



**MINUTES
BOARD OF TRUSTEES MEETING
JULY 19, 2023
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips

BOARD MEMBERS ABSENT: Jimmie McCamic, Board Chairman, Cheryl Harshman

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

CALL TO ORDER: Mr. Marquart called the meeting to order at 4:15 p.m.

MINUTES: Mr. Phillips motioned to approve the June 21, 2023, board meeting minutes as presented. Mr. Werner seconded.

VOTE:	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	6,908.24
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		370,722.24
WesBanco Operating Money Market Savings		453,975.42
WesBanco UOVHR Fund Account Checking		10,661.84
Main Street Bank Archive Nonprofit Savings		37,162.85
United Bank Operating CD - #2		113,745.85
Main Street Bank Operating CD - A		110,471.82
First Choice America Capital CD - B		111,781.66
TOTAL	\$	1,215,429.92

Revenue received: June 2023

County Commission	\$	11,956.17
Board of Education		49,178.87
State Basic Grants-in-aid		-
Fines		664.71
Photocopies		541.40
Contributions		180.82
Interest Earned		834.09

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Book Sale		89.50
Out of State Patrons		25.00
Other: Operating Supply CR – 203.00, Building Maintenance CR – 495.00, Endowment Trust Int – 25,090.14, Telephone CR – 231.79, Health Insurance CR – 18.31, Book CR – 15.00		26,053.24
TOTAL	\$	89,523.80

CONTRIBUTIONS:

Memorial Contributions

In Memory of Mrs. Joan Joanou Mr. & Mrs. Jay T. McCamic	\$	100.00
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General Contributions

CEA-HOW – For meeting room use		25.00
Anonymous		55.82
TOTAL	\$	180.82

INVOICES:

June 2023 Operating #2 Account	\$	103,117.23
June 2023 Transfer to Payroll		40,527.07
June 2023 EFTPS Deposit		17,343.56
June 2023 ACH Debit (WesBanco BillPay)		37.40
June 2023 ACH Debit (Retirement)		7,634.56
June 2023 EFT (WV State Tax)		1,284.00
June 2023 EFT (OH State Tax)		374.00
June 2023 ACH Debit (AFLAC)		41.90
June 2023 EFT (WesBanco - Elan Financial Services)		5,157.28
June 2023 UOVHR Fund		655.00
June 2023 Operating #2 Account Voided Checks	-	57.60
TOTAL	\$	176,114.40

WARRANTS:

June 2023 Operating #2 Account Warrants #33100 - #33159	\$	103,117.23
June 2023 Transfer to Payroll		40,527.07
June 2023 EFTPS Deposit		17,343.56
June 2023 ACH Debit (WesBanco BillPay)		37.40
June 2023 ACH Debit (Retirement)		7,634.56
June 2023 EFT (WV State Tax)		1,284.00
June 2023 EFT (OH State Tax)		374.00
June 2023 ACH Debit (AFLAC)		41.90
June 2023 EFT (WesBanco - Elan Financial Services)		5,157.28
June 2023 UOVHR Fund Warrants #105 - #107		655.00
June 2023 Operating #2 Account Voided Checks	-	57.60

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Warrants #32855 & #33103

TOTAL \$ **176,114.40**

VERIFICATIONS

Total **Operating Balances** as of May 2023 \$ 569,207.30
 + June 2023 Revenue 89,523.80
 -June 2023 Expenditures 176,114.40

SUBTOTAL \$ **482,616.70**

United Bank Operating CD - #2 113,745.85
 Main Street Bank Operating CD - A 110,471.82
 First Choice America Operating CD – B 111,781.66

CD SUBTOTAL \$ **335,999.33**

Capital Balances as of May 2023 **345,337.61**

Archive Fund Balances as of May 2023 **40,159.44**

UOVHR Fund Balances as of May 2023 **11,316.84**

TOTAL \$ **1,215,429.92**

INVOICES AND WARRANTS: Mr. Werner motioned to approve the June Financial Report as presented. Mr. Phillips seconded.

VOTE: Mr. Marquart YES
 Mr. Werner YES
 Mr. Phillips YES

PUBLIC INPUT/PRESENTATIONS: There were no public input/presentations.

ANNOUNCEMENTS: Julie Shank from WesBanco Trust and Investment Services will be attending the September board meeting to present the annual report on the Endowment Fund. With the retirement of Jan Shelburne, Ms. Shank has been appointed as the Administrative Officer of the Library’s account.

Ms. Kastigar invited the board members to attend the unveiling of the new mural being painted by Vondel Bell on the main floor of the Library. She said the unveiling is tentatively scheduled for Tuesday, August 22.

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

The Ohio County Commission May tax distribution totaling \$11,956.17 has been received.

Kozicki, Hughes, Tickerhoof, OCPL’s auditing firm, has requested an extension to complete the Library’s 2021-2022 audit. The State Auditor’s Office has granted their extension request and the firm now has until September 30 to complete the Library’s audit.

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Vondel Bell has begun painting the new mural on the first floor of the Library. Mr. Bell estimates it will take approximately two weeks to complete the work.

Ellery McGregor has begun her work as OCPL's Publicity Coordinator/Web Manager. Ms. McGregor has updated and revamped some of the Library's existing publicity handouts and is currently planning a fall celebration to accompany the book sale. Ms. Kastigar said Ms. McGregor is also exploring the possibility of OCPL's participation in the Wheeling Festival of Lights Parade.

Ms. Kastigar plans to begin work on Bibliostat, the annual report to the WV Library Commission. Bibliostat is the compilation of all the Library's statistics from the previous fiscal year. The report is due by August 15.

To determine the status of the ARPA funds OCPL was awarded by the City of Wheeling to renovate the Auditorium's audio/visual system, Ms. Kastigar said she contacted the City's Finance Department. She stated that the Finance Director left his position in April. However, she did contact John Carlier, the Assistant Finance Director. Mr. Carlier reported that he is currently processing the Library's award, and it should be ready in the next few days. Ms. Kastigar said she has received two proposals for the audio/visual renovations and plans to meet with Sean Duffy, Adult Programming Coordinator, to review the proposals to ensure their completeness. She said she hopes to present the proposals at the August board meeting.

The RFID conversion project continues to progress. Currently, the Adult Fiction and New Book sections have been completed, and half of the Large Type Fiction collection has been tagged. Much of the Juvenile Fiction collection has also been encoded. Ms. Kastigar said the gate installation is currently being planned for the beginning of October.

A WV Deli Executive Board meeting was held Tuesday, July 18 via Zoom. Ms. Kastigar informed the trustees that the main topics of conversation were the rising usage of online materials, the costs of providing those materials, and ways to provide access to online materials as economically as possible. The Director of the Kanawha County Public Library, Erika Connelly, reported that, like OCPL, their online circulation rivals the circulation of their physical materials. With their increased population and the longstanding habit of providing library cards to everyone who either lives or works in Kanawha County, Ms. Connelly shared that they are having to make some difficult decisions to control costs. One solution to control and contain the costs of providing online materials may be to merge the three existing consortia in the State: WV Reads, Listen WV, and WV Deli. Since WV Deli is the largest consortium, with the largest collection, a subcommittee has been formed to explore the possibility of a merger of the three consortia. Ms. Kastigar said she has joined the WV Deli subcommittee along with Ms. Connelly, Charley Hivey from Fairmont State, and Larissa Cason of the Marion County Public Library. The subcommittee plans to determine if the merger would be a good idea, and what terms should be sought for the proposed merger.

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OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

ANNUAL CAPITAL IMPROVEMENTS PRIORITY LIST

Ms. Kastigar distributed a list of Capital Improvements for the current fiscal year to the trustees. She said the first item on the list, the replacement of the Outreach Services minivan, was already approved at the last meeting. Ms. Kastigar reported that she was able to secure a quote to purchase a 2023 Toyota Sienna from Jim Robinson Toyota with a purchase price below the threshold of \$45,000 approved by the trustees at the June board meeting. The build on the 2023 Sienna will begin on August 15, and the minivan will be delivered by the end of August.

Technology Services Group, OCPL's technology firm, has recommended replacing the current internet firewall and wireless access points with Meraki firewall and access points to allow for the separation of the Library's two networks from the VITA network, and the State network. Ms. Kastigar explained that if the firewall and access points are the same brand as the current Meraki switches the Library is currently using, TSG will be able to separate the four networks. She added that this is especially important for the VITA network due to privacy concerns during the electronic filing of tax returns to the IRS.

Bob Workman, Custodian, has recommended replacing or retrofitting the building's remaining fluorescent fixtures with LED bulbs and/or fixtures. The Library's fluorescent light fixtures require T8 bulbs which, due to changes in regulations this year, will be banned after August 25, 2023. Since the T8 bulbs contain Mercury, a hazardous substance, they are being phased out and, once the current stock has been sold, they will no longer be on the market. Ms. Kastigar said she is also recommending replacing the electrical outlets located on the pillars on the main floor.

The remaining items on the list include sealing the parking lot and repainting the lines, replacing the Board Room table, retiling the downstairs men's restroom, and replacing the Reference Desk. Ms. Kastigar added that the latter, after many years of use, is starting to buckle under its own weight. Mr. Werner asked which improvements were the most time-sensitive to complete. Ms. Kastigar answered that the replacement of the firewall and wireless access points would need to occur before the Volunteer Income Tax Assistance program begins in January. She said she would need to speak with our TSG technician to confirm that the pricing of the Meraki firewall and access points has not increased. Mr. Marquart suggested contacting other companies to confirm pricing on the necessary components. With the purchase of the Outreach Services van already approved, Mr. Marquart recommended acquiring quotes for the following: purchase the Meraki internet firewall and wireless access points; replace and/or retrofit the remaining fluorescent fixtures; replace the electrical outlets on the pillars; and retile the men's downstairs restroom floor. Additionally, Ms. Kastigar will begin researching options for the replacement of the reference desk.

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There being no further business, Mr. Werner moved to adjourn the meeting at 4:56 p.m.
Mr. Phillips seconded.

VOTE:	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Office Manager