



**MINUTES  
BOARD OF TRUSTEES MEETING  
AUGUST 20, 2025  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer; Jimmie McCamic, Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

**CALL TO ORDER:** Mr. Werner called the meeting to order at 4:15 pm.

**MINUTES:** Mrs. McCamic moved to approve the Board Meeting Minutes of July 16, 2025, as submitted. Mr. Marquart seconded.

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	2,242.61
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		330,465.53
WesBanco Operating Money Market Savings		515,116.75
WesBanco UOVHR Fund Account Checking		8,094.28
Main Street Bank Archive Nonprofit Savings		48,816.74
WesBanco Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
<b>TOTAL</b>	<b>\$</b>	<b>1,269,011.49</b>

**Revenue received: July 2025**

County Commission	\$	8,041.13
Board of Education		-
State Basic Grants-in-aid		-
Overdue Fees		361.81
Photocopies		425.73
Contributions		160.51
Interest Earned		3,198.81

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Endowment Interest		7,221.88
Book Sale		54.00
Out of State Patrons		35.00
CNX Royalties		725.36
Retail Items		60.00
UOVHR CR		146.00
Equipment CR		2,637.00
<b>TOTAL</b>	<b>\$</b>	<b>23,067.23</b>

**CONTRIBUTIONS:**

**In Honor/Memorial Contributions**

Dr. Marylu Hutchins	\$	100.00
In memory of Mary "Sue" Hohman & Charles "Tom" Hohman		

**General Contributions**

Anonymous		60.51
<b>TOTAL</b>	<b>\$</b>	<b>160.51</b>

**INVOICES:**

July 2025 Operating #2 Account	\$	144,117.56
July 2025 Transfer to Payroll		52,329.98
July 2025 Capital Fund		17,418.67
July 2025 Operating #2 Account Voided Checks	-	10,461.77
<b>TOTAL</b>	<b>\$</b>	<b>203,404.44</b>

**WARRANTS:**

July 2025 Operating #2 Account	\$	144,117.56
Warrants #34498 - #34557		
July 2025 Transfer to Payroll		52,329.98
July 2025 Capital Fund		17,418.67
Warrants #714 - #716		
July 2025 Operating #2 Account Voided Checks	-	10,461.77
Warrants #34470, #34499, #34556, & #34557		
<b>TOTAL</b>	<b>\$</b>	<b>203,404.44</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of June 2025	\$	686,456.64
+ July 2025 Revenue		23,067.23
- July 2025 Expenditures		203,404.44
<b>SUBTOTAL</b>	<b>\$</b>	<b>506,119.43</b>
WesBanco Bank Operating CD		122,821.86
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85
<b>CD SUBTOTAL</b>	<b>\$</b>	<b>361,896.39</b>

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<b>Capital Balance as of June 2025</b>	<b>344,234.66</b>
<b>Archive Fund Balance as of June 2025</b>	<b>48,812.73</b>
<b>UOVHR Fund Balance as of June 2025</b>	<b>7,948.28</b>
<b>TOTAL</b>	<b>\$ 1,269,011.49</b>

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

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

**PUBLIC INPUT/PRESENTATIONS:** Ms. Kastigar shared a thank you email she received from Terrell Gosa. Mr. Gosa visited the Library to do some in-depth research on Lincoln School. In the email, Mr. Gosa stated that he wanted to express his appreciation for Laura Carroll's assistance while he was working on his project.

The Friends of the Library's Adult Spelling Bee fundraiser was highly successful this summer. Dr. Julian stated that, due to the popularity of the event, the Friends would be holding a second Adult Spelling Bee on February 28, at the Waterfront Hall. He added that the funds raised during this event would go toward sponsoring next year's summer reading program.

**ANNOUNCEMENTS:** There were no announcements.

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

The June distribution from the Ohio County Commission totaling \$3,743.13 has been received. Ms. Kastigar said she spoke with Steve Bieniek, the financial officer at the Ohio County Board of Education. Since OCPL will now be receiving its tax revenue disbursements through the levy run by the OCBOE, the distributions will now be received a month later. In addition, OCPL will receive its monthly disbursement in accordance with what is received in property taxes. She added that the distribution amount will fluctuate from month to month, and the Library will no longer receive one steady sum a month. Jimmie McCamic has been approved for another five-year term.

The final Summer Reading statistics have been compiled. This year's registration included 157 adults, with 86 actively participating, and 705 children who took part in this year's special activities and turned in their reading logs. The finale swim party was held on August 14, at Wheeling Park Pool. Ms. Kastigar said it was a busy summer all around, and she received several compliments on OCPL's programming and activities.

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The City of Wheeling's Streetscape project has finally reached the Library. As expected there has been some mess and noise, but the end result will be a more attractive street view for OCPL. The city workers also removed the front shrubs for the Library, free of charge. The Eoff Street parking lot will have to be closed soon so they can replace the sidewalk that is part of the parking lot's exit to 16th Street.

The outside control for the automatic doors at OCPL's main entrance was stolen. Automated Entrance Systems was called to see if they could replace the stolen transmitter. Unfortunately, due to the age of the unit, they were unable to locate a device compatible for the Library's current receiver. Ms. Kastigar said the entire unit will need to be replaced. Until the new equipment can be installed, the main entrance will temporarily be without handicapped access from the outside.

West Virginia Northern Community College will be sending first semester students from their education program to assist the Children's Department staff. Approximately fifteen students will spend time in the Children's Department, learning all aspects of library work. Ms. Kastigar explained that the idea is to present an alternative career path to the education students that they have not yet considered.

Ms. Kastigar said she, Ms. Carroll, and Sean Duffy, Adult Programming Coordinator, met with Jay Frey and Andrew Feinberg from Timelooper via Zoom. During the meeting, it was discussed how the Library might contribute to the Wheeling Heritage Experience at the new Wheeling Gateway Center. The idea is to incorporate some of OCPL's artifacts and/or documents from the Archives Collection into the hologram-like museum currently planned for the Gateway Center.

**OLD BUSINESS:**

**AUDITORIUM SCREEN INSTALLATION**

After the July Board Meeting, Ms. Kastigar contacted the trustees via email regarding the installation of the new screen for the Auditorium's stage area. The old screen was torn and of an age that a new screen of matching size could not be placed within the current framework. The new screen is far too heavy to wall mount with no additional support and would require a professional to install. Bekah Karelis and Sarel Venter of Adventures in Elegance, who have assisted us several times with jobs such as this, have submitted a proposal to ceiling mount the screen. Ms. Kastigar said she also contacted QCR Construction Renovation, Walters Construction, and Savage Construction to obtain additional quotes. Savage Construction responded that installing the screen does not fall within their purview. She said Walters Construction was also unable to provide a quote. However, QCR supplied an additional quote to have the screen installed. The proposals from Adventures in Elegance and QCR were distributed prior to the meeting. After comparing and discussing the proposals, Mr. Marquart moved to

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accept the \$1,900 quote from Adventures in Elegance to install the new screen in the Auditorium. Mrs. Harshman seconded the motion.

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

**ELEVATOR REPAIR/REPLACEMENT**

Ms. Kastigar provided an update on the repair or replacement of the Library's elevator. She said she contacted both the Mills Group and M & G Architects and Engineers for viable solutions to replace the elevator. Chris Clark of the Mills Group contacted Ms. Kastigar and provided her with a list of options that include retrofitting, modernizing, custom fitting, or relocating the elevator. M & G will be meeting with Ms. Kastigar on Friday, August 22, to inspect the current elevator and offer their solutions. Ms. Kastigar said she would provide further updates at next month's board meeting.

**NEW BUSINESS:**

**TREE TRIMMING PROPOSALS**

Ms. Kastigar said she received three proposals to trim all the trees on OCPL's grounds and remove the overgrown shrubs along the building on Eoff & 16<sup>th</sup> Streets. The quotes from Albert's Tree Service, LaRoche Tree Service, and Appalachian Tree Company were distributed prior to the meeting. After comparing and discussing the quotes, Mr. Marquart motioned to accept the \$4,250 proposal from Appalachian Tree Company, contingent on proof of ATC's liability insurance. Mr. Phillips seconded.

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

There being no further business, Mrs. McCamic moved to adjourn the meeting at 4:52 pm. Mrs. Harshman seconded.

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

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Respectfully submitted,

*Amanda Berisford*

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Administrative Assistant