



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

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

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:17 p.m.

MINUTES: Mr. Phillips moved to approve the board meeting minutes of January 18, 2023, as presented. Mr. Werner seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,612.90
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		369,386.58
WesBanco Operating Money Market Savings		547,801.87
WesBanco UOVHR Fund Account Checking		12,544.02
Main Street Bank Archive Nonprofit Savings		40,146.24
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		110,189.20
First Choice America Capital CD - B		111,671.09
TOTAL	\$	1,305,986.31

Revenue received: January 2023

County Commission	\$	5,016.78
Board of Education		49,178.83
State Basic Grants-in-aid		55,816.00
Fines		401.54
Photocopies		566.90
Contributions		1,686.52

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Interest Earned		688.11
Book Sale		78.50
Out of State Patrons		55.00
Other: Operating Supply CR – 178.50, UOVHR CR – 109.00, Book CR – 64.93, Capital CD Int – 112.51, Operating CD Int – 277.38		742.32
	TOTAL	\$ 114,230.50

CONTRIBUTIONS

Memorial Contributions

In Memory of Lester C. “Ted” Hess		
Benevolent & Protective Order of Elks #1701	\$	100.00
Rebecca & Vincent DiFabrizio		100.00

General Contributions

For Adult Programming		
Bordas & Bordas, PLLC – Ann Thomas Memorial		500.00
Lecture Sponsorship Bellaire High School students		10.00
For Meeting Room Use		
CEA-HOW: Compulsive Eaters Anonymous		25.00
Overeaters Anonymous		150.00
Donation		
Donor Advised Fund of U.S. Charitable Trust/ Security National Trust Company		500.00
Patricia Jeffers		100.00
Roger Levi		50.00
Robert Rine		100.00
Anonymous		51.52
	TOTAL	\$ 1,686.52

INVOICES

January 2023 Operating #2 Account	\$	62,000.86
January 2023 Transfer to Payroll		42,143.30
January 2023 EFTPS Deposit		12,270.60
January 2023 ACH Debit (WesBanco BillPay)		33.20
January 2023 ACH Debit (Retirement)		11,368.82
January 2023 EFT (WV State Tax)		2,484.00
January 2023 EFT (WV Combined Sales & Use Tax 2022)		509.21
January 2023 EFT (OH State Tax)		497.00

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January 2023 ACH Debit (AFLAC)		41.90
January 2023 ACH Debit (Unemployment Compensation)		114.00
January 2023 Capital Fund		24,007.25
January 2023 Operating #2 Account Void Check	-	18.95
	TOTAL	\$ 155,451.19

WARRANTS

January 2023 Operating #2 Account Warrants #32796 - #32854	\$	62,000.86
January 2023 Transfer to Payroll		42,143.30
January 2023 EFTPS Deposit		12,270.60
January 2023 ACH Debit (WesBanco BillPay)		33.20
January 2023 ACH Debit (Retirement)		11,368.82
January 2023 EFT (WV State Tax)		2,484.00
January 2023 EFT (WV Combined Sales & Use Tax 2022)		509.21
January 2023 EFT (OH State Tax)		497.00
January 2023 ACH Debit (AFLAC)		41.90
January 2023 ACH Debit (Unemployment Compensation)		114.00
January 2023 Capital Fund Warrants #649 - #650		24,007.25
January 2023 Operating #2 Account Void Check Warrant #32509	-	18.95
	TOTAL	\$ 155,451.19

VERIFICATIONS

Total Operating Balances as of December 2022	\$	567,412.22
+ January 2023 Revenue		114,230.50
-January 2023 Expenditures		155,451.19
	SUBTOTAL	\$ 526,191.53
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		109,911.82
First Choice America Operating CD – B		111,558.58
	CD SUBTOTAL	\$ 334,104.81
Capital Balances as of December 2022		393,112.12
Archive Fund Balances as of December 2022		40,142.83
UOVHR Fund Balances as of December 2022		12,435.02
	TOTAL	\$ 1,305,986.31

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INVOICES AND WARRANTS: Mr. Marquart motioned to approve the January Financial Report as presented. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thank you note she received from Nannette Troyan, Library Clerk, and the Schilling family for the flowers sent to Mrs. Troyan's mother's funeral.

Ms. Kastigar said a thank you note has been received from Scott Emmert. In the note, Mr. Emmert said he wished to thank Diane Rhodes, Library Clerk, for the assistance he received with his genealogical research. Ms. Kastigar said Mr. Emmert also included a \$50.00 donation to the Library.

A contribution of \$4,000 has been received from Judge and Mrs. Frederick Stamp, Jr. In the letter that accompanied the donation, Steve Kellas of WesBanco Trust and Investment Services stipulates that \$2,000 is reserved for the Library's Lunch with Books program and the remaining \$2,000 is a general contribution to OCPL.

ANNOUNCEMENTS: There were no announcements.

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

The Library has received the December 2022 tax distribution from the Ohio County Commission in the amount of \$6,589.45.

Bekah Karelis began her AmeriCorps position in the Archives on January 24th. Ms. Karelis is working with Assistant Director Laura Carroll to catalog the backlog in the Department. Ms. Kastigar said the current backlog increased after Ms. Carroll was invited back to the former OVMC building to retrieve any remaining items that the Library may be able to preserve before the building is demolished. D. K. Wright of WTRF also interviewed Ms. Carroll about some of the final items retrieved from the former hospital.

Ms. Carroll and Ms. Karelis were featured in the Wheeling newspapers on February 4th after the Library contributed a portrait of Samuel Bloch to Elmhurst, The House of Friendship, which was originally the Bloch home. The portrait of Samuel Bloch was salvaged from the former OVMC

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building. Eric Ayres of the Wheeling newspapers was on hand to photograph and report on the occasion. Ms. Kastigar stated that Mr. Ayres has been really great about covering the Library in the past year, and she said she is grateful for his continued reporting.

Johnson Boiler Works was on-site on January 31st to perform the annual inspection of the backflow prevention assembly. The assembly passed inspection without any difficulties and JBW will report OCPL's compliance to the Aqua Backflow website.

Storytime After Dark continues to be a popular evening program, with at least 10 children in attendance each week. Ms. Kastigar said she hopes the numbers will continue to grow. Dianna Cornett, Children's Assistant/Shelver, has been doing an excellent job by reading stories and incorporating crafts and STEM activities to entertain the attendees.

People's University's penultimate program will be held on Thursday, February 16th, entitled "Ancient Rome, Part 2." The series will conclude on February 23rd with a final class on Pompeii. In-person attendance for this series has remained steady, with 40 to 60 participants, and as many as 250 people viewing the programs online.

On Tuesday, February 21st, Lunch with Books will be presenting the Annual Ann Thomas Memorial Lecture featuring Michelle Duster, the great-granddaughter of Ida B. Wells. Wells was a Civil Rights pioneer, journalist, and suffragette.

Ms. Carroll, Kyle Knox, Publicity & Web Manager, and Sean Duffy, Adult Programming Coordinator, were invited to speak on Mayor Glenn Elliott's WKKK radio show on February 1st. During the interview, the preservation of OVMC and the Nurse's Residence Archival Materials was discussed, as well as programs being held at the Library to celebrate Black History Month. Ms. Kastigar also reported that Mr. Knox, Mr. Duffy, and Ron Scott, Cultural Diversity and Community Outreach Director of YWCA, recorded an interview for David Blomquist's radio show on WWVA about the Wheeling's 20th Man speech featured in OCPL's Civic Empathy display. The interview aired on February 14th.

As a result of the interview with Mr. Blomquist, Mr. Knox was contacted by Craig Bommer, the local president of iHeart Media. Mr. Bommer has offered OCPL the free use of a studio to begin a Library podcast, which iHeart Media will distribute not only to their listeners, but also to Spotify and Apple Podcasts. Ms. Kastigar said the content will be determined by Library staff, the use of the recording studio will be free, as long as it is done during regular business hours, and the distribution will be free as well. The Library will need to provide content, possibly to include episodes on upcoming programs, online databases, e-content, genealogy, etc. Ms. Kastigar stated that this is a great opportunity for OCPL. She said the staff have been interested

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in presenting podcasts, however, the additional work of distribution and setting up the recordings slowed OCPL's progress.

Library Legislative Day was held on Monday, February 13. Ms. Kastigar, Mrs. Troyan, and Mr. Knox traveled to Charleston and set up a display in the Capitol Rotunda near the entrance to the Senate Chambers. The Library display included programming brochures, calendars, exhibit pieces from the Civic Empathy display, stickers created from the Logan Schmitt illustration, and cookies from Sarah's on Main. Ms. Kastigar said OCPL's display attracted a large number of visitors.

OLD BUSINESS

UNITED ELECTRIC PROPOSAL FOR RECESSED LIGHTING IN AUDITORIUM AND WHEELING ROOM

Last month Ms. Kastigar consulted with Aaron Pollock of United Electric regarding the creation of access panels for the recessed lighting fixtures in the Wheeling Room and Auditorium. Mr. Pollock did not recommend creating an access panel for those areas. Instead, Mr. Pollock suggested installing replacement fixtures that are easier to access and maintain. A copy of the proposal to repair the fixture in the Wheeling Room and furnish and install LED retrofit kits in the existing downlights located in the Auditorium was included in this month's board packet. After reviewing the proposal, Mr. Marquart motioned to approve the quote from United Electric in the amount of \$2,555.00 to repair the Wheeling Room light fixture and install LED retrofit kits in the Auditorium downlights to be paid from the Capital Account. Mr. Werner seconded.

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

NEW BUSINESS

DISCUSSION OF MARCH ELECTION OF OFFICERS

Mrs. McCamic stated that she would be willing to continue as Chairman, and Mr. Marquart said that he would be willing to continue as Secretary/Treasurer.

REQUEST LETTERS TO THE OHIO COUNTY COMMISSION AND THE OHIO COUNTY BOARD OF EDUCATION

Mrs. McCamic said drafts of the funding request letters to be sent to the Ohio County Commission and the Ohio County Board of Education were included in this month's board

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packet. After discussion, the trustees approved the drafts of the funding request letters. Ms. Kastigar stated that they would be mailed to the OCC and OCBOE this week.

PROPERTY AND LIABILITY INSURANCE AND AUTO INSURANCE RENEWAL

Ms. Kastigar said she has been in contact with Jim Williams from WesBanco Insurance Services to discuss the upcoming renewal on March 18th of the Library's property, liability, and auto insurance. She said copies of the current policy declarations were included in the monthly board packet. Barb Eikleberry of WesBanco Insurance contacted Ms. Kastigar once they received the renewal quote from Encova. Ms. Eikleberry stated that the renewal premium for the commercial package insurance, which includes auto coverage, will be \$15,302. Ms. Kastigar said this will be a less than 2% increase over the expiring policy. She also reported that the final number for the umbrella policy renewal has not been made available to WesBanco Insurance. However, Ms. Eikleberry said they expect the premium to increase by 2% or 3% from last year's premium. Per Encova's website, Ms. Kastigar said the umbrella policy premium is under review and currently listed as \$1,029. However, Ms. Eikleberry said she would contact Ms. Kastigar if there were any changes. Mr. Williams informed Ms. Kastigar that OCPL's current insurance provider, Encova, continues to offer the most competitive rates and recommended approving the renewals. After discussion, Mr. Marquart motioned to approve the renewal of the commercial package policy and the commercial umbrella policy from Encova. Mr. Phillips seconded.

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

APPOINTMENT OF COMMITTEE TO STUDY OCPL WAGES

Mrs. McCamic said that she, Mr. Marquart, and Ms. Kastigar will be forming a committee to review and recommend wages for the Library staff. She stated that the committee will be meeting soon to assess OCPL's current wages and research salary recommendations for the many varied positions within the Library. Once they have completed their research, Mrs. McCamic said the committee will share their findings with the trustees in time for the preparation of the 2023-2024 Annual Budget.

MAIN STREET BANK CD RENEWAL

Ms. Berisford stated that a chart listing the current Certificate of Deposit rates and terms from area banks was included in this month's board packet. After reviewing the rates and terms, Mr. Marquart motioned to let the current Main Street Bank CD renew for a term of 7 months with an interest rate of at least 3.01%. Mr. Werner seconded.

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

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

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

Respectfully submitted,

Amanda Berisford
Office Manager