



Ohio County Public Library

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MINUTES BOARD OF TRUSTEES MEETING MARCH 18, 2026 WEDNESDAY, 4:15 P.M.

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

BOARD MEMBERS ABSENT: Gregory Marquart, Secretary/Treasurer

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library; Eric Matyskiela and Dan Grant of Matyskiela & Grant, Architects & Engineers

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm. He then changed the order of the Agenda so that Eric Matyskiela and Dan Grant of Matyskiela & Grant could give their presentation on the elevator replacement.

NEW BUSINESS

ELEVATOR PRESENTATION – DAN GRANT OF MATYSKIELA & GRANT, ARCHITECTS & ENGINEERS

Mr. Matyskiela and Mr. Grant thanked the Trustees for selecting their firm for OCPL's elevator and restroom upgrade project. They distributed their proposal for architectural and engineering services to the Trustees. The architects then reviewed the conceptual drawings and cost estimates developed during the pre-design phase, which include two design options for consideration.

Mr. Matyskiela and Mr. Grant explained both options. Option 1 would install a new elevator inside the Children's Department near the 16th Street entrance vestibule. They noted this option would be more disruptive to the existing space and could create additional blind spots within the department. It was also explained that while the intent is to fit the elevator within the existing roof structure, there is some risk that modifications to the roof deck may be required, which would result in additional costs not included in the proposal. Due to the nature of the construction, more manual labor would be required for excavation and masonry work, resulting in higher costs as heavy equipment cannot be utilized in the space.

Option 2 would involve constructing an extension at the 16th Street entrance to create a dedicated elevator lobby. The architects explained that this option would be less disruptive to the interior and would provide greater flexibility during construction. The existing canopy over the entrance would be temporarily lifted, and the current support columns removed. Once construction of the new elevator lobby is complete, new support columns will be installed and the canopy reinstalled. Mr. Matyskiela stated that this option would preserve the original 1970s design of the 16th Street entrance, and that the street view would remain unchanged upon

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completion. Mr. Grant noted that placing both the stairs and elevator in the same location would improve wayfinding for patrons. Mrs. Harshman expressed her support for Option 2, noting that it is less cumbersome, utilizes underused space, and improves wayfinding. The architects also noted that both elevator options would provide direct access to the Vitalie Auditorium on the lower level of the Library.

The architects stated that once the Board selects an option and the proposal is formally executed, a detailed project schedule will be developed. Mrs. McCamic asked whether the professional fees would be separate from construction costs. The architects confirmed that their fees would be in addition to construction costs and would be \$61,000 for Option 1 or \$109,000 for Option 2, or 10–12% of the total construction cost. They also noted that invoices would be issued monthly based on work completed. Upon acceptance of the proposal, a formal contract will be drawn up.

Mr. Werner raised a question regarding the architects' general terms and conditions, specifically referencing items #11 and #14 related to liability. Mr. Grant stated that the terms are standard boilerplate and indicated that Item #14 could be removed if requested. After further discussion, Mr. Werner thanked Mr. Matyskiela and Mr. Grant for their presentation, and they left the meeting at 4:39 p.m.

MINUTES: Mrs. McCamic moved to approve the Board Meeting Minutes of February 18, 2026, as tendered. Mr. Phillips seconded the motion.

VOTE:

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|---------------|-----|
| Mr. Werner | YES |
| Mrs. McCamic | YES |
| Mr. Phillips | YES |
| Mrs. Harshman | YES |

FINANCIAL REPORT:

| | | |
|--|-----------|---------------------|
| WesBanco Operating Account #2 Checking | \$ | 17,178.86 |
| WesBanco Payroll Account Checking | | - |
| WesBanco Capital Money Market Savings | | 303,973.68 |
| WesBanco Operating Money Market Savings | | 507,213.11 |
| WesBanco UOVHR Fund Account Checking | | 7,895.28 |
| Main Street Bank Archive Nonprofit Savings | | 49,845.50 |
| WesBanco Operating CD | | 124,807.13 |
| Main Street Bank Operating CD | | 124,989.52 |
| Main Street Bank Capital CD | | 121,514.44 |
| TOTAL | \$ | 1,257,417.52 |

Revenue received: February 2026

| | | |
|---------------------------|----|-----------|
| County Commission | \$ | 21,050.06 |
| Board of Education | | 7,871.04 |
| State Basic Grants-in-aid | | 0.00 |
| Overdue Fees | | 238.23 |
| Photocopies | | 486.10 |

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|--------------------------------------|--------------|---------------------|
| Contributions | | 1,337.19 |
| Interest Earned | | 674.75 |
| Endowment Interest | | 0.00 |
| Book Sale | | 50.00 |
| Out of State Patrons | | 30.00 |
| Retail Items | | 205.00 |
| Archive Fund Interest (January 2026) | | 4.15 |
| Expense CR | | 27.42 |
| | TOTAL | \$ 31,973.94 |

CONTRIBUTIONS:

Memorial Contributions

| | | |
|---------------------------------|----|--------|
| In memory of Dr. Joseph Laker | | |
| Georgia Tambasis & David Weimer | \$ | 100.00 |
| Barbara Lief | | 100.00 |

General Contributions

| | | |
|--------------------------------|--------------|--------------------|
| Dennis I. Serig – For Archives | | 1,000.00 |
| Anonymous | | 137.19 |
| | TOTAL | \$ 1,337.19 |

INVOICES:

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|---|--------------|----------------------|
| February 2026 Operating #2 Account | \$ | 106,649.63 |
| February 2026 Transfer to Payroll | | 52,671.64 |
| February 2026 Capital Fund | | 3,625.00 |
| February 2026 Operating #2 Account Voided Check | - | 2,461.33 |
| | TOTAL | \$ 160,484.94 |

WARRANTS:

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|---|--------------|----------------------|
| February 2026 Operating #2 Account | \$ | 106,649.63 |
| Warrants #34906 - #34958 | | |
| February 2026 Transfer to Payroll | | 52,671.64 |
| February 2026 Capital Fund | | 3,625.00 |
| Warrant #728 | | |
| February 2026 Operating #2 Account Voided Check | - | 2,461.33 |
| Warrant #34950 | | |
| | TOTAL | \$ 160,484.94 |

VERIFICATIONS:

| | | |
|--|-----------------|----------------------|
| Total Operating Balances as of January 2026 | \$ | 650,519.25 |
| + February 2026 Revenue | | 31,973.94 |
| - February 2026 Expenditures | | 160,484.94 |
| | SUBTOTAL | \$ 522,008.25 |
| WesBanco Bank Operating CD | | 124,807.13 |
| Main Street Bank Operating CD | | 124,989.52 |
| Main Street Bank Capital CD | | 121,514.44 |

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| | CD SUBTOTAL | \$ | 371,311.09 |
| Capital Balance as of January 2026 | | | 307,361.55 |
| Archive Fund Balance as of January 2026 | | | 48,841.35 |
| UOVHR Fund Balance as of January 2026 | | | 7,895.28 |
| | TOTAL | \$ | 1,257,417.52 |

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

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thoughtful thank-you note from the Bridge Street Middle School Red Devil Readers, who expressed their enthusiasm and appreciation for the new books generously provided to their school library through OCPL. Mr. Julian reported that the Friends of the Library will be contributing \$4,000 in support of the Library's Summer Reading Program. He noted that these funds were successfully raised during their second Adult Spelling Bee event. Mr. Julian also announced that the Friends will hold their annual meeting on April 22 at 6:00 p.m., which will include an address by Ms. Kastigar regarding the current state of the Library.

ANNOUNCEMENTS: There were no announcements.

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

On February 14th, Waterfront Hall held a poetry reading, Champagne & Strawberries, and designated the Library as the recipient of any donations collected at the door of the event. As a result, OCPL received \$239 from attendees at the Waterfront Hall's event. The January distribution from the Ohio County Commission has been received in the amount of \$7,719.25. The Board of Education's January distribution totaling \$6,704.64 has also been received.

On February 20, Johnson Boiler Works completed the annual backflow prevention assembly tests. Ms. Kastigar said she is happy to report that we were approved for another year.

OCPL will have a table at the Home and Life Expo this Friday and Saturday at the Highlands Sports Complex. The Library will be attending additional events in the community this spring. Current plans are to table events at Fido Fest and the Pride celebration in June.

Cinderella Storytime on February 26, had over 100 attendees, including 50 children. The Library is hoping to partner with Towngate Theatre for their next child-friendly production.

Laura Carroll, Assistant Director, and Dawn Andlinger, Cataloger, have been spearheading a project to inventory OCPL's physical collection. Ms. Kastigar explained it is a slow process

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considering it has not been done for quite some time. The new security software has made this a much easier process than it might have been in previous years. The inventory will allow us to clean up our catalog and have an accurate representation of the scope and value of our collection.

The WV Library Association's Annual Spring Fling will be held April 1st and 2nd. The conference will again be held via Zoom, which makes it easy for staff to attend.

People's University, Class 5, Cephalopods is being held on Thursday, March 19 at 7pm. Upcoming programs in the series will discuss the Amazing Ocean Realm and Coral Reefs.

The Streetscape Project continues on Eoff Street. Unfortunately, as evidenced by recent statistics, the project is putting off some of our regular patrons and program attendees. We are hopeful that they will soon be nearing the final stages of the project.

The Volunteer Income Tax Assistance (VITA) program has been doing a brisk business. Volunteers will continue to accept clients until April 8.

The YA Book Club, moderated by Carrie Lieb, Head of Youth Services, celebrated its second anniversary with 20 attendees. Ms. Kastigar shared that it is quite a feat to gather 20 teens at the Library. She added that it is a testament to Ms. Lieb's dedication to the program and her talent for connecting with teens and making OCPL a cool place to be.

OLD BUSINESS:

PERSONAL APPEARANCE POLICY

Ms. Kastigar reported that a revised draft of the Personal Appearance Guidelines Policy, incorporating the trustees' suggestions from the February meeting, was included in this month's board packet. The trustees reviewed and discussed the proposed revisions. Following discussion, Mrs. McCamic moved to approve the policy as revised. Mrs. Harshman seconded the motion.

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

NEW BUSINESS

ELECTION OF OFFICERS

At the previous month's Board Meeting, Mr. Werner and Mr. Marquart stated they would be willing to continue to serve as Chairman of the Board of Trustees and Secretary/Treasurer, respectively. Mr. Phillips moved to continue with the existing slate of officers, with Mr. Werner as Chairman and Mr. Marquart as Secretary/Treasurer for 2026-2027. Mrs. Harshman seconded the motion.

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| VOTE: | Mr. Werner | YES |
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|---------------|-----|
| Mrs. McCamic | YES |
| Mr. Phillips | YES |
| Mrs. Harshman | YES |

REPLACEMENT OF LIBRARY SERVER

Due to the age of our current server, it is becoming increasingly vulnerable to hardware failure, security risks, and compatibility issues with modern software. Thus it is nearing the end of its usable life. The replacement of this server is crucial since it is the central system that supports many of the library's day-to-day functions, including staff workstations, financial systems, file storage, authentication, and other essential services. If the server were to fail unexpectedly, it would disrupt critical operations such as circulation services, internal financial systems, staff access to files, and network functionality. Recovery from the failure of an ageing server can also be costly and time-consuming, potentially resulting in significant service downtime. Replacing the server now is an initiative-taking step that allows us to transition our systems in a controlled manner rather than reacting to an emergency failure.

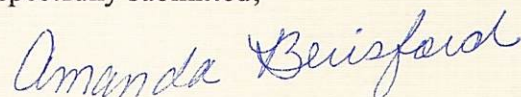
Ms. Kastigar distributed a quote from Rob Materkoski of Technology Services Group (TSG) to replace OCPL's eight-year-old server. Mr. Materkoski contacted both Hewlett Packard and Lenovo, and he was able to obtain a significant discount from Lenovo for the new server. Ms. Kastigar stated she also contacted other companies and found that Lenovo was offering the best price with their discount. TSG's quote also includes \$4,585 for the installation, set-up, and configuration of the new server. After discussion, Mrs. Harshman moved to accept the proposal from TSG to purchase and install the Lenovo ThinkSystem File Server, totaling \$29,043.00. Mr. Phillips seconded.

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:58pm. Mrs. McCamic seconded the motion.

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

Respectfully submitted,



Amanda Berisford
Administrative Assistant