



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 19, 2021  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:** Greg Marquart, Secretary/Treasurer

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:19 p.m.

**MINUTES:** Mrs. McCamic noted a typographical error on page 7 of the April 21, 2021 board meeting minutes. Mrs. Harshman motioned to approve the board meeting minutes with the correction named. Mr. Werner seconded.

**VOTE:**

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	1,827.16
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		164,382.34
WesBanco Operating Money Market Savings		595,370.66
Main Street Bank Archive Nonprofit Savings		15,117.38
United Bank Operating CD - #2		111,978.18
First Choice America Operating CD - A		108,646.85
First Choice America Capital CD - B		110,890.75
<b>TOTAL</b>	<b>\$</b>	<b>1,108,213.32</b>

**Revenue received: April 2021**

County Commission	\$	188,513.51
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		114.29
Photocopies		318.70
Contributions		98.01

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Interest Earned		115.31
Book Sale		48.60
Out of State Patrons		20.00
Other: Operating Supply CR – 279.00, Book CR – 5.58, Adult Prog Grant – 100.00, Operating CD Int – 552.67, Capital CD Int – 46.16		983.41
	<b>TOTAL</b>	<b>\$ 265,905.50</b>

**OPERATING CONTRIBUTIONS**

Rosemary Mathes – For meeting room use	\$	50.00
Anonymous		48.01
	<b>TOTAL</b>	<b>\$ 98.01</b>

**INVOICES**

April 2021 Operating #2 Account	\$	67,450.00
April 2021 Operating #2 ACH WesBanco BillPay		33.00
April 2021 Transfer to Payroll		42,921.84
April 2021 EFTPS Deposit		12,962.48
April 2021 ACH Debit (Retirement)		8,334.50
April 2021 EFT (WV State Tax)		1,738.00
April 2021 EFT (OH State Tax)		334.00
April 2021 ACH Debit (Unemployment Security)		2,356.55
April 2021 Capital Account		6,929.00
April 2021 Operating #2 Account Voided Check	-	100.00
	<b>TOTAL</b>	<b>\$ 142,959.37</b>

**WARRANTS**

April 2021 Operating #2 Account	\$	67,450.00
Warrants #31559 - #31607		
April 2021 Operating #2 ACH WesBanco BillPay		33.00
April 2021 Transfer to Payroll		42,921.84
April 2021 EFTPS Deposit		12,962.48
April 2021 ACH Debit (Retirement)		8,334.50
April 2021 EFT (WV State Tax)		1,738.00
April 2021 EFT (OH State Tax)		334.00
April 2021 ACH Debit (Unemployment Security)		2,356.55
April 2021 Capital Account		6,929.00
Warrant #628		
April 2021 Operating #2 Account Voided Check	-	100.00

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Warrant #31313

**TOTAL** \$ **142,959.37**

**VERIFICATIONS**

Total <b>Operating Balances</b> as of March 2021	\$	467,934.76
+ April 2021 Revenue		265,905.50
-April 2021 Expenditures		142,959.37
<b>SUBTOTAL</b>	\$	<b>590,880.89</b>
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
First Choice America Operating CD – B		110,844.59
<b>CD SUBTOTAL</b>	\$	<b>330,916.95</b>
<b>Capital Balances as of March 2021</b>		<b>171,299.38</b>
<b>Archive Fund Balances as of March 2021</b>		<b>15,116.10</b>
<b>TOTAL</b>	\$	<b>1,108,213.32</b>

Mrs. Harshman motioned to approve the April Financial Report as presented. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	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. Thomas reported on the following:

The March 2021 tax revenue from the Ohio County Commission was received in the amount of \$174,287.67. Ms. Thomas said that it will be reflected in the May financial report since it was not received until after April 30.

Johnson Boiler Works was called to service the boiler. Upon inspection of the system, they determined that the modutrol motor and pilot valve needed to be replaced in order for the boiler

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to fire. The total cost for the repair was \$2,693.77. This repair was taken out of the Building Maintenance part of the annual operating budget.

Due to the weeding project and the relocation of the oversize book collection, it has become necessary to order additional shelves for the Adult Nonfiction section. Ms. Thomas said 20 metal shelves were ordered from The Library Store in the amount of \$1,259.59. The invoice will be paid with funds allocated for Operating Supplies in the annual budget.

The new drinking fountain with a bottler filler was installed by Johnson Boiler Works in the main entrance lobby area where the old one was located.

After the Library's renovation project was completed in 2018, an appraisal was performed by Industrial Appraisal Company. Ms. Thomas said she was contacted by IAC to see if OCPL would like to have an update to the 2018 appraisal for a cost of \$180. If a revaluation is not completed this year the record will close due to inactivity. Mr. Werner asked what purpose the updated appraisal would have for the Library. Ms. Thomas answered that she sees no need to pursue the revaluation as the auditors update OCPL's valuations each year as part of the annual audit.

The VITA (Volunteer Income Tax Assistance) Program's last day was Monday, May 17. Ms. Thomas said the service went well this year. The program was held by appointment only with the hallway in front of Technical Services serving as the in-take for client returns. It was staffed with two volunteers. The 16<sup>th</sup> Street lobby was also staffed with two volunteers to review completed returns. Now that the volunteers will no longer need the 16<sup>th</sup> Street lobby to review returns for clients, the Library is planning to re-open the entrance for patrons. Since the pandemic hit last year right after tax season ended, VITA's furniture and equipment were left in the Tax Room all year. Ms. Thomas asked the trustees if they would like to move the furniture and equipment back into the Storage Room as in previous years so the Tax Room can once again be used for meetings in the future. Mr. Werner asked how frequently the room had been requested in the past. Ms. Thomas answered that the room was used at least once or twice a week. Mrs. Harshman recommended preparing for the opportunity that the room will be needed for meetings. Ms. Thomas said she would contact the VITA volunteers and Hometown Movers to set up a date to move the furniture and equipment.

**OLD BUSINESS**

**UPDATE ON OCPL'S LIBRARY SERVICES PLAN**

Ms. Thomas reported that the 16<sup>th</sup> Street entrance will open next week. She said the Library is no longer limiting how many patrons per hour are allowed inside the building. Ms. Thomas also

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explained that patrons are no longer required to make an appointment to visit the Library. OCPL will still not offer in-person programming inside the building. However, Lee Ann Cleary, Children's Specialist, is conducting storytimes at Wheeling Park once a week in addition to her livestream storytimes and Toddler Time programs. Ms. Thomas said this year's Summer Reading Program entitled *Reading Colors Your World* will primarily be an online program again this year. She added that Mrs. Cleary has planned several children's activities throughout the summer that will be held in the Library's Eoff Street parking lot. Since Governor Justice's announcement rescinding the mask mandate on May 14<sup>th</sup>, Ms. Thomas stated that face coverings will no longer be required to enter the building for those who are fully vaccinated. She said that additional public seating will also be added to the main floor but will still not be full capacity in order to allow for social distancing.

The meeting rooms will also be reopened with a limitation on group size for each room. Ten people or less will be allowed to meet in the Classroom and Board Room. Twenty-five or less will be allowed to meet in the Tax Room and the Auditorium. Ms. Thomas said OCPL is currently open Monday thru Thursday 9 a.m. to 6 p.m.; Friday 10 a.m. to 5 p.m.; and Saturday 10 a.m. to 3 p.m. Until large groups begin requesting the meeting rooms, she said she does not think the Library's operating hours need to change. Ms. Thomas said there have been requests from small groups to resume meeting at the Library, however, the larger groups have not reached out. She said OCPL is getting the word out that appointments are no longer required and services have been expanded. Ms. Thomas asked the trustees if they saw a need to expand the Library's hours of operation at this time. Mrs. Harshman suggested waiting until fall to expand the hours and recommended exploring other options to advertise that the Library is once again open to the public. Ms. Thomas said she would investigate some other options and stated that Erin Rothenbuehler, Web Administrator, has been keeping the website up to date. She stated she will continue to monitor the progress of the pandemic and will advise the trustees of any needed changes to the Library's services as they arise.

**LANDSCAPING AND TREE REMOVAL FOR OCPL**

Ms. Thomas said she contacted Albert's Tree Service and LaRoche Tree Service to obtain price quotes for the removal of the evergreen trees along Eoff Street, the maple tree by the Eoff Street parking lot entrance, and the three trees in the Japanese Garden. She said the quotes were included with the handouts distributed before the meeting. Ms. Thomas reviewed the quotes for the trustees. She shared that she spoke with Mr. Marquart, and he recommended grinding the stumps of the trees to ground level. Mr. Werner asked if both bids were for the exact same work. Ms. Thomas answered that the work is the same on both quotes. She shared that she also contacted Top Notch Landscaping and Kreitzer Landscaping for plans and quotes to revitalize the Japanese Garden. She said that Top Notch has already visited the site and will prepare a design. She said Kreitzer has not yet visited the Library to inspect the garden. Ms. Thomas said

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that both Top Notch and Kreitzer said that Japanese-themed gardens typically consist of rocks, shrubs, and water features, not ground cover plants or mulch. Mr. Werner referred to the quotes for tree removal and asked if the companies were able to give an estimated start date for the work. Ms. Thomas said that LaRoche would be able to perform the removal during the WV Day weekend holiday on June 20<sup>th</sup> and June 21<sup>st</sup>. Albert's Tree Service did not include a start date with their quote, but she said it should not be too far into the future. After reviewing and comparing the quotes, Mr. Werner motioned to approve the tree removal quote from LaRoche Tree Service in the amount of \$1,965.00. Mrs. Harshman seconded.

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

**NEW BUSINESS**

Mrs. McCamic changed the order of the agenda to discuss the Library's Directors & Officers and Employment Practices insurance renewal before discussing the Annual Budget. She also shared that Mr. Werner's term will be expiring on June 30, 2021. She said he is willing to serve another five-year term. Mrs. McCamic stated that she will send a letter to Brenda Miller, Ohio County Circuit Clerk, notifying her of Mr. Werner's willingness to continue to serve.

**DIRECTOR'S & OFFICERS AND EMPLOYMENT PRACTICES INSURANCE  
RENEWAL**

Ms. Thomas said that she and Ms. Berisford met with Jim Williams, OCPL's insurance agent, regarding the renewal of the Library's Directors & Officers Insurance and the Library's recent switch from State Auto to Encova for its Property & Liability and Auto Insurance. Ms. Berisford said Mr. Williams shared that while he was working on adjusting the terms of coverages and limits to make the Encova policy comparable to the State Auto policy, he neglected to see that a commercial auto package for towing and road-side service was not included in the final proposal. He said the coverage was included with the State Auto proposal. Ms. Berisford said the commercial auto rider may be added to the Encova policy and it would raise the yearly premium by \$100. She stated that an informational sheet on the commercial auto roadside package was included in this month's board packet. Ms. Berisford shared that the Library was able to save a significant amount by switching insurance companies, so if the trustees would like to add the commercial auto rider there are sufficient funds budgeted for insurance in the Proposed Annual Budget for 2021-2022. She said a copy of the Directors & Officers and Employment Practices Liability insurance was also included in this month's board packet. Ms. Berisford stated that Great American, which has the Directors & Officers and Employment Practices insurance, did

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not offer a two-year rate guarantee this year and there has been a \$30 premium increase. She said Mr. Williams reviewed the coverages with Ms. Thomas and her during his recent appointment and the coverages have stayed the same. Ms. Berisford also stated that Mr. Williams said that several insurance companies are no longer offering this type of liability insurance since the COVID 19 pandemic. After discussion, Mr. Werner motioned to approve the proposal from Great American for the Directors & Officers and Employment Practices Liability insurance renewal for the next fiscal year for \$1,061 and add the Commercial Auto rider to the Library's Encova policy for \$100. Mr. Phillips seconded.

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

**OLD BUSINESS**

**2021-2022 ANNUAL BUDGET**

Ms. Thomas said that copies of the newly revised proposed 2021-2022 Annual Budget were distributed to the trustees before the meeting. Ms. Thomas reported that the Ohio County Commission's proposed revenue and expenditure budgets were published in the local newspaper. She said the budgeted amount for the Library is \$915,580, a decrease of \$25,025 from the current fiscal year's budget. Ms. Thomas said the Ohio County Board of Education's 2021-2022 revenue budget has been posted on their website and OCPL will receive \$589,698 this year, a decrease of \$318,626 from this fiscal year. She stated the Library will receive \$226,403 once again this coming fiscal year in Grants-In-Aid from the West Virginia Library Commission. She said this per capita amount would probably decrease next fiscal year after the 2020 Census information is incorporated into WVLC's allocation to the public library service areas unless the WV Legislature increases the per capita allocation. Ms. Thomas stated that the Miscellaneous revenue for the coming fiscal was calculated based upon the Library's income in those categories to date in the current fiscal year. She said this revenue source includes the monies collected for fines, photocopies, donations, out of state library cards, and book sales along with the interest earned on the Library's money market and savings bank accounts. Ms. Thomas said the COVID 19 pandemic had a significant impact on the revenue generated from Miscellaneous income and the amount has been reduced to \$8,661, a decrease of \$17,231 from the current fiscal year.

Due to the loss of revenue, Ms. Thomas stated that she adjusted the Library's expenditures as best she could for the proposed 2021-2022 annual budget from the current fiscal year. She then reviewed the proposed changes for the trustees. Ms. Thomas said the new premium for health insurance was received from Highmark. The total annual premium will be \$215,128, an increase of \$17,150. The proposed budget for books has been reduced by \$30,000. Mr. Werner noted that with the need to

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pass the budget by June 30, 2021, and the Ohio County Board of Education's very recent decision to reduce its funding payments to the Library, the trustees have not had the opportunity to completely digest how this loss of revenue will affect the Library and its services. He also noted that the proposed salaries for all library staff have not changed from the current fiscal year, so there are no cost of living adjustments and no salary increases. He said that staff positions have not been affected yet, but if the Ohio County Board of Education's defunding continues into the future, positions may need to be cut.

Ms. Thomas said she examined the budget to determine where OCPL may be able to safely make cuts without disrupting too many library services, however, only the personnel, library acquisitions, and library activities portions of the Operating Budget can be reduced. She said the annual costs to maintain the building and equipment can not be changed. Ms. Thomas stated she lowered the amount budgeted for periodicals by \$2,000, but the annual cost to digitize the local newspapers is included in the line item and it could not be reduced further without halting that project. The proposed amount for Online Resources has also been decreased by \$20,000 from the current fiscal year. Ms. Thomas explained that the Library will need to eliminate some of the online databases. In addition, the amount allotted for DVDs has decreased by \$2,000, and the budget for music CDs has been reduced to \$500. She stated the Operating Supply line item has been reduced by \$2,000, and the Office Supply line item has been decreased to \$1000. Since interlibrary loan continues to be a popular service, Ms. Thomas said she only reduced the amount budgeted for postage by \$500 from the current fiscal year. The Technology line item has been decreased by \$10,000 to \$70,000 which may be too tight. Ms. Thomas said this line item covers the cost for OCLC (the interlibrary loan software and service), TLC (OCPL's online card catalog software), TSG (the Library's vendor for its website), Accufund (accounting software), Envisionware (printing capability software for the public access computers), and the Library's website domain. The amount budgeted for vehicle maintenance has also been reduced by \$1,000 over the current fiscal year. Ms. Thomas reviewed the monthly utilities and believed it is safe to reduce the amount budgeted for Mountaineer Gas by \$1,000. Electric costs were down this year due to the pandemic, but there is a proposed rate increase of 3.52% that will go into effect for the next fiscal year so the amount budgeted for electricity needs to remain at \$37,000. In addition, the City of Wheeling will be increasing the water rates and that line item was increased by \$2,500 to cover the additional cost. The current fiscal year budgeted \$17,500 for property & liability, auto, Directors & Officers, and Employment Practices insurance, but the line item was decreased by \$500 since OCPL already received the renewals for its insurance policies and has the exact figures for the premiums. The Programming and Activities line items will have to be reduced for the next fiscal year. Adult Programming will be reduced to \$19,800; a decrease of \$3,200, and Children's Programming will be decreased to \$6,900; a reduction of \$1,100. Ms. Thomas said she hopes that because the Library is still unable to offer in-person programming inside the building due to the pandemic, both budgets will be sufficient to cover the programming in this coming fiscal year. She said the amount budgeted for Conference and Travel has been decreased by \$3,000, and the amount for Outreach Services has been reduced to \$1,000. The Professional Services line item has also been decreased by \$5,000 over the current fiscal year. Ms. Thomas said she



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believes this amount should be sufficient until the Library is able to expand its hours of operation. She said this line item includes the fees for library security, substitute cleaning services, and any other needed professional services. With the adjustments to the proposed budget, Ms. Thomas stated that only \$1,715 will be available to transfer for capital expenditures. She said she hopes the funds that are currently in the Capital Account will be sufficient to maintain the building.

Ms. Thomas said the budget will continue to be reviewed until the June library board meeting when it will need to be finalized and approved. She added that unfortunately, with the local funding cut from the Board of Education, OCPL could also receive less funding in Grants-In-Aid from the state. She said the West Virginia Library Commission’s Administrative Rules and Regulations require a “Maintenance of Effort” which means that operating expenditures for the fiscal year need to equal or be greater than the average operating expenditures for the three previous fiscal years. Ms. Thomas explained that if the Maintenance of Effort requirement is not met, the Grants-In-Aid will be reduced by a percentage equal to the unmet MOE percentage. Mrs. McCamic stated that Ms. Thomas has done a good job trying to balance the budget. Ms. Thomas told the trustees she welcomes any suggestions for revision to the proposed budget and asked them to contact her with their suggestions. The trustees agreed to review the information Ms. Thomas provided and continue the discussion of the 2021-2022 Annual Budget at the June board meeting.

Mrs. McCamic stated that the next board meeting will be held on June 16, 2021. Mrs. Harshman said that she would be unable to attend. Mr. Werner and Mr. Phillips said they would both be able to come to the June meeting. Mrs. McCamic indicated she would be able to attend, and Ms. Thomas said Mr. Marquart told her he plans to attend as well.

There being no further business, Mr. Phillips motioned to adjourn the meeting at 5:24 p.m. Mr. Werner seconded.

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

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper