



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 17, 2024
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Board Chairman; Gregory Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Jimmie McCamic

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

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

MINUTES: Mr. Werner noted a typographical error on page 5 of the March 20, 2024, board meeting minutes. He also suggested a wording change on page 6. Mr. Marquart moved to approve the March 20, 2024, minutes as amended. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,935.83
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		230,468.04
WesBanco Operating Money Market Savings		878,052.07
WesBanco UOVHR Fund Account Checking		10,238.88
Main Street Bank Archive Nonprofit Savings		46,756.65
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		115,299.59
Main Street Bank Capital CD - B		115,982.39
TOTAL	\$	1,513,839.09

Revenue received: March 2024

County Commission	\$	298,189.46
Board of Education		55,822.58
State Basic Grants-in-aid		-
Fines		307.21
Photocopies		836.80
Contributions		9,665.15
Interest Earned		771.51
Endowment Interest		-
Book Sale		144.40

**BOARD OF TRUSTEES MEETING
MINUTES
APRIL 17, 2024**

Out of State Patrons			60.00
Other:			3,309.94
Capital CD Interest	1,481.28		
Operating CD Interest	1,456.66		
Operating Supply CR	275.00		
Book CR	57.00		
UOVHR CR	40.00		
		TOTAL	\$ 369,107.05

CONTRIBUTIONS:

Memorial Contributions:

In memory of Marilyn Mendelson			
Laura Carter		\$	25.00

General Contributions

Wheeling Area Genealogy Society – Archives & Genealogy			9,562.43
Cathy Rothert – Adult Programming			20.00
Anonymous			57.72
		TOTAL	\$ 9,665.15

INVOICES:

March 2024 Operating #2 Account		\$	107,543.00
March 2024 Transfer to Payroll			46,332.09
March 2024 Capital Fund			71,218.00
March 2024 UOVHR Fund			317.96
		TOTAL	\$ 225,411.05

WARRANTS:

March 2024 Operating #2 Account		\$	107,543.00
Warrants #33607 - #33662			
March 2024 Transfer to Payroll			46,332.09
March 2024 Capital Fund			71,218.00
Warrants #672 - #676			
March 2024 UOVHR Fund			317.96
Warrant #110			
		TOTAL	\$ 225,411.05

VERIFICATIONS:

Total Operating Balances as of February 2024		\$	677,529.52
+ March 2024 Revenue			369,107.05
-March 2024 Expenditures			225,411.05
		SUBTOTAL	\$ 821,222.52
United Bank Operating CD			115,105.64
Main Street Bank Operating CD			113,842.93
Main Street Bank Capital CD			114,501.11
		CD SUBTOTAL	\$ 343,449.68
Capital Balances as of February 2024			301,459.02

**BOARD OF TRUSTEES MEETING
MINUTES
APRIL 17, 2024**

Archive Fund Balances as of February 2024		37,188.03
UOVHR Fund Balances as of February 2024		10,516.84
	TOTAL	\$ 1,513,839.09

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

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: There was no public input/presentations.

ANNOUNCEMENTS: There were no announcements.

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

The February tax distribution from the Ohio County Commission has been received in the amount of \$298,189.46, along with the final disbursement of OCPL’s grants-in-aid from the WV Library Section totaling \$55,817. The April tax distribution from the Board of Education in the amount of \$55,822.58 has also been received.

The Friends of the Library annual meeting was held on April 10. Ms. Kastigar thanked the trustees for attending. The FOL executive board will meet on Monday, April 22, and the agenda will include approving a Memorandum of Understanding to be presented to the trustees at the May board meeting.

United Electric has installed the new wall light pack in the Eoff Street parking lot. Tom Callarik of HiTek Security Solutions completed the installation of the new security cameras on April 16. The Meraki firewall appliance has also been installed and is up and running. Ms. Kastigar said she and Laura Carroll, Assistant Director, met with LJ Zavacky and Emily Eckman from Technology Services Group on Monday, March 15 to discuss OCPL’s long-term goals for network security. She said she is happy to report that the Library is currently up to date regarding its network security, with the Datto Disaster Recovery device and the new firewall security appliance. Ms. Kastigar shared that Mr. Zavacky and Ms. Eckman did suggest some small changes to improve security, such as switching email providers. The annual spring book sale was held April 12th and 13th. Over the course of the two-day sale, the Library raised a total of \$3,033.05.

The April Young Adult book club had a total of 22 participants. In addition, Carrie Leib, Youth Services Specialist, will be conducting a Murder Mystery Night geared toward young adults entitled “Murder at the Hollywood Hotel.” During the program, Ms. Kastigar stated that participants will gather clues, interrogate suspects, and seek to solve the crime.

**BOARD OF TRUSTEES MEETING
MINUTES
APRIL 17, 2024**

On Tuesday, March 23, Sean Duffy, Adult Programming Coordinator, and Joey Tellitocci will present a program on the 100th anniversary of the Benwood Mine Disaster.

Due to the success of last month's Taylor Swift Night at the Library for children, Ellie McGregor, Head of Marketing, will be hosting a Taylor Swift Poetry Night for adults. Poet Allison Pittni Davis will be presenting the program to discuss poetry and all things "Swiftie."

Recently, OCPL's Outreach Services minivan was scratched while it was parked during outreach deliveries. Due to the paint damage, it will need to be repaired before the vinyl wrap can be installed on the vehicle. Ms. Kastigar shared quotes from Straub Body Shop Collision Center, Bob Robinson Collision Center, and Elm Grove Collision Center. She said Straub would be able to complete the work next month. However, Bob Robinson would not be able to correct the damage until June, while Elm Grove would not be able to complete the work until August. Ms. Kastigar explained that once the van has been repainted, the paint will need to cure for one month before the vinyl wrap can be applied. After reviewing the repair quotes, Mr. Marquart moved to approve the quote to repair the van from Straub Body Shop Collision Center in the amount of \$1,537.86, to be paid from the Capital Account. Mrs. Harshman seconded.

VOTE:

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

Ms. Kastigar shared with the trustees that Harold Vitalie, a former social studies teacher, long-time patron, and devoted attendee of the Library's Lunch with Books program, passed away in June 2023. She said she had been contacted by Robin Capehart, executor of Mr. Vitalie's estate. Ms. Kastigar stated that, in his will, Mr. Vitalie bequeathed approximately \$250,000 to OCPL. Once the estate has been settled, Mr. Capehart would like to make a public announcement about Mr. Vitalie's generous gift to the Library. Ms. Kastigar suggested, with the trustees' approval, that the auditorium be named after Mr. Vitalie due to his faithful attendance at the Library's adult programs. Mrs. Harshman moved that in honor of his generous and significant gift, the auditorium be renamed the Harold E. Vitalie Auditorium. Mr. Marquart seconded the motion.

VOTE:

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

OCPL's redesigned library cards were launched during National Library Week. Ms. Kastigar said the new cards have been extremely popular and are currently being given out as kits that also include bookmarks and stickers featuring the designs. After the initial launch, she said additional bookmarks and stickers of the new designs will be made available to all patrons.

The WV Library Commission will be meeting at Independence Hall on Tuesday, April 24 at 10 am. Ms. Kastigar said that she and Ms. Carroll are planning to attend and said that the

**BOARD OF TRUSTEES MEETING
MINUTES
APRIL 17, 2024**

trustees are also welcome to attend the meeting. The Commissioners also plan to tour OCPL in the afternoon.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

MAY 14, 2024, LIBRARY LEVY

With Election Day quickly approaching on May 14, Ms. Kastigar reported that she will be doing an interview with DK Wright from WTRF to discuss the Library's upcoming levy. She said she will also be speaking at the town hall meeting being held at WV Northern Community College on Monday, April 29. Additionally, she has been asked to speak at an upcoming meeting of the Rotary Club of Wheeling to provide information about the Library. Mr. Werner said he has been contacted by Tim Mattern and will be interviewed on Mr. Mattern's morning radio show on April 18. Mrs. Harshman shared that she has been invited by Steve Novotney to write an article and an opinion piece for Ledenews.com, an online-only community news site for the Ohio Valley. She said Mr. Novotney has also invited her to be interviewed on his Novotney Now internet radio show to promote OCPL's excess levy.

MAIN STREET BANK OPERATING CD "A" RENEWAL

A spreadsheet detailing the current Certificate of Deposit rates and terms from local banks was included in this month's board packet. Ms. Berisford said the Main Street Bank CD matured on April 16, 2024, and will automatically renew for another seven-month term at Main Street Bank at an interest rate of 4.65%, unless the trustees would like to make other arrangements within the next nine business days. After reviewing the current CD rates and terms, Mr. Marquart moved to allow the Main Street Bank Capital CD to renew for a term of 7 months with an interest rate of 4.65%. Mrs. Harshman seconded.

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

OFFICE FURNITURE REPLACEMENT

Ms. Kastigar stated that she has completed the relocation of her office. Unfortunately, the remaining furniture in her new office is original to the building and is falling apart. This month's board packet included two quotes for the replacement of the Director's Office furniture. Ms. Kastigar said she obtained quotes from Wheeling Office Supply and National Business Furniture for pieces from the Mason Office Collection by Martin Furniture. She explained that she chose this furniture because its mid-century modern style would coordinate with the design of the Library. Ms. Kastigar said the quotes are for the same furnishings. However, if the items are ordered from Wheeling Office Supply there will be no additional delivery or assembly fees. After discussion, Mr. Phillips moved to approve the quote from Wheeling Office Supply to purchase the Mason Office Collection furniture in the amount of \$4,763, to be paid from the Capital Account. Mrs. Harshman seconded the motion.

**BOARD OF TRUSTEES MEETING
MINUTES
APRIL 17, 2024**

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

ANNUAL BUDGET

Ms. Berisford stated that a copy of the preliminary 2024-2025 Annual Budget was included with the handouts distributed prior to the meeting. Ms. Kastigar said the draft of the Annual Budget provides a good representation for the funds needed for acquisitions, operating supplies, building maintenance, and activities. She said the drafts of this year’s budget also allow for a change to the number of hours required for full-time status. Ms. Kastigar explained that full-time employees are classified in two separate groups. Most of the full-time staff work forty hours per week, while only five employees work thirty-five hours per week. She said she would like to correct this issue and make a change to OCPL’s Personnel Policy to state that all full-time employees work the same number of hours per week. Ms. Kastigar explained that this will make scheduling easier, and it would be more practical if the Library chooses to add a time clock in the future. She asked the trustees to review the information for the May board meeting to share their thoughts, suggestions, and recommendations for the 2024-2025 Annual Budget.

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:10 pm. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant