



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 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:

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 March 17, 2021 board meeting minutes as tendered. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,759.98
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		171,299.38
WesBanco Operating Money Market Savings		466,174.78
Main Street Bank Archive Nonprofit Savings		15,116.10
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
First Choice America Capital CD - B		110,844.59
TOTAL	\$	985,267.19

Revenue received: March 2021

County Commission	\$	8,049.48
Board of Education		75,693.67
State Basic Grants-in-aid		56,601.00
Fines		147.12
Photocopies		286.40
Contributions		110.56
Interest Earned		112.45

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Book Sale		15.50
Out of State Patrons		20.00
Other: Operating Supply CR – 4.00		4.00
	TOTAL	\$ 141,040.18

OPERATING CONTRIBUTIONS

Lihua Chen – Donation	\$	50.00
Susan Kahle – In honor of Carole M. Kahle		40.00
Anonymous		20.56
	TOTAL	\$ 110.56

INVOICES

March 2021 Operating Fund Transfer to Capital Account	\$	100,000.00
March 2021 Transfer to Capital Account	-	100,000.00
March 2021 Operating Fund Transfer to Security National Trust		175,000.00
March 2021 Operating Fund Transfer to WesBanco Endowment Trust		175,000.00
March 2021 Operating #2 Account		63,760.04
March 2021 Operating #2 ACH WesBanco BillPay		32.80
March 2021 Transfer to Payroll		42,421.24
March 2021 EFTPS Deposit		12,871.36
March 2021 ACH Debit (Retirement)		8,107.43
March 2021 EFT (WV State Tax)		1,692.00
March 2021 EFT (OH State Tax)		334.00
March 2021 ACH Debit (Insurance)		724.69
March 2021 Operating #2 Account Voided Check	-	140.00
	TOTAL	\$ 479,803.56

WARRANTS

March 2021 Operating Fund Transfer to Capital Account	\$	100,000.00
March 2021 Transfer to Capital Account	-	100,000.00
Warrant #795		
March 2021 Operating Fund Transfer to Security National Trust		175,000.00
Warrant #796		
March 2021 Operating Fund Transfer to WesBanco Endowment Trust		175,000.00
Warrant #797		
March 2021 Operating #2 Account		63,760.04
Warrants #31505 - #31558		
March 2021 Operating #2 ACH WesBanco BillPay		32.80
March 2021 Transfer to Payroll		42,421.24

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March 2021 EFTPS Deposit		12,871.36
March 2021 ACH Debit (Retirement)		8,107.43
March 2021 EFT (WV State Tax)		1,692.00
March 2021 EFT (OH State Tax)		334.00
March 2021 ACH Debit (Insurance)		724.69
March 2021 Operating #2 Account Voided Checks Warrants #31066 & #31107	-	140.00
	TOTAL	\$ 479,803.56

VERIFICATIONS

Total Operating Balances as of February 2021	\$	906,707.50
+ March 2021 Revenue		141,040.18
-March 2021 Expenditures		479,803.56
	SUBTOTAL	\$ 567,944.12
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
First Choice America Operating CD – B		110,844.59
	CD SUBTOTAL	\$ 330,916.95
Capital Balances as of February 2021		71,291.18
Archive Fund Balances as of February 2021		15,114.94
	TOTAL	\$ 985,267.19

Ms. Thomas reported that the February 2021 tax revenue from the Ohio County Commission has been received in the amount of \$188,513.51. She said that it will be reflected in next month's financial report. Mr. Marquart moved to approve the March Financial Report as presented. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

Ms. Thomas shared a thank you letter from Rose Mathes, treasurer of Overeaters Anonymous. In the letter, Ms. Mathes said she wished to thank the Library for the use of the Board Room for the group's Saturday morning meetings. She also shared that the group hopes to resume meeting at OCPL when the meeting rooms are once again available for public use. Ms. Thomas said a donation of \$50 was included with the thank you letter as well.

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Ms. Thomas also shared a thank you letter from Lyle Rader to the Library staff. She said Mr. Rader is writing a book and contacted OCPL for help with his research. Mr. Rader shared that everyone he spoke with was very courteous, and he said he appreciated all their efforts to help him search for the information for his book.

ANNOUNCEMENTS

Ms. Thomas said that she was contacted by Andrew Hammond regarding a section of the Library that was named after his grandfather, or possibly great-grandfather, whose last name was Smith. She stated Mr. Hammond wanted to inquire if the same thing would be possible in regard to his mother, Robin Hammond, who was the former superintendent at the Mount de Chantal Academy. Ms. Thomas said that she was unfamiliar with any sections of the Library being named after Mr. Hammond's grandfather. Mrs. McCamic suggested that it may have been at the Library's previous location on Market Street. Ms. Thomas said that Mr. Hammond also has some artwork that he would like to donate. The trustees suggested that Ms. Thomas contact Mr. Hammond to discuss his donation.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

Taylor Warren was hired on April 5, 2021 as a Library Clerk.

Johnson Boiler Works is scheduled to install the new drinking fountain with a bottle filler on Tuesday, April 27.

A WV DELI meeting was held on April 20. Ms. Thomas distributed the consortium's financial report that lists the total spent by each member library from July 1, 2020 to April 14, 2021. She said most of the libraries in the consortium have two accounts, the regular consortium-shared account which all patrons can access, and a private account that is only for each library's patrons. Ms. Thomas referred to the monthly WV DELI Statistical Report included in this month's board packet and said that OCPL's online monthly circulation consistently ranks third overall, just behind Kanawha County Public Library and Morgantown Public Library. She also said OCPL's circulation in WV DELI increased significantly over the past year. Ms. Thomas said during the meeting, the Consortium members also discussed researching and reviewing online databases to provide additional content for patrons since the audiobook and magazine vendor, RB Digital, was purchased by WV DELI's Overdrive Company and its collections now are part of Overdrive's offerings.

Ms. Thomas referred to the Children's Department Report included in this month's board packet. She said that in addition to virtual programming, Lee Ann Cleary, Children's Specialist, recently

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began holding Story Times at Wheeling Park. Ms. Thomas said that these programs will continue throughout the spring and summer weather permitting.

Ms. Thomas said that she contacted Steve Bieniek, Ohio County Schools Business Manager, regarding the Library's funding for 2021-2022. She said a copy of OCPL's proposed annual budget is due to the West Virginia Library Commission by May 3. She said when she spoke with Mr. Bieniek, he recommended budgeting for a 30% cut from the Ohio County Board of Education. Ms. Thomas said that if local funding is cut, OCPL could also receive less funding in State Grants-In-Aid. She explained that the West Virginia Library Commission's Administrative Rules require public libraries in the state to expend an equal or greater amount of funds every fiscal year. This is called Maintenance of Effort and must be reported annually. If spending falls because the funding level falls, the library cannot meet the Maintenance of Effort and state per capita funding is then cut correspondingly. Ms. Thomas explained that if the Maintenance of Effort requirement is not met, the Grants-In-Aid will be reduced by a percentage equal to the unmet MOE percentage.

Due to frequent use, Advanced Lock and Safe was called to repin the locks on the main floor hallway door, and the classroom and maintenance doors in the basement on April 19.

OCPL received a grant in the amount of \$5,000 from the Wheeling Automobile Club through the Community Foundation for the Ohio Valley, Inc. Ms. Thomas said that last year the funds were used to purchase the VOX book collection for the Children's Department. She said that this year she is recommending that the funds be used to digitize the Wheeling Intelligencer microfiche from January 1983 to June 1985. She said these are the only years not yet digitized because of the microfiche format. Ms. Thomas said the quote to digitize the microfiche from Advantage Preservation is \$5,042. Mr. Werner motioned to accept the quote from Advantage Preservation to digitize the Wheeling Intelligencer microfiche from January 1983 to June 1985 in the amount of \$5,042 and use the funds from the CFOV grant to complete the project. Mr. Marquart seconded.

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

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

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Ms. Thomas reported that after the March board meeting the Library began expanding its level of service to the public. First, she said up to 20 patrons per hour are now allowed inside the building. Second, Ms. Thomas explained, patrons are no longer required to make an appointment to visit the Library. Third, she stated, OCPL began opening at 9 a.m. instead of 10 a.m. Monday through Thursday. Ms. Thomas said curbside service continues to be extremely popular with the patrons so it will continue to be offered. In addition, she said OCPL's COVID-19 procedures have also changed. Beginning this week returned materials will no longer be quarantined. She said gloves will still be available for patrons, but they will not be required. Ms. Thomas stated that in compliance with Governor Jim Justice's orders, masks will continue to be required to enter the building. She said the public access computers will continue to be covered in removable plastic as well. Ms. Thomas stated that the main floor has been rearranged to allow for limited public seating and soon the staff workstations will be returned to Technical Services. She stated that additional public access computers will also be set up for the patrons.

Ms. Thomas reported that most of the staff will soon be fully vaccinated, and the remote workers will be returning to the building on May 3. She shared that she hopes to allow small groups to resume meeting, however, it may be necessary to wait until after tax season. She said the 16th Street Entrance will continue to remain closed until after the May 17th tax deadline since that lobby area is currently devoted to VITA's reviewing tax returns for people. Mr. Marquart said that by May 17th, the Library may be able to allow up to 30 patrons per hour and be able to reopen the meeting rooms with limitations on group size. He suggested less than 10 people to meet in the Classroom and Board Room and less than 25 people to meet in the Tax Room and Auditorium. Ms. Thomas said OCPL has received several inquiries on when the meeting rooms would be made available, and it may also be necessary to expand the Library's hours once large group meetings resume. She told the trustees that she will continue to monitor the number of COVID-19 cases in the area and will advise the trustees of any changes to the Library's services as circumstances warrant.

NEW BUSINESS

Mrs. McCamic changed the order of the agenda to discuss the Library's landscaping needs before discussing the Annual Budget.

LANDSCAPING NEEDS FOR SPRING CLEAN-UP

Ms. Thomas said she normally contacts Parsons Yard Care Management to assist Bob Workman, Custodian, with the annual clean-up of the Library grounds such as hedge-trimming, weed pulling, and leaf raking. She said Mr. Workman recently recommended removing the trees next to the building between the driveway and the Eoff Street parking lot that are in poor condition. Ms. Thomas added that the Japanese Garden outside the picture windows at the Library's Eoff

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Street parking lot needs to be addressed. The weeds need removed, the trees may need to come out, and all new ground cover needs planted. In addition, the 16th Street flagpole area needs to be addressed, new mulch needs to be added along the main entrance and new ground cover may need to be added along the building in the Eoff Street parking lot. Mr. Phillips mentioned that last year Heritage Helpers, a local volunteer group, contacted the Library and were willing to do a landscaping project if OCPL purchased the materials. Mrs. Harshman suggested that they could undertake the landscaping work around the flagpole. Mrs. McCamic agreed with Mrs. Harshman about the flagpole area but said it would be good to obtain proposals to complete the additional work needed on the Library grounds. Mr. Marquart agreed with Ms. Thomas about removing the trees in front of the building along Eoff Street and suggested obtaining proposals for the additional work along Eoff Street and for the Japanese Garden. Ms. Thomas stated that she would contact Parsons Yard Care Management for the annual spring clean-up as well as a proposal for the needed landscaping. She said she would also contact additional local landscaping companies for proposals for the identified areas.

2021-2022 ANNUAL BUDGET

Ms. Thomas said that folders were distributed to the trustees before the meeting which contain a copy of the proposed 2021-2022 Annual Budget.

Mr. Werner moved to enter Executive Session at 5:03 p.m. Mr. Phillips seconded.

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

Mr. Werner moved to exit Executive Session at 5:53 p.m. Mr. Marquart seconded.

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

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:54 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper