of November 2023</b> |              | <b>37,178.66</b>       |
| <b>UOVHR Fund Balances as of November 2023</b>   |              | <b>10,807.84</b>       |
|  | <b>TOTAL</b> | <b>\$ 1,642,341.14</b> |

**INVOICES AND WARRANTS:** Mr. Marquart motioned to approve the December Financial Report as presented. Mr. Phillips seconded.

**VOTE:**

|              |     |
|--------------|-----|
| Mrs. McCamic | YES |
| Mr. Marquart | YES |
| Mr. Werner   | YES |
| Mr. Phillips | YES |

**PUBLIC INPUT/PRESENTATIONS:** There was no public input/presentations.

**ANNOUNCEMENTS:** On Monday, January 22 at 5:30 pm in the Library’s Auditorium, the second Friends of the Library organizational meeting will be held. Ms. Kastigar said the trustees are welcome to attend.

**DIRECTOR’S REPORT:** Ms. Kastigar reported on the following:

The second quarterly distribution from the WesBanco Endowment Fund has been received in the amount of \$14,208.09. Initially, Ms. Kastigar stated that there was some confusion regarding the total of this quarter’s disbursement amount. The trustees decided at the September 20, 2023, board meeting to only take a percentage of the Endowment’s annual income from the account, less investment fees, as required by the Trust Account Agreement. Ms. Kastigar contacted Julie Shank, OCPL’s Trust account officer, about the quoted amount of approximately \$45,000 for the second disbursement. Ms. Shank explained that there had been an error with the original total quoted as it included dividend payments normally paid out at the end of the year. Once Ms. Shank understood that the gains should also be reinvested, Ms. Kastigar said they were able to arrive at the correct figure for the budgeted quarterly distribution. Mr. Marquart reviewed the monthly WesBanco Endowment Fund statement and noted that there may be some additional errors with their calculations. He recommended contacting Ms. Shank to ensure that all the year-end gains are being reinvested, as the trustees had decided, and confirm that OCPL would only be receiving the agreed-upon percentage of the Endowment Fund’s annual income less the investment fees for its required quarterly disbursements.

The WV Library Section’s third quarter Grants-In-Aid of \$55,816.00 has been received. The January 2024 tax distribution from the Ohio County Board of Education totaling \$55,822.58 has also been received.

As reported at the December board meeting, people interested in forming a new Friends of the Library group met last Wednesday, January 10. Ms. Kastigar said twelve individuals attended the initial meeting, and all seemed enthusiastic about forming the group in time to assist with publicizing OCPL’s levy in May. To register as a 501(c)(3) organization, the group will need to agree on Bylaws. Ms. Kastigar said she is happy to inform the trustees that one attendee has already written a draft of the Bylaws, and it will be sent out to the group in time for the next organizational meeting. The next meeting will be held on Monday, January 22, at 5:30 pm in the Library’s Auditorium. Ms. Kastigar stated that she also attended the January 16<sup>th</sup> Lunch with Books program to invite those Library patrons to attend the meeting as well.

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So far, she said that there has been a good cross-section of the public interested in representing the Library through our Friends group.

Sarah Cribbs began her position as Head of Youth Services on January 2, and she was joined by Carrie Leib, Youth Services Specialist on January 8. Ms. Cribbs and Ms. Leib have been busy revamping the Library's storytimes and have added an extra program on Wednesdays entitled Music and Movement. There will also be two added storytimes on the second Saturday of every month: Mother Goose on the Loose in the morning and a Family Storytime in the afternoon. Ms. Cribbs and Ms. Leib have also weeded the Young Adult collection and now have set to work weeding the Children's Collection.

Ms. Cribbs and Ms. Leib will be attending their first public engagement on February 3 at the Wheeling Nailers "Pups and Pucks" night. WV Public Broadcasting will also be attending the event, along with Clifford the Big Red Dog, to highlight their programming for children. OCPL has been invited to set up a table with Library information, giveaways, and activities for children to take home. Clifford the Big Red Dog is also planning to visit OCPL's Family Storytime on Thursday, February 1, at 6 pm.

Ms. Kastigar said she met with officers from the Wheeling Area Genealogical Society on Tuesday to discuss the dissolution of the group. She reported that the members will be taking very little from the collection that has been stored in the Library's storage area. After the members have retrieved the items, they wish to keep, Ms. Kastigar stated that we will need to decide what to add to OCPL's collection, what needs to go to the book sale, and what might go to other interested libraries. OCPL will also be the eventual beneficiary of any remaining monies the group has accumulated, currently estimated at \$9,700. The WAGS officers anticipate that it will take approximately six months to complete the dissolution of the group.

The WVDeli governing board's quarterly meeting was held on January 16. The main topic of the conversation was the possible merger of the State's three Overdrive consortia into one statewide group. Ms. Kastigar said she will be meeting with the special committee members next week to continue the discussion. She added that, if the three consortia agree to form one statewide consortium, the WV Library Section is also considering a proposal to pay for all platform fees as well as for the emagazine subscriptions.

**OLD BUSINESS:** There was no Old Business.

**NEW BUSINESS**

**ANNUAL REVIEW OF OCPL POLICIES**

Upon reviewing the Board Decisions Annual Calendar, Ms. Kastigar said January is set aside for review of the Library's policies. After a quick review of OCPL's policies, she recommends updating the Bylaws, the Meeting Room Policy, and the Employee Dress Code. She explained that the policies merely need a few changes and can be reviewed over the next few months. However, Ms. Kastigar said that she would like to budget for the possibility of hiring a Human Resources consultant during the preparation of the 2024-2025 Annual Budget. She stated that she would like a professional firm to review the Library's personnel policies to provide insight into where the policies could be improved and ensure OCPL's employment policies are compliant with current employment law. Mr. Werner said that seeking an HR consulting firm with specialized knowledge would be beneficial and worthwhile to the Library.

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There being no further business, Mr. Marquart moved to adjourn the meeting at 4:50 pm.  
Mr. Phillips seconded.

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

Respectfully submitted,

*Amanda Berisford*

Amanda Berisford  
Administrative Assistant