



**MINUTES
BOARD OF TRUSTEES MEETING
SEPTEMBER 20, 2023
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Julie Shank of WesBanco Trust and Investment Services

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. Mrs. McCamic then changed the order of the meeting so that Julie Shank of WesBanco Trust and Investment Services could give her presentation on the Library's Endowment Trust.

NEW BUSINESS:

PRESENTATION ON WESBANCO ENDOWMENT TRUST ACCOUNT

Ms. Shank introduced herself to the trustees and, with the upcoming retirement of Janet Shelburne, stated that she is the Library's new Trust Officer for the Endowment Trust Account. Ms. Shank reported that Robert Becerra will remain as the Investment Officer on the Library's account. Unfortunately, he was unable to attend today's meeting. Ms. Shank shared that Mr. Becerra prepared a detailed report on OCPL's portfolio from 8/31/2022 – 8/31/2023, an Investment Performance Summary from 1/1/08 through 8/31/2023, and he included an Economic Overview Report. Ms. Shank distributed the reports to the trustees and then reviewed the Library's portfolio summary. She concluded her summary and said she and Mr. Becerra would be willing to attend a future board meeting to discuss the Library's Trust Account in further detail. Ms. Shank stated that the portfolio will continue to have a bias toward growth rather than income unless the trustees anticipate the need to adjust the investment objective. Mr. Marquart said that he sees no reason to adjust the Trust Account's objective at this time. Per the Endowment Fund Trust Account agreement, OCPL is required to take a percentage of the Endowment's yearly income from the account. Ms. Shank stated that they are working to prepare the Library's quarterly distribution of the annual income, less the incurred investment fees. Ms. Shank asked the trustees to contact her if they had any additional questions or if they would like to schedule another meeting to discuss the account in further detail. Ms. Shank left the meeting at 4:22 p.m.

MINUTES: Mr. Phillips motioned to approve the August 22, 2023, board meeting minutes as presented. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,479.24
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		390,265.33
WesBanco Operating Money Market Savings		325,750.91
WesBanco UOVHR Fund Account Checking		10,927.84
Main Street Bank Archive Nonprofit Savings		37,169.29
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
TOTAL	\$	1,103,974.79

Revenue received: August 2023

County Commission	\$	3,421.60
Board of Education		55,822.58
State Basic Grants-in-aid		55,816.00
Fines		122.69
Photocopies		730.80
Contributions		292.49
Interest Earned		672.39
Book Sale		133.75
Out of State Patrons		80.00
Other: Operating Supply CR – 123.00, Operating CD Int – 569.10, CFOV Grant – 7,000.00, UOVHR CR – 92.00, Book CR – 165.00		7,949.10
TOTAL	\$	125,041.40

CONTRIBUTIONS:

Memorial Contributions

In memory of Yvette M. Heiman
 Amy Kastigar \$ 18.95

General Contributions

Grover Robbins 50.00
 Karen Grisell – Adult Programming 50.00
 Patricia Jeffers 100.00
 Anonymous 73.54

TOTAL \$ 292.49

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INVOICES:

August 2023 Operating #2 Account	\$	100,220.99
August 2023 Transfer to Payroll		44,821.74
August 2023 Capital Fund		54,487.81
August 2023 Operating #2 Account Voided Checks	-	150.00
TOTAL	\$	199,380.54

WARRANTS:

August 2023 Operating #2 Account	\$	100,220.99
Warrants #33222 - #33272		
August 2023 Transfer to Payroll		44,821.74
August 2023 Capital Fund		54,487.81
Warrants #661 - #663		
August 2023 Operating #2 Account Voided Checks	-	150.00
Warrants #33209 & #33223		
TOTAL	\$	199,380.54

VERIFICATIONS:

Total Operating Balances as of July 2023	\$	349,070.06
+ August 2023 Revenue		125,041.40
-August 2023 Expenditures		199,380.54
SUBTOTAL	\$	274,730.92
United Bank Operating CD - #2		113,745.85
Main Street Bank Operating CD - A		111,285.57
Main Street Bank Capital CD – B		111,781.66
CD SUBTOTAL	\$	336,813.08
Capital Balances as of July 2023		444,428.82
Archive Fund Balances as of July 2023		37,166.13
UOVHR Fund Balances as of July 2023		10,835.84
TOTAL	\$	1,103,974.79

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

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar said she received a card from Margaret Brennan congratulating the Library on its new mural by local artist Vondel Bell. Ms. Brennan

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shared that she enjoyed watching the progress of Mr. Bell's work and added that the vibrant colors in the mural really grab your attention.

ANNOUNCEMENTS: Lori Nicholson, Operations Manager, will be retiring after 38 years of service on September 30. Ms. Kastigar invited the trustees to attend Mrs. Nicholson's retirement party that will be held on Friday, September 29 from noon until 2pm. She added that Mrs. Nicholson had requested a small gathering with only current and former staff members and trustees.

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

The Ohio County Commission July tax distribution has been received in the amount of \$56,105.73. The September tax distribution totaling \$55,822.58 has also been received from the Ohio County Board of Education.

On September 8, Ms. Kastigar said she was contacted by Donna Calvert, Library Section Director, and Brent Epling, Library Administrative Services Director, of the WV Department of Arts, Culture, and History. She stated that it had come to Ms. Calvert's attention that the three large library consortiums in the State had applied to the Library Section for LSTA monies to pay for their automation systems. However, Ms. Calvert explained that smaller, independent libraries like OCPL had been previously excluded. After discussing the evolution of OCPL's independent choice of integrated library systems, Ms. Calvert expressed a wish to compensate OCPL for the past two years of automation costs. Ms. Kastigar said she has sent copies of the Library's invoices for both The Library Corporation and OCLC. Once the funds have been processed, they will be awarded through the WV Oasis portal.

The WVLA's Annual Fall Conference will be held in Huntington from October 11th through the 13th. Ms. Kastigar said that she, Laura Carroll, Assistant Director, Ellery McGregor, Head of Marketing and Web Development, Savannah Fedczak, Library Clerk, and Julia Bachmann, Outreach Services Specialist, will be attending this year. She added that OCPL will be holding its Fall Book Sale on October 13th and 14th, so she and the rest of the staff will be returning as soon as possible on Friday.

Dominique McAvoy has been hired as a part-time circulation clerk and shelver. Ms. McAvoy has been a long-time patron of the Library, and Ms. Kastigar said she has been a welcome addition to the staff.

The signed proposal for the Auditorium audio-visual upgrades has been returned to Yahn Technology-Security-Fire. Ms. Kastigar stated that she has spoken with Trey Dunlevy, and the project is slated to start in early November.

During the first week of October, Ms. Kastigar said she would be contacting Desroy Rodney at Envisionware to schedule the construction phase of the RFID conversion project.

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Ms. McGregor recently met with the Wheeling Arts Commission to discuss partnering with OCPL to design new library cards utilizing artwork from local artists. Ms. Kastigar reported that the initial meeting was promising, and the Arts Commission will be forming a subcommittee to pursue the project. She added that the Library's new Outreach Services van has been delivered. Ms. Kastigar said Ms. McGregor has contacted Tri-State Tint and Vinyl to design graphics to adorn the new vehicle.

OCPL's new Library of Things Collection will be launching on October 2. Ms. Kastigar said most of the collection will be housed on the shelving unit located next to the magazine area. The new collection will also include a Seed Library. Ms. Bachmann has partnered with the WVU Extension Office and the Ohio Valley Master Gardeners to launch the Seed Library on October 25 with a Seed Swap.

Ms. Kastigar stated that she has begun planning OCPL's Staff In-Service Day, typically held on Veteran's Day. She explained that to secure continuing education credits for the Library staff, plans and an agenda for the training day need to be submitted well in advance of November. Since Veteran's Day falls on a Saturday this year, the Library will be closed to the public on Friday, November 10 to hold the training event and will re-open to the public on Saturday, November 11.

Lee Ann Cleary has resigned as Children's Specialist to accept a position at a local law firm. Mrs. Cleary's last day will be October 3. Ms. Kastigar wished Mrs. Cleary the best and informed the trustees that she would begin advertising the open Children's Specialist position as soon as possible. She explained that, with the new school year already underway, she hopes to fill the position quickly to limit disruptions in service to OCPL's younger patrons.

OLD BUSINESS:

UPDATE ON ELIZABETH STARKEY BEQUEST

Mr. Werner reported that there have been no further developments regarding the lease settlement agreement with CNX Resources regarding the oil and gas rights inherited from Elizabeth E. Starkey.

RENEWAL OF MAIN STREET BANK OPERATING A CERTIFICATE OF DEPOSIT

Ms. Berisford distributed an updated chart listing the current Certificate of Deposit rates and terms from local area banks to the trustees. She said the Main Street Bank CD matured on September 16, 2023, and will automatically renew for another seven-month term at Main Street Bank on September 26th unless the trustees would like to make other arrangements. After reviewing and discussing the current CD rates and terms, Mr. Marquart moved to allow the Main Street Bank Operating "A" CD to renew for a term of 7 months with an interest rate of 5.10%. Mr. Phillips seconded.

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

NEW BUSINESS:

ENVISIONWARE TABLET STATION PROPOSAL

In addition to providing funds to renovate the Library's Auditorium audio/visual system, Ms. Kastigar said the American Rescue Plan Act funds awarded by the City of Wheeling also included monies designated for a tablet lending station pilot program. Ms. Kastigar shared a proposal prepared by Ms. Carroll on the Envisionware Tablet Station with the trustees. She reviewed the proposal for the trustees and explained that the Tablet Station will have six Samsung Galaxy tablets for patrons to use in the Library. Patrons will be allowed to check out the tablets with their library card and will now have the flexibility of accessing their email and the internet without sitting at the Library's computer tables. As with the proposal for the audio/visual upgrades, the price for the tablet station has increased slightly from \$15,000 to \$15,230. Ms. Kastigar said the proposal includes the six tablets, along with the tablet charging station. As part of the proposal, a full year of maintenance and professional services are also included. After the first year, she said the annual subscription maintenance will be \$1,695. Mr. Werner asked what would happen if the tablets were removed from the Library. Ms. Kastigar answered that the tablets will be customized to only work on OCPL's network. If the tablets are removed from the building, they will be disabled and cease to work. The tablets will only be available to be checked out on a patron's library card, so if a tablet leaves the building, the Library will be able to contact the patron to have it returned. Mrs. McCamic asked what the checkout limits would be on the new tablets. Depending on the popularity of the pilot program, Ms. Kastigar stated that the hourly checkout limits may be adjusted as needed. After reviewing the proposal, Mrs. Harshman motioned to approve the purchase of the Envisionware Tablet Station in the amount of \$15,230, to be paid from the Capital Account. Mr. Phillips seconded.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 4:50 p.m. Mrs. Harshman seconded.

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

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Mr. Phillips	YES
Mrs. Harshman	YES

Respectfully submitted,

Amanda Berisford
Administrative Assistant