



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 21, 2024
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Anthony Werner, Chairman

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. Marquart called the meeting to order at 4:15 pm.

MINUTES: Mrs. McCamic moved to approve the July 17, 2024, board meeting minutes as written. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,149.53
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		352,925.93
WesBanco Operating Money Market Savings		547,328.69
WesBanco UOVHR Fund Account Checking		10,282.72
Main Street Bank Archive Nonprofit Savings		47,772.46
WesBanco Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		117,959.82
TOTAL	\$	1,309,324.85

Revenue received: July 2024

County Commission	\$	4,119.99
Board of Education		60,560.00
State Basic Grants-in-aid		64,316.00
Fines		346.75
Photocopies		530.13
Contributions		232.62
Interest Earned		773.73
Endowment Interest		11,095.71

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Book Sale			75.00
Out of State Patrons			40.00
Other:			801.55
CNX Royalties	207.55		
UOVHR CR	44.00		
Retail Items	130.00		
Telephone CR	120.00		
Building Maintenance CR	300.00		
	TOTAL	\$	142,891.48

CONTRIBUTIONS:

General Contributions

OA Group #40050		\$	100.00
Sarah Koegler			50.00
Anonymous			82.62
	TOTAL	\$	232.62

INVOICES:

July 2024 Operating #2 Account		\$	126,783.38
July 2024 Transfer to Payroll			48,817.83
July 2024 Capital Fund			9,341.85
July 2024 Operating #2 Account Voided Checks		-	254.29
	TOTAL	\$	184,688.77

WARRANTS:

July 2024 Operating #2 Account		\$	126,783.38
Warrants #33837 - #33890			
July 2024 Transfer to Payroll			48,817.83
July 2024 Capital Fund			9,341.85
Warrants #689 - #691			
July 2024 Operating #2 Account Voided Checks		-	254.29
Warrants #33818			
	TOTAL	\$	184,688.77

VERIFICATIONS:

Total Operating Balances as of June 2024		\$	582,497.75
+ July 2024 Revenue			142,891.48
-July 2024 Expenditures			184,688.77
	SUBTOTAL	\$	540,700.46
WesBanco Bank Operating CD			115,105.64
Main Street Bank Operating CD			115,800.06
Main Street Bank Capital CD			117,959.82
	CD SUBTOTAL	\$	348,865.52
Capital Balances as of June 2024			361,755.65

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Archive Fund Balances as of June 2024		47,764.50
UOVHR Fund Balances as of June 2024		10,238.72
	TOTAL	\$ 1,309,324.85

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

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thank you note from local author and long-time patron Robin Reasbeck. Ms. Reasbeck also included a donation along with her thank you note.

ANNOUNCEMENTS: The WVLA will be holding its annual Fall Conference at Oglebay Resort this year. Ms. Kastigar said the conference will run from October 2 until October 4. She asked the trustees to let her know if they would like to attend, and she would register them for the conference.

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

The June distribution from the Ohio County Commission of \$4,119.99 has been received. The July and August distributions from the Ohio County Board of Education, each in the amount of \$60,560, have also been received.

The Summer Reading Program “Adventure Begins at Your Library” has concluded. Over the summer, we enrolled 510 children and 29 adults. 510 children broke down to 169 from birth to 5, 302 from ages 6 to 12, and 39 teenagers. The program wrapped up with a campfire at Oglebay with 67 attendees and a pool party at Wheeling Park with 54 attending.

Ellery McGregor’s last day will be Friday, August 23. In her last week, Ms. McGregor has been working to update the outdoor signage around the library. There is a new sign for the book drop, the garage door directional sign has been updated, and we have new library parking-only signs in both lots.

As of today, we have 19 applicants for the open marketing position. Ms. Kastigar stated that she would be sorting resumes and setting up interviews for next week.

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Bibliostat, our annual statistical report, has been filed with the WV Library Section. This annual report confirms that OCPL meets its requirement to receive Grants in Aid, and it also collects information that the Library section will report to the Institute of Museum and Library Services.

In the last month, Ms. Kastigar said she has received three requests from patrons asking us to install a mirror at the corner of the building to prevent possible accidents in our main parking lot. She stated that she plans to call Savage Construction and/or Huffner Contracting to consult with them about possibly installing a mirror or mirrors in the corner between the main parking lot and the side parking spaces. Ms. Kastigar said she would report her findings to the trustees next month.

Emails to the principals and media specialists about the school purchasing program will be sent out by the end of this week. Ms. Kastigar said she has already had several calls from teachers who wanted to make sure the program would continue to be funded this year.

OCPL's Outreach Services van will be wrapped on Tuesday, August 27.

Ms. Kastigar stated that she will be soliciting bids in the next two weeks for carpeting or flooring in the Auditorium, LED light fixtures for the Auditorium, tiling for the downstairs men's room, and replacement electrical outlets for the upstairs. She said she hopes to have those estimates by the September meeting.

OLD BUSINESS:

MEETING ROOM POLICY

Ms. Kastigar said a revised draft of the Meeting Room Policy, with the trustees' recommended suggestions, was included in this month's board packet for the trustees to review. Mrs. McCamic noted a typographical error regarding the Board Room capacity. Ms. Kastigar said she would make the correction. Mr. Phillips moved to adopt the revised Meeting Room Policy with the correction named. Mrs. McCamic seconded.

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

NEW BUSINESS:

DISCUSSION OF OVERDUE FINES

In 2019, Ms. Kastigar stated that the American Library Association released a resolution against overdue fines, saying that fines are "discriminatory in publicly supported institutions providing library and information services," and present "an economic barrier to access of library materials

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and services.” She explained that during the COVID-19 pandemic, OCPL stopped collecting fines and, with the passage of the Library’s levy, she feels that now may be a good time to officially rescind overdue fines. Ms. Kastigar shared a proposal sheet compiled by Assistant Director Laura Carroll regarding OCPL going fine free. She said Ms. McGregor has also prepared a draft of a press release that would announce the Library’s elimination of fines if the trustees approve the proposal. Ms. Kastigar said the proposal is simply to eliminate overdue charges and if library materials are lost or damaged, replacement fees will be charged.

Ms. Kastigar also shared the revision she would like to make to OCPL’s Patron Policies regarding Family Blocks with the trustees. She said the current policy simply needs to be clarified to stipulate that all adult family members residing at the same address would have their borrowing privileges suspended if a family member has a long-overdue item. Ms. Kastigar explained that the current policy does not differentiate between adults and children. She said she would prefer not to block children if their fellow siblings residing at the same address have overdue items, as they are not their siblings’ responsible party. After discussion, Mrs. Harshman moved to eliminate overdue fines as presented. Mr. Phillips seconded.

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:38 pm. Mrs. McCamic seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant