



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 18, 2025
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Jimmie McCamic (by phone), Edward Phillips

BOARD MEMBERS ABSENT: Gregory Marquart, Secretary/Treasurer; Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

Mrs. McCamic was unable to attend the meeting in person and attended the board meeting by telephone.

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

MINUTES: Mrs. McCamic noted a typographical error on page 5 of the Board Meeting Minutes of May 21, 2025. Mrs. McCamic moved to approve the Board Meeting Minutes with the correction named. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,864.93
WesBanco Payroll Account Checking		0.00
WesBanco Capital Money Market Savings		202,051.67
WesBanco Operating Money Market Savings		889,559.71
WesBanco UOVHR Fund Account Checking		7,884.28
Main Street Bank Archive Nonprofit Savings		48,808.58
WesBanco Operating CD		121,835.79
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85
TOTAL	\$	1,511,079.49

Revenue received: May 2025

County Commission	\$	330,406.56
Board of Education		121,120.00
State Basic Grants-in-aid		0.00
Overdue Fees		149.51
Photocopies		634.75
Contributions		1,109.14
Interest Earned		781.97

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Endowment Interest		0.00
Book Sale		2,754.07
Out of State Patrons		85.00
CNX Royalties		336.14
Retail Items		151.50
Activities CR		677.51
TOTAL	\$	458,206.15

CONTRIBUTIONS:

General Contributions

Grover Robbins	\$	50.00
Friends of OCPL – For Adult Summer Reading		500.00
Dr. William C. Mercer		500.00
Anonymous		59.14
TOTAL	\$	1,109.14

INVOICES:

May 2025 Operating #2 Account	\$	123,029.48
May 2025 Transfer to Payroll		51,890.95
May 2025 Capital Fund		27,378.80
May 2025 UOVHR Fund		473.22
May 2025 Operating #2 Account Voided Checks	-	5,877.24
May 2025 Capital Account Voided Check	-	1,610.00
	\$	195,285.21

WARRANTS:

May 2025 Operating #2 Account	\$	123,029.48
Warrants #34396 - #34440		
May 2025 Transfer to Payroll		51,890.95
May 2025 Capital Fund		27,378.80
Warrants #708 - #712		
May 2025 UOVHR Fund		473.22
Warrants #127- #129		
May 2025 Operating #2 Account Voided Checks	-	5,877.24
Warrants #34375, # 34395, 34429		
May 2025 Capital Account Voided Check	-	1,610.00
Warrant #707		
	\$	195,285.21

VERIFICATIONS:

Total Operating Balances as of April 2025	\$	602,788.45
+ May 2025 Revenue		458,206.15
- May 2025 Expenditures		195,285.21
SUBTOTAL	\$	865,709.39

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WesBanco Bank Operating CD		121,835.79
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85
	CD SUBTOTAL	\$ 360,910.32
Capital Balance as of April 2025		227,297.71
Archive Fund Balance as of April 2025		48,804.57
UOVHR Fund Balance as of April 2025		8,357.50
	TOTAL	\$ 1,511,079.49

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

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Dr. Julian reported on the Friends of the Library's Adult Spelling Bee fundraiser that was held on June 7. He stated that the event was so successful that the Friends are considering making it an annual event. Dr. Julian said almost 80 people attended the spelling bee, and the event generated \$3,000 to purchase furniture for the Children's Department. He added that having a specific cause for the fundraiser helped to draw donations. The Friends were fortunate and had great sponsors for the event, and they also received a grant from Wheeling Heritage that helped make the Adult Spelling Bee an enormous success. Dr. Julian also said he is happy to report that the Friends have now reached 1,000 followers on Facebook.

ANNOUNCEMENTS: There were no announcements.

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

The June tax distribution from the Board of Education has been received in the amount of \$60,560.

OCPL's Summer Reading program has really taken off this year. Julia Bachmann, Outreach Services Specialist, has passed out 147 packets to adults, and 69 adults are actively participating. The Children's Department has signed up 545 children as of today. Carrie Leib, Youth Services Specialist, is hoping to reach 600 children by the end of the program. In May, 640 children, not including parents and caregivers, visited the Library. Michael Brambila, Youth Services Specialist, has also started providing an extra story time every Thursday morning at Oglebay Park. He is also in talks to offer children's programming during Oglebayfest in the fall.

On June 4, Johnson Boiler Works performed the annual maintenance on the air handler, changing belts and filters and greasing the bearings. During their inspection, the technicians

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discovered and replaced a faulty wire on one of the disconnects for the air handler. Ms. Kastigar reported that this is a temporary fix until a replacement disconnect can be delivered and installed. Finally, JBW also installed an additional drain to the backflow, as it was leaking onto the boiler. The new floor drain will divert any water and prevent the potential erosion of the boiler.

Ms. Kastigar said she has received a letter from Elizabeth Feinler, regarding her sister, Mary Lou DeFillippo, who passed away in January 2025. In the letter, Ms. Feinler stated that both her sister and brother-in-law, Samuel DeFillippo, were great believers in the value of libraries to the community. Ms. Kastigar explained that Mrs. DeFillippo and her husband were long-time patrons of the Library. Mary Lou was also a faithful volunteer for many years. As the Trustee of Mrs. DeFillippo's Trust, Ms. Feinler said she was happy to report that Mary had chosen to leave 10% of her trust to OCPL, a sum of \$91,109. Ms. Kastigar said she has sent a thank you to Ms. Feinler for the generous contribution.

Donna Calvert, WV Library Section Secretary, retired June 13. A new Secretary has not yet been hired. However, Ms. Calvert said she was assured the position would be filled by an MLIS librarian with suitable experience. During the Director's Meeting, Ms. Calvert encouraged interested individuals to apply for the position. Before her departure, Ms. Calvert reported that many of the state projects have stalled, but she assured the directors that IMLS funds were still in the works for the fiscal year ending June 30, 2026. However, she did warn that it would be the last time we receive automation reimbursement for the foreseeable future.

The next installment in the People's University series will be held July 31, through August 28. Sean Duffy, Adult Programming Coordinator, has selected Large Mammals as the subject for this series. Ms. Kastigar stated that the first four classes will cover elephants, rhinos and hippos, giraffes, buffalo and moose, bears, wolves, big cats, and the great apes. The fifth and final session will be a field trip to the Pittsburgh Zoo and will include a behind-the-scenes tour.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

DIRECTOR & OFFICERS/EMPLOYMENT PRACTICES RENEWAL

Ms. Kastigar said she contacted WesBanco Insurance Services regarding the renewal of the Library's Directors & Officers Insurance from Great American Insurance Company. Terry Brown, Insurance Agent, said the policy would expire on July 1, 2025, and would not be renewed automatically. Ms. Berisford reported that the coverage will remain the same; however, there will be an overall premium increase of \$35.19. Mr. Phillips moved to confirm the renewal of the Directors & Officers and Employment Practices Liability insurance from Great American Insurance Company in the amount of \$1,194.53. Mrs. McCamic seconded.

VOTE:	Mr. Werner	YES
	Mrs. McCamic	YES

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Mr. Phillips YES

RECOMMENDATION FOR REAPPOINTMENT OF JIMMIE MCCAMIC TO THE BOARD OF TRUSTEES

Mrs. McCamic graciously agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2025, through June 30, 2030. Mr. Phillips moved to recommend Mrs. McCamic's reappointment. Mrs. McCamic seconded the motion.

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

Ms. Kastigar said she would contact Brenda Miller, Ohio County Circuit Clerk, and request Mrs. McCamic's reappointment.

ANNUAL BUDGET

Ms. Kastigar stated that the most recent version of the 2025-2026 Annual Budget was included in this month's board packet along with the Budget Explanation Sheet. Based upon the Library's projected revenue, Ms. Kastigar stated she adjusted OCPL's expenditures and the changes from the current fiscal year's budget have been detailed in the 2025-2026 Budget Explanation Sheet (see attached). After reviewing the information, Mr. Werner said, given the current economic climate, he recommends adopting the draft of the budget that includes a 2% cost of living increase for the staff. Mr. Phillips moved to approve the 2025-2026 Annual Budget as presented with the 2% cost of living increase. Mrs. McCamic seconded.

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

FY 2024-25 TRANSFER TO CAPITAL

Ms. Kastigar said \$75,323 was budgeted as the Transfer to Capital for this fiscal year. Ms. Berisford asked the trustees if they would like to transfer any additional funds to the Capital Account. After discussion, Mr. Phillips moved to keep the annual transfer to Capital at the budgeted amount of \$75,323. Mrs. McCamic seconded.

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

UPCOMING LANDSCAPING PROJECTS

Ms. Kastigar said she would like to update and enhance the landscaping around the Library building. She said the aging shrubs along 16th Street and around the former Japanese Garden need to be removed, along with shrubs along the building on Eoff St. The box shrubs have

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become so overgrown that simply trimming them is no longer an option. The shrubs between the Library and Northwood would remain. Before contacting landscaping contractors, Ms. Kastigar said she welcomed any input and recommendations to improve the Library's landscaping from the trustees. Ms. Kastigar said she plans to begin contacting landscaping companies for quotes at the beginning of the next fiscal year.

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:41 pm. Mrs. McCamic seconded.

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

Respectfully submitted,

Amanda Berisford
Administrative Assistant