



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 20, 2026  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Anthony Werner, Chairman; Jimmie McCamic, Edward Phillips

**BOARD MEMBERS ABSENT:** Gregory Marquart, Secretary/Treasurer; Cheryl Harshman

**ALSO PRESENT:** Amy Kastigar, Director; Laura Carroll, Assistant 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 April 15, 2026, as tendered. Mr. Phillips seconded the motion.

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	16,671.21
WesBanco Payroll Account Checking		26,320.77
WesBanco Capital Money Market Savings		304,626.37
WesBanco Operating Money Market Savings		528,386.78
WesBanco UOVHR Fund Account Checking		7,305.28
Main Street Bank Archive Nonprofit Savings		49,853.49
WesBanco Operating CD		124,807.13
Main Street Bank Operating CD		126,277.77
Main Street Bank Capital CD		122,721.19
<b>TOTAL</b>	<b>\$</b>	<b>1,306,969.99</b>

**Revenue received: April 2026**

County Commission	\$	179,239.95
Board of Education		189,280.71
State Basic Grants-in-aid		0.00
Overdue Fees		184.80
Photocopies		890.90

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Contributions		667.88
Interest Earned		589.52
Endowment Interest		7,740.52
Book Sale		2,676.35
Out of State Patrons		55.00
Retail Items		24.00
CNX Interest		178.04
Capital CD Interest		1,206.75
Operating CD Interest		1,288.25
Operating CD Interest		1,288.25
	<b>TOTAL</b>	<b>\$ 384,022.67</b>

**CONTRIBUTIONS:**

**Memorial Contributions**

In memory of Mary K. Winiesdorffer		
Debra K. Wright Saus	\$	20.00

**General Contributions**

Bonnie Thurston – For modern poetry collection		500.00
Anonymous		147.88
	<b>TOTAL</b>	<b>\$ 667.88</b>

**INVOICES: April 2026**

Operating #2 Account	\$	148,315.64
Transfer to Payroll		50,768.71
UOVHR Fund		600.00
Operating #2 Account Voided Checks	-	11,983.01
	<b>TOTAL</b>	<b>\$ 187,701.34</b>

**WARRANTS: April 2026**

Operating #2 Account	\$	148,315.64
Warrants #34663 - #35102		
Transfer to Payroll		50,768.71
UOVHR Fund		600.00
Warrant #134		
Operating #2 Account Voided Checks	-	11,983.01
Warrants #35038, #35041, #34998, & #35071		
	<b>TOTAL</b>	<b>\$ 187,701.34</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of March 2026	\$	377,380.55
+ April 2026 Revenue		384,022.67
- April 2026 Expenditures		187,701.34
	<b>SUBTOTAL</b>	<b>\$ 573,701.88</b>
WesBanco Bank Operating CD		124,807.13

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Main Street Bank Operating CD		124,989.52
Main Street Bank Capital CD		121,514.44
	<b>CD SUBTOTAL</b>	<b>\$ 371,311.09</b>
<b>Capital Balance as of March 2026</b>		<b>304,198.25</b>
<b>Archive Fund Balance as of March 2026</b>		<b>49,853.49</b>
<b>UOVHR Fund Balance as of March 2026</b>		<b>7,905.28</b>
	<b>TOTAL</b>	<b>\$ 1,306,969.99</b>

**INVOICES AND WARRANTS:** Mrs. McCamic moved to approve the April Financial Report as written. Mr. Phillips seconded.

**VOTE:**

Mr. Werner	YES
Mrs. McCamic	YES
Mr. Phillips	YES

**PUBLIC INPUT/PRESENTATIONS:** Mrs. DaGrava’s class from Madison Elementary sent a thank you note for their recent Library tour.

**ANNOUNCEMENTS:** There were no announcements.

Ms. Kastigar said she has been on medical leave for several weeks and Ms. Carroll would be providing the Director’s Report.

**DIRECTOR’S REPORT:** Ms. Carroll reported on the following:

The March distribution from the Ohio County Commission, in the amount of \$68,857.16, has been received.

On April 24 and 25, OCPL held its bi-annual Book Sale, with the Friends of the Library preview sale taking place on April 23. The event generated \$2,561.35, representing an increase of \$584 over the Fall sale.

WVU Medicine Wheeling Hospital has agreed to donate an AED to the library, with delivery scheduled for next week. The donation, valued at approximately \$1,500, is greatly appreciated and will be recognized on the library’s social media platforms.

On April 23, as part of National Library Week, the library hosted its inaugural Staff Talent Show featuring live performances as well as staff art and craft displays.

During National Library Week, the library also partnered with ten local businesses to create library-themed specials as part of a community contest. Participants who purchased five of the ten featured specials were entered for a chance to win a grand prize basket, which was awarded to Eric Tennant. Promotional content related to the event generated more than 10,000 views across the library’s social media platforms.

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On April 30, a special Lunch with Books program was held to celebrate the life and memory of longtime Ohio County Public Library patron and Lunch with Books supporter, Dr. Hossein Yassini-Fard.

The annual Friends of the Library meeting was conducted on April 23, during which new officers were elected: Julie Caraccio, President; Anna Fonner, Vice-President; Cory Barak, Secretary; Tessa Weisenborn, Treasurer; and Directors Bridget Carver, Georgia Tambasis, and Chris Villamanga. The Friends also revised their bylaws to reduce Board of Directors terms from three years to two years.

Mara Cartwright, a college student studying museum studies and history at Connecticut College, began her summer internship in the Archives today. Preparations are also underway for Summer Reading, with the kick-off Carnival scheduled for Saturday, June 6 from 1:00 to 3:00 p.m. Flyers for Children's and Adult programs were made available for Board members to review.

AlignHR recently provided the Library with its Modified HR Function Assessment Executive Summary, which identified several strengths, including a stable workforce, consistent onboarding practices, reliable payroll and timekeeping tools, and long-standing compliance with core employment requirements. Areas identified for improvement include handbook modernization, updated job descriptions, safety program development, more structured HR processes, and formal training and development program. Work is underway on a new PTO policy that is expected to be ready for discussion at next month's meeting.

This month, OCPL received its renewal from Highmark West Virginia, which reflected a higher-than-anticipated premium increase that is expected to significantly impact the Library's 2026–2027 annual budget. Since 2015, the Library has operated without the assistance of an insurance broker. After discussing concerns regarding the renewal increase with AlignHR, the Library was referred to Mike Caruso of McCoy Consulting Services. Mr. Caruso will meet with Ms. Kastigar, Ms. Carroll, and Ms. Berisford to review the Library's current benefits package, evaluate renewal options, and provide guidance regarding potential next steps.

Ms. Kastigar said she wanted to take a moment to express her appreciation for the professionalism and competence of the OCPL staff. She noted that during her medical leave, she had full confidence in the staff's ability to maintain library operations effectively and efficiently. Ms. Kastigar stated that the library is fortunate to have such a dedicated and exceptional team, whose commitment and professionalism are greatly valued.

**OLD BUSINESS:**

**2026-2027 ANNUAL BUDGET**

Ms. Berisford stated that copies of the preliminary 2026–2027 Annual Budget were distributed to the Trustees in the month's board packet. She then reviewed updates to the proposed budget from the previous month's discussion. On the revenue side, both major local funding sources reflected increases for the upcoming fiscal year. Funding from the Ohio County Commission increased by approximately \$94,600, while support from the Ohio County Board of Education

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increased by approximately \$76,700. State Grants-In-Aid funding remained stable. Most miscellaneous revenue categories were projected to remain consistent with the current fiscal year, with only minor adjustments.

Expenditure updates included salary schedule options reflecting either a 3% or 4% cost-of-living adjustment, based on current Consumer Price Index data reported by the U.S. Bureau of Labor Statistics. The proposed budget also included targeted salary adjustments for employees who have assumed expanded responsibilities, as well as the addition of a full-time Archivist position beginning in January 2027 to support the continued growth and preservation needs of the Archives Department. Mr. Werner expressed the importance of researching competitive salary ranges for the proposed Archivist position in order to attract a highly qualified candidate. Ms. Carroll stated that she would begin researching comparable salary information and provide findings prior to next month's meeting.

Retirement costs are projected to decrease slightly due to a reduction in the employer contribution rate. Workers' Compensation renewal figures were finalized with only a modest increase.

The most significant budget impact involved Health Insurance, with projected premium increases of approximately 17.48% for the 2026–2027 fiscal year. The meeting scheduled next week with Mr. Caruso is to evaluate whether Highmark remains the most appropriate option and to provide guidance on how to proceed for the upcoming plan year. Due to the June 30 renewal deadline, there is limited time to fully explore alternative companies and their options for the immediate fiscal year. While sufficient time is not available to implement broader changes for the 2026-2027 Annual Budget, the review process will allow the Library to begin researching long-term cost containment measures to better manage future healthcare expenses in subsequent budget years.

Ms. Berisford noted that most departmental budget lines remain stable, with modest adjustments tied to inflation, operational trends, and service needs. Increases were noted in areas such as Library of Things materials, equipment maintenance, audit expenses, and utilities, while several operational categories were reduced or maintained through careful expense management. Overall, the proposed budget remains balanced and continues to prioritize staffing, public services, collections, technology, and facility operations. Mr. Werner encouraged the Trustees to review the budget materials in advance of the May Board Meeting and to be prepared to share their feedback, suggestions, and recommendations regarding the 2026–2027 Annual Budget.

**NEW BUSINESS:**

**ELEVATOR/RESTROOM CONSTRUCTION PROJECT – GEOTECHNICAL PROPOSAL**

Dan Grant, Eric Matyskiela, and Carla Bronder of Matyskiela & Grant held the Construction Project Kick-Off meeting at the Library on April 29. The purpose of the meeting was to begin the project commencement phase. During the meeting, Mr. Grant explained that a subsurface

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exploration of the proposed elevator construction site would be necessary. A copy of the proposal from Hillis-Carnes Engineering Associates was included in this month's board packet to evaluate whether the site conditions would support the structural load of the new construction. Mr. Werner signed the proposal for Hillis-Carnes so the project could proceed as scheduled.

The Kick-Off meeting also included discussion regarding whether an additional contingency amount should be incorporated into the project budget to address unforeseen expenses. With upcoming construction meetings and monthly board meetings scheduled throughout the project, Mr. Werner stated that he did not believe a separate contingency fund would be necessary at this time, as unexpected costs could be reviewed and addressed as they arise.

Following the meeting, Mr. Grant provided a Project Milestone Schedule outlining the anticipated construction meeting timeline. Ms. Berisford asked the trustees to review the proposed dates and advise her of any scheduling conflicts. Mr. Grant noted that adjustments to the schedule could be made if necessary.

**TREE REMOVAL PROPOSAL – APPALACHIAN TREE CO.**

Ms. Kastigar said the Sweet Gum tree located by the 16<sup>th</sup> Street entrance will need to be removed as part of the Construction Project. She contacted Appalachian Tree Company for a quote to remove the tree as they are scheduled to return to remove the stumps from their tree removal in September. Their work was halted due to Wheeling's Cityscape Project. A copy of the quote was included in this month's board packet. After reviewing the quote, Mr. Phillips motioned to accept the \$1,350 proposal from Appalachian Tree Company to remove the large tree. Mrs. McCamic seconded.

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

**RENEWAL OF MAIN STREET BANK OPERATING CD**

Ms. Berisford said a copy of the Main Street Bank CD maturity notice was included in this month's board packet. Spreadsheets of rates and terms from local banks were handed out before the meeting. After reviewing the available rates and terms for Certificate of Deposit accounts, Mrs. McCamic moved to allow the Main Street Bank CD to renew for a term of six months, at the rate of 4.0%. Mr. Phillips seconded.

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:08pm. Mrs. McCamic seconded the motion.

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

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Mr. Phillips                      YES

Respectfully submitted,

*Amanda Berisford*

Amanda Berisford  
Administrative Assistant