



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 17, 2023  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:** Jimmie McCamic, Board Chairman

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager; Christian Turak of Gold, Khoury, & Turak; Aimee Tickerhoof of Kozicki Hughes Tickerhoof PLLC

**CALL TO ORDER:** Mr. Marquart called the meeting to order at 4:15 pm.

**MINUTES:** Mr. Phillips motioned to approve the April 19, 2023, board meeting minutes as presented. Mrs. Harshman seconded.

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	3,401.10
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		329,172.47
WesBanco Operating Money Market Savings		715,008.88
WesBanco UOVHR Fund Account Checking		11,916.84
Main Street Bank Archive Nonprofit Savings		40,156.14
United Bank Operating CD - #2		113,185.70
Main Street Bank Operating CD - A		110,471.82
First Choice America Capital CD - B		111,781.66
<b>TOTAL</b>	<b>\$</b>	<b>1,435,094.61</b>

**Revenue received: April 2023**

County Commission	\$	56,992.19
Board of Education		49,178.83
State Basic Grants-in-aid		55,817.00
Fines		412.78
Photocopies		819.60

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

Contributions	2,441.40
Interest Earned	685.53
Book Sale	1,802.00
Out of State Patrons	30.00
Other: Operating Supply CR – 175.00, UOVHR CR – 31.00, Capital CD Int – 72.63, Book CR – 20.00	298.63
<b>TOTAL</b>	<b>\$ 168,477.96</b>

**CONTRIBUTIONS**

**Memorial Contributions**

In Memory of Lester “Ted” Hess John & Nancy Mason	\$ 50.00
In Memory of Sandra Renshaw – For Outreach Services FYE2024 Jeanne Ann Renshaw	2,350.00

**General Contributions**

Donation Anonymous	41.40
<b>TOTAL</b>	<b>\$ 2,441.40</b>

**INVOICES**

April 2023 Operating #2 Account	\$ 78,367.44
April 2023 Transfer to Payroll	42,303.30
April 2023 EFTPS Deposit	12,270.60
April 2023 ACH Debit (WesBanco BillPay)	39.40
April 2023 ACH Debit (Retirement)	7,855.34
April 2023 EFT (WV State Tax)	1,656.00
April 2023 EFT (OH State Tax)	374.00
April 2023 ACH Debit (AFLAC)	41.90
April 2023 EFT (WesBanco - Elan Financial Services)	3,497.64
April 2023 ACH Debit (Unemployment Security)	2,258.37
April 2023 Capital Fund	38,053.36
April 2023 Operating #2 Account Voided Checks	- 3,186.51
<b>TOTAL</b>	<b>\$ 183,530.84</b>

**WARRANTS**

April 2023 Operating #2 Account Warrants #32955 - #33015	\$ 78,367.44
April 2023 Transfer to Payroll	42,303.30
April 2023 EFTPS Deposit	12,270.60
April 2023 ACH Debit (WesBanco BillPay)	39.40
April 2023 ACH Debit (Retirement)	7,855.34
April 2023 EFT (WV State Tax)	1,656.00
April 2023 EFT (OH State Tax)	374.00

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

April 2023 ACH Debit (AFLAC)		41.90
April 2023 EFT (WesBanco - Elan Financial Services)		3,497.64
April 2023 ACH Debit (Unemployment Security)		2,258.37
April 2023 Capital Fund		38,053.36
Warrants #654 - #656		
April 2023 Operating #2 Account Voided Checks	-	3,186.51
Warrants #32958 & #32992		
	<b>TOTAL</b>	<b>\$ 183,530.84</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of March 2023	\$	700,824.20
+ April 2023 Revenue		168,477.96
-April 2023 Expenditures		183,530.84
	<b>SUBTOTAL</b>	<b>\$ 685,771.32</b>
United Bank Operating CD - #2		113,185.70
Main Street Bank Operating CD - A		110,471.82
First Choice America Operating CD – B		111,709.03
	<b>CD SUBTOTAL</b>	<b>\$ 335,366.55</b>
<b>Capital Balances as of March 2023</b>		<b>361,918.17</b>
<b>Archive Fund Balances as of March 2023</b>		<b>40,152.73</b>
<b>UOVHR Fund Balances as of March 2023</b>		<b>11,885.84</b>
	<b>TOTAL</b>	<b>\$ 1,435,094.61</b>

**INVOICES AND WARRANTS:** Mr. Phillips motioned to approve the April Financial Report as presented. Mrs. Harshman seconded.

**VOTE:**

Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**PUBLIC INPUT/PRESENTATIONS:** Ms. Kastigar shared a letter from Monty and Lisa Fowler with the trustees. In the letter, Mr. & Mrs. Fowler expressed their thanks for the help they received from Diane Rhodes, Library Clerk/Genealogist, and the rest of the Library staff. They stated they were overwhelmed by the helpfulness of the staff and impressed with the volume of information they were able to obtain regarding their genealogical research. In addition to the letter, Mr. & Mrs. Fowler also enclosed a \$1,000 check as a general contribution to the Library as a token of their appreciation.

Christian Turak arrived to the meeting at 4:19 pm. Mr. Marquart changed the order of the agenda so Mr. Turak of Gold, Khoury, & Turak could update the trustees regarding the Elizabeth E. Starkey bequest.

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

**OLD BUSINESS**

**EXECUTIVE SESSION – UPDATE FROM CHRISTIAN TURAK**

Mr. Werner motioned to enter Executive Session at 4:20 p.m. to discuss the legal matter. Mrs. Harshman seconded.

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

Mr. Turak left the meeting at 4:35 pm.

Mr. Werner moved to exit Executive Session at 4:37 pm. Mr. Phillips seconded.

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

**ANNOUNCEMENTS:** There were no announcements.

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

The Ohio County Commission March tax distribution totaling \$56,992.19 has been received. The May 2023 tax revenue from the Board of Education has also been received in the amount of \$49,178.83.

National Library Week was held from April 23 through April 29. To mark the occasion, OCPL held multiple prize drawings for patrons throughout each day. In addition, the Children’s Department held a coloring competition and Book Bingo was played by our adult patrons for a chance to win a set of wireless earphones or a tablet. A 3-day spring Book Sale was also held at the beginning of the week and generated a total of \$1,717.00.

OCPL’s Summer Reading Program, entitled “A Neighborhood of Stories,” will be held this year from June 5 until July 16. Registration will begin on May 30, and there will be reading programs available for all ages. This year’s program will focus on the neighborhoods in Ohio County, and highlight and celebrate the people, professions, and businesses that comprise the cities in the county. Sean Duffy, Adult Programming Coordinator, has developed programs to coordinate with the theme this summer. Dr. David Javersak will be presenting “Who’s in the Wheeling Hall of Fame?” on June 6, and Dr. Charles Julian will host “Are You a Warwood Quiz Whiz?” on June 13. The current exhibit displayed on the main floor of the Library, “Wheeling’s Corner Stores,” also ties into the Summer Reading theme.

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

On Tuesday, April 18, an unattended child pulled the fire alarm in the Children's Department twice during the Library's Lunch with Books program. Unfortunately, this was also the last day for the Volunteer Income Tax Assistance Program. When the alarm sounded the first time, the building was evacuated and Ms. Kastigar said it was apparent that the Library needed to update its emergency plan. At the time of its development over twenty years ago, the emergency plan did not account for the increased number and size of meetings that the Library enjoys today. Currently, Nannette Troyan, Library Clerk, is collaborating with Assistant Chief Deric Jamison of the Wheeling Fire Department to revise OCPL's emergency plan. Assistant Chief Jamison was impressed with our existing plan and expressed that, with some minor adjustments, it could be adapted to meet the Library's current circumstances. Ms. Kastigar said when the plan is updated, both planned and unplanned practices will be held in the building to ensure that all Library staff are well-versed in the new emergency plan and procedures.

Kyle Knox has resigned as OCPL's Publicity Coordinator and Web Manager. Advertisements for the open position have been posted in the paper and online.

Bekah Karelis, AmeriCorps volunteer, and Laura Carroll, Assistant Director, hosted a "Spruce-up Day" for the Library grounds before OCPL's 50<sup>th</sup> Anniversary Celebration. Ms. Karelis and Ms. Carroll were assisted by Mr. Phillips and Jeanne Finstein on Saturday, May 6. The volunteers weeded and planted new flowers around the flagpole, the 16<sup>th</sup> Street sidewalk was power washed, and the Japanese Garden was given much-needed attention. During her work in Archives as part of her AmeriCorps position, Ms. Karelis discovered the original plans for the Japanese Garden and the name of the designer, Brooks Wigginton. She has contacted a relative of Mr. Wigginton who plans to search the family's records to see if more details can be uncovered that could be used to restore and replant the garden.

The Office of the State Treasurer has granted the Library's request for exemption from the new online payment processing requirement. Ms. Kastigar cautioned that the letter did stipulate the Treasurer's Office reserved the right to revoke the exemption at any time. She said the waiver will allow for additional time to explore more options for OCPL's online payment system.

On Tuesday, May 9, the Library celebrated the 50<sup>th</sup> Anniversary of its opening on 16<sup>th</sup> Street with a special Lunch With Books program. The celebration featured a 1970s theme which included a menu catered by Midge's Kitchen, music by Vinyl Soul, and Library trivia games. Ms. Kastigar said this program was the most popular since Covid, with a total of 85 attendees.

Ms. Kastigar distributed copies of a proposal for a new mural by Vondel Bell to replace the current mural on the main floor of the Library. For several years, staff have discussed the need for a more modern and livelier mural in the former Young Adult area. Ms. Kastigar said Mr. Bell is a well-known and highly regarded mural, portrait, and graphic artist from Wheeling. The proposal also includes a mock-up of the design Mr. Bell plans for the area. To offset a portion of the cost, she said Mr. Duffy plans to apply for grants from a variety of sources. Ms. Kastigar said the proposal will officially be on the agenda for the June board meeting, but she wished to

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

share Mr. Bell’s proposal with the trustees early to address any questions or suggestions they may have prior to the meeting.

Aimee Tickerhoof arrived to the meeting at 4:52 pm.

**NEW BUSINESS**

**AUDIT REPORT, FY 2020-2021, BY AIMEE TICKERHOOF**

Ms. Tickerhoof thanked the trustees for selecting Kozicki, Hughes, Tickerhoof, PLLC, to perform the Library’s audit. She apologized for the delays in presenting the 2020-2021 audit which stemmed from the unusual circumstances caused by the coronavirus pandemic. The State Auditor’s office granted two extensions to offset these delays. Ms. Tickerhoof then shared a draft of the audit report with the trustees. Ms. Tickerhoof stated that the final audit report will be issued on May 19 after the firm’s partner review, and it will then be sent to the trustees. Ms. Tickerhoof said they were able to issue a clean audit opinion that the financial statements present fairly the financial condition of the Library in all material respects as of June 30, 2021. She then reviewed the audited financial statements and supplementary information for the trustees. After concluding her presentation, Ms. Tickerhoof said the Library is currently in the third year of its contract with Kozicki, Hughes, Tickerhoof. She said she will begin working with Ms. Berisford and Paula Chappelle, the Library’s Certified Public Accountant, to complete OCPL’s 2021-2022 audit. The trustees thanked Ms. Tickerhoof for her presentation, and she left the meeting at 5:08 p.m.

**RECOMMENDATION OF CHERYL HARSHMAN’S REAPPOINTMENT**

Mrs. Harshman’s appointment to the OCPL Board of Trustees will expire on June 30, 2023. Mrs. Harshman graciously agreed to serve another term. Mr. Phillips moved that Mrs. Harshman be recommended for re-appointment to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2023, and continuing through June 30, 2028. Mr. Werner seconded.

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

Ms. Kastigar said she would notify Brenda Miller, Ohio County Circuit Clerk, of the Board’s recommendation.

**2023-24 ANNUAL BUDGET**

Ms. Berisford distributed copies of the preliminary 2023-2024 Annual Budget to the trustees. She said there are only a few changes from last month’s meeting. The miscellaneous income for 2023-2024 has been adjusted slightly based on the Library’s average monthly income as of April

**BOARD OF TRUSTEES MEETING  
MINUTES  
MAY 17, 2023**

30. The Library’s proposed Miscellaneous Revenue has increased by \$29,900 from the current fiscal year, with much of the increase attributed to resuming quarterly disbursements from the WesBanco Endowment Trust.

Based upon the Library’s projected revenue and OCPL’s current fiscal year’s expenditures, the budgets for library acquisitions, operating expenses, building costs, and activities have been adjusted accordingly. The line items seeing larger budgets include Vehicle Maintenance, Adult Programming, Children’s Programming, and Professional Services. Ms. Berisford noted that, due to the age of the vehicle, the line item for maintenance of the Outreach Services’ van has been increased to \$1,625, with \$500 budgeted for the Children’s Outreach Service vehicle. Due to increased attendance after the subsidence of the Coronavirus pandemic, the Adult Programming line item will be increased by \$5,000 from the current fiscal year, and the Children’s Programming budget will be increased by \$3,000. Based upon the recommendations of the Library’s security guard firm, Ms. Kastigar said the Professional Services budget has tentatively been increased by \$22,000 to accommodate additional part-time guards for Thursday nights, Fridays, and Saturdays. With the outlined adjustments to the proposed budget, Ms. Kastigar said the Personnel expenses are the only remaining items to be determined. She said the current personnel line items include the recommended salary adjustments, wage adjustments recommended by the salary committee, and a proposed three percent cost of living increase. Ms. Berisford stated she has received the renewal premium for employees’ health insurance and the budget sheets have been adjusted accordingly. The renewal premium for the Library’s Workmen’s Compensation insurance will not be available until after May 22. Ms. Kastigar said she will be finalizing her personnel recommendations to be presented at the June board meeting.

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:19 pm. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford  
Office Manager