



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 21, 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, Office Manager; Christian Turak of Gold, Khourey & Turak

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:16 pm.

Mrs. McCamic changed the order of the agenda so Mr. Turak of Gold, Khourey & Turak could update the trustees regarding the bequest from Elizabeth E. Starkey.

OLD BUSINESS

EXECUTIVE SESSION – UPDATE ON STARKEY BEQUEST BY CHRISTIAN TURAK

Mr. Werner motioned to enter Executive Session at 4:18 p.m. to discuss the legal matter. Mrs. Harshman seconded.

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

Mr. Turak left the meeting at 4:37 pm.

Mr. Phillips moved to exit Executive Session at 5:01 pm. Mrs. Harshman seconded.

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

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Mr. Marquart moved to accept the lease settlement offer from CNX Resources for the oil and gas interest inherited from Elizabeth E. Starkey, as long as the lease agreement does not include an arbitration provision, per the recommendation of the Library’s attorney. Mr. Werner seconded.

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

MINUTES: Mr. Werner motioned to approve the May 17, 2023, board meeting minutes as tendered. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	18,825.86
WesBanco Payroll Account Checking		20,074.74
WesBanco Capital Money Market Savings		345,337.61
WesBanco Operating Money Market Savings		550,381.44
WesBanco UOVHR Fund Account Checking		11,316.84
Main Street Bank Archive Nonprofit Savings		40,159.44
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	\$	1,322,095.26

Revenue received: May 2023

County Commission	\$	16,627.18
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		321.96
Photocopies		656.95
Contributions		1,327.87
Interest Earned		848.67
Book Sale		154.00
Out of State Patrons		35.00
Other: Operating Supply CR – 447.00, Periodical CR – 1,060.80, Operating CD Int – 560.15		2,067.95

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TOTAL \$ 71,218.41

CONTRIBUTIONS:

Memorial Contributions

In Memory of Gina Scenna
Amy Petrini \$ 25.00

General Contributions

Monty & Lisa Fowler 1,000.00
Alice Mae Runkle 100.00
Overeaters Anonymous 150.00
Anonymous 52.87

TOTAL \$ 1,327.87

INVOICES

May 2023 Operating #2 Account \$ 107,875.91
May 2023 Transfer to Payroll 41,373.41
May 2023 EFTPS Deposit 11,934.40
May 2023 ACH Debit (WesBanco BillPay) 33.40
May 2023 ACH Debit (Retirement) 7,855.35
May 2023 EFT (WV State Tax) 1,496.00
May 2023 EFT (OH State Tax) 374.00
May 2023 ACH Debit (AFLAC) 41.90
May 2023 EFT (WesBanco - Elan Financial Services) 3,515.29
May 2023 Capital Fund 9,118.10
May 2023 UOVHR Fund 600.00

TOTAL \$ 184,217.76

WARRANTS

May 2023 Operating #2 Account \$ 107,875.91
Warrants #33016 - #33099
May 2023 Transfer to Payroll 41,373.41
May 2023 EFTPS Deposit 11,934.40
May 2023 ACH Debit (WesBanco BillPay) 33.40
May 2023 ACH Debit (Retirement) 7,855.35
May 2023 EFT (WV State Tax) 1,496.00
May 2023 EFT (OH State Tax) 374.00
May 2023 ACH Debit (AFLAC) 41.90
May 2023 EFT (WesBanco - Elan Financial Services) 3,515.29
May 2023 Capital Fund 9,118.10

Warrants #657 - #659
May 2023 UOVHR Fund 600.00
Warrants #103 - #104

TOTAL \$ 184,217.76

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VERIFICATIONS

Total Operating Balances as of April 2023	\$	718,409.98
+ May 2023 Revenue		71,218.41
-May 2023 Expenditures		184,217.76
	SUBTOTAL	\$ 605,410.63
United Bank Operating CD - #2		113,185.70
Main Street Bank Operating CD - A		110,471.82
First Choice America Operating CD – B		111,781.66
	CD SUBTOTAL	\$ 335,439.18
Capital Balances as of April 2023		329,172.47
Archive Fund Balances as of April 2023		40,156.14
UOVHR Fund Balances as of April 2023		11,916.84
	TOTAL	\$ 1,322,095.26

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

VOTE:

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

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

ANNOUNCEMENTS: There were no announcements.

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

The Ohio County Commission April tax distribution totaling \$16,627.18 has been received. The June 2023 tax revenue from the Board of Education has also been received in the amount of \$49,178.87.

On June 14, Flag Day, the Fort Henry Chapter of the Sons of the American Revolution honored the Library with a commendation for its highly visible display of the American Flag per the United States Flag Code. OCPL was presented with a certificate by Jay Frey, President of the SAR.

The Pride on the Plaza festival was held on Saturday, June 10. The Library had a table at the event featuring displays of its downloadable collections and streaming services. Library staff answered questions and registered seven people for new library cards and updated the accounts of four current patrons.

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The summer reading program, A Neighborhood of Stories, is going well. Currently, 252 children, 12 young adults, and 70 adults are registered for the program.

A new Library program geared toward young adults, Game and Create, held its first event on June 12. An area has been designated in the Tax Room where teens are welcome to create crafting projects and play video games and/or board games. The inaugural program had a total of 6 attendees, which is a good starting point.

Julie Shank has been appointed as the Library's new Trust Officer at WesBanco for the Endowment Fund. Ms. Kastigar said she spoke with her today and she will be visiting OCPL in the fall to introduce herself to the trustees at their regularly scheduled annual visit. Ms. Shank will be bringing the Library's distribution check for 2023-2024 on Thursday, June 22.

In the past month, OCPL has been named as the beneficiary in the wills of both Robert M. Upton and Harold Vitalie. Mr. Vitalie was a long-time patron of the library and a faithful attendee of the Lunch with Books program.

The newest installment in the People's University series will begin on August 10. The topic for this series is Climate Change and will coordinate with the Wheeling Reads selection "Heat & Light" by Jennifer Haigh, as well as the fall book festival to be held on September 9.

Proposals for the audio-visual renovations in the auditorium were sent out early in May to four local businesses. Currently, the Library has received only one proposal. Due to the lack of response, Ms. Kastigar said she sent additional RFPs to two firms in Pittsburgh that do work in the Wheeling area. One firm, Dagostino Electronic Services, met with Ms. Kastigar and Sean Duffy, Adult Programming Coordinator, last week to evaluate the auditorium to prepare their proposal.

The RFID project is still in progress and Library staff have tagged a total of 26,000 items, or about 17% of the collection. To move to the installation phase of the project, a total of 80 to 90% of the collection will need to be tagged.

Ellery McGregor has accepted the position of Publicity Coordinator/Web Manager which has been vacant since early May. Ms. McGregor is a former copywriter and marketing specialist for an online clothing company based in California and will begin work on July 5.

NEW BUSINESS

DIRECTOR'S & OFFICERS/EMPLOYMENT PRACTICES RENEWAL

Ms. Kastigar contacted Jim Williams of WesBanco Insurance Services regarding the renewal of the Library's Directors and Officers/Employment Practices Liability from Great American Insurance Company. The policy will expire on July 1, 2023, and will not be renewed

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automatically. Ms. Kastigar said the coverage will remain the same; however, there will be a premium increase of \$33.00. Mr. Marquart motioned to confirm the renewal of the Directors & Officers and Employment Practices Liability insurance from Great American Insurance Company in the amount of \$1,126.00. Mrs. Harshman seconded.

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

PROPOSAL FOR A NEW MURAL BY VONDEL BELL

Ms. Kastigar stated that copies of local artist Vondel Bell’s proposal for a new mural on the main floor of the Library were included in this month’s board packet. The new mural would replace the current mural in the former Young Adult area. The proposal includes three possible options of the design Mr. Bell plans for the area, along with a price sheet to complete the work. To offset a portion of the cost, Ms. Kastigar said it may be possible to apply for grants from a variety of sources. Once the work is complete, the Library would like to host a Grand Opening combined with a program or workshop featuring Mr. Bell and his artwork. A time-lapse video will also be recorded showing the entire process. After discussion, Mrs. Harshman moved to accept Mr. Bell’s proposal for a new mural featuring Maya Angelou and Albert Einstein in the amount of \$4,757.74 to be paid from the Capital Account. Mr. Werner seconded.

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

REPLACEMENT OF OCPL’S VAN

The Library’s 2006 Toyota Sienna failed to pass its annual State Inspection due to mechanical issues. Ms. Kastigar spoke with George Czapp, Jim Robinson Toyota’s Service Manager, who informed her that the transmission sensor, steering rack, and A/C sensor would need to be replaced for the Sienna to pass inspection. The estimate for these repairs would be about \$3,000. However, Mr. Czapp stated that the sensor replacement may not be enough to return the van to working order, and additional wiring may need to be replaced. Ms. Kastigar said the estimate for the additional wiring repairs could potentially cost another \$2,000. Due to the age of the vehicle, the estimate for the needed repairs is currently higher than the van’s Kelly Blue Book value. Mr. Czapp recommended replacing the minivan instead of completing the repairs. Ms. Kastigar reported that Car & Driver’s ratings for the best minivans on the market today are the Toyota Sienna, Honda Odyssey, Chrysler Pacifica, and Kia Carnival. She said she contacted several local dealerships and received sales worksheets for the Toyota Sienna, Honda Odyssey, and Chrysler Pacifica. Ms. Kastigar distributed copies of the worksheets to the trustees. Mr. Werner

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asked if the models were all comparable. Ms. Kastigar answered that the builds on each model are remarkably similar with only slight variations in cost depending upon the make. She added that the Chrysler Pacifica was the only model currently in stock. Mr. Marquart recommended contacting dealerships in the surrounding area for additional sales worksheets to be used for comparison. Mr. Marquart motioned to approve the purchase of a new minivan to replace OCPL's current minivan as long as the cost does not exceed \$45,000, to be paid from the Capital Account. Mrs. Harshman seconded.

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

2023-24 ANNUAL BUDGET

Ms. Berisford distributed copies of the proposed 2023-2024 Annual Budget to the trustees along with the Budget Explanation Sheet. Based upon OCPL's projected revenue and its current year-to-date expenditures as of May 31, Ms. Kastigar said she only had to make a few adjustments to the 2023-2024 Annual Budget draft presented at the May meeting. The Book budget has seen an increase of \$20,000 to \$140,000, the same amount budgeted for Online Resources. The Professional Services line item has been raised to \$90,000, a \$5,000 increase from May to accommodate the hourly increase projected for security guards employed by Security America. The line items to see minor reductions based on current expenditures include Periodicals, Office Supplies, and Vehicle Maintenance. With the outlined adjustments to the proposed budget, Ms. Kastigar said the Personnel expenses are the only remaining items to be discussed.

Mr. Phillips motioned to enter Executive Session at 5:40 p.m. to discuss personnel items pertaining to the proposed 2023-2024 Annual Budget. Mr. Werner seconded.

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

Mr. Werner motioned to exit Executive Session at 5:46 p.m. Mrs. Harshman seconded.

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

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Mr. Werner moved to adopt the 2023-2024 Annual Budget as presented and implement the recommended salary adjustments and 3% cost of living increase for full-time staff, the hourly wage adjustments for part-time staff, and the promotion of Nathan Knapp to a full-time position with benefits to be effective July 1, 2023. 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. Marquart moved to adjourn the meeting at 5:48 pm. Mr. Werner seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager