



MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 15, 2020
WEDNESDAY, 4:15 P.M.

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/ Treasurer, Anthony Werner, Sister Mary Clark, Edward Phillips

BOARD MEMBERS ABSENT:

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m.

Mrs. McCamic changed the order of the agenda so that Michael Hamilton, an interested community member and former volunteer at the St. James Lutheran Church Food Pantry, could give his presentation to the trustees.

PUBLIC INPUT/PRESENTATION

Mr. Hamilton addressed the trustees and asked for their support in relocating the polling place for the 3rd Ward Voting Precinct #28 from the Ohio County Courthouse to the Library. He said from his experience working with community members through his volunteer activities, he has learned that many of this precinct's residents have expressed that they would prefer coming to the Library to vote rather than the Courthouse. Mr. Hamilton said OCPL would provide a neutral site for residents to vote and would be a perfect alternate location due to its proximity to the current polling place. He asked that the trustees consider offering to become the polling place and contact the Ohio County Commission about this possibility. Mr. Hamilton said he understood that the final decision would be made by the Ohio County Commission. He thanked the trustees for listening to his presentation and asked if they had any questions. Mr. Werner asked how soon the decision would need to be made to relocate the polling location. Mr. Hamilton answered that the decision would need to be made by March 12th to allow for the proper notification to Precinct #28 voters. Mrs. McCamic thanked Mr. Hamilton for attending the meeting and providing his presentation. Mr. Hamilton left the meeting at 4:18 p.m.

After receiving Mr. Hamilton's original request, Ms. Thomas said she contacted Karen Goff, West Virginia Library Commission Executive Secretary, to inquire if there are any public libraries in the state that are serving as polling locations. Ms. Thomas said there are a few libraries in the state that are polling locations, and about half remain open on election day because they have a meeting room with its own separate entrance so that the rest of the library can be inaccessible while that room is being used. She said the libraries without a meeting room

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with a separate entrance close on election days. Mr. Werner suggested tabling the discussion until the next board meeting and contacting the Ohio County Commissioners to see if they are interested in relocating the current polling location to the Library.

MINUTES: Mr. Phillips motioned to approve the December 11, 2019 board meeting minutes. Mr. Marquart seconded.

VOTE:

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES
Sr. M. Clark	YES
Mr. Phillips	YES

FINANCIAL REPORT:

Operating Account #2 Checking	\$	23,839.72
Payroll Account Checking		21,572.86
Capital Money Market Savings		87,547.43
Operating Money Market Savings		657,975.12
Operating CD – Main Street Bank B		109,450.07
Operating CD – First Choice A		106,439.03
Capital CD – United Bank #1		107,924.20
TOTAL	\$	1,114,748.43

Revenue received: December 2019

County Commission	\$	11,131.25
Board of Education		133,234.00 State
Basic Grants-in-aid		-
Fines		632.22
Photocopies		595.90
Contributions		4,179.06
Interest Earned		109.40
Book Sale		135.50
Out of State Patrons		45.00
Other: Operating Supply CR – 45.00, Miscellaneous CR – 20.00		65.00
TOTAL	\$	150,127.33

OPERATING CONTRIBUTIONS

The Thomas Tweedlie Family–In memory of Catherine Abraham	\$	25.00
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DeNita Watters – In honor of Lilly Logsdon, Braylon Lynch, Emma Miller & Wyatt Miller		47.73
Lily Wildey – Donation		50.00
Judge & Mrs. Stamp - \$2000 general contribution/\$2000 for Lunch with Books	4,000.00	
Anonymous – For Lunch with Books		25.00
Anonymous		31.33
TOTAL	\$	4,179.06

INVOICES

December 2019 Operating Fund	\$	100,000.00
Transfer to Capital	-	100,000.00
December 2019 Operating #2 Account		91,642.63
December 2019 Operating #2 ACH WesBanco BillPay		32.20
December 2019 Transfer to Payroll		43,048.71
December 2019 EFTPS Deposit	13,222.26	
December 2019 ACH Debit (Retirement)		8,537.22
December 2019 EFT (WV State Tax)		1,760.00
December 2019 EFT (OH State Tax)		378.00
December 2019 Capital Account		42,270.84
December 2019 Operating #2 Voided Checks	-	919.57
TOTAL	\$	199,972.29

WARRANTS

December 2019 Operating Fund	\$	100,000.00
Transfer to Capital	-	100,000.00
December 2019 Operating #2 Account		91,642.63
Warrants #30691 - #30777		
December 2019 Operating #2 ACH WesBanco BillPay		32.20
December 2019 Transfer to Payroll		43,048.71
December 2019 EFTPS Deposit	13,222.26	
December 2019 ACH Debit (Retirement)		8,537.22
December 2019 EFT (WV State Tax)		1,760.00
December 2019 EFT (OH State Tax)		378.00
December 2019 Capital Account		42,270.84
Warrants #615 - #618		
December 2019 Operating #2 Voided Checks	-	919.57
Warrants #30664, #30770 & #30774		
TOTAL	\$	199,972.29

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VERIFICATIONS

Total Operating Balances as of November 2019	\$	810,965.13
+ December 2019 Revenue		150,127.33
-December 2019 Expenditures		199,972.29
	SUBTOTAL	\$ 761,120.17
Operating CD Main Street Bank B		109,450.07
Operating CD First Choice A		106,439.03
Capital CD United Bank #1		107,924.20
	CD SUBTOTAL	\$ 323,813.30
Capital Balances as of November 2019		29,814.96
	TOTAL	\$ 1,114,748.43

Ms. Thomas distributed the December 2019 investment statements from WesBanco and Security National Trust. Mr. Werner motioned to accept the December 2019 Financial Report as presented. Sr. Mary Clark seconded.

VOTE:

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES
Sr. M. Clark	YES
Mr. Phillips	YES

PUBLIC INPUT/PRESENTATION CONTINUED:

Ms. Thomas and Mrs. McCamic presented thank you notes from OCPL staff for their holiday gift cards to the trustees.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

On January 2nd Ms. Thomas said she attended a luncheon meeting with local legislators, State Senator Charles Clements and Delegate Joe Canestraro at Perkins Restaurant in Moundsville. Then on January 3rd she said she met with State Senator William Ilhenfeld and Delegate Phillip Diserio at the Brooke County Public Library.

West Virginia Library Association’s Legislative Committee has a meeting on Thursday, January 23 at the Library Commission in Charleston. Ms. Thomas said that she and Susan Reilly,

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Director of the Moundsville-Marshall County Public Library, are planning to attend. Ms. Thomas stated she spoke with Karen Goff, WVLC Executive Secretary, and she informed Ms. Thomas that the Governor's budget keeps the Library Commission's funding at the same level as the current fiscal year. Ms. Thomas said WVLA's Legislative Committee is hoping to see an increase in grants-in-aid next year to accommodate the loss of population after the 2020 Census has been completed.

West Virginia Legislative Day will be held on Monday, February 10. Ms. Thomas said the trustees are also welcome to attend.

The VITA (Volunteer Income Tax Assistance) Program's tax volunteers have begun their training and their furniture and equipment was moved into the tax room on January 13. Ms. Thomas said the service is set to begin on Monday, January 27.

A WV Deli meeting is scheduled for Tuesday, January 21 via phone.

OCPL will be closed Monday, January 20 in observance of Martin Luther King, Jr. Day.

The Library's auditing firm, Kozicki, Hughes & Tickerhoof, have requested an extension from the West Virginia Office of the State Auditor for OCPL's audit. Ms. Thomas said the Library is ready for the annual audit, however, the auditors are running behind schedule due to their other clients.

Due to frequent requests from patrons, Ms. Thomas said the Reference Department is working on a proposal for a mobile computer lab for the Library. She said in the past OCPL has been limited in when it could offer free computer classes for the public because the classes had to be held at the public access computers on the main floor of the Library. The location also limited the time classes could be held to 8 a.m., prior to the Library's opening for the day. Ms. Thomas said OCPL would like to purchase computers and mobile carts so that classes could be held at any time during the day on the lower level of the Library in either the classroom or the meeting room where taxes are done during tax season. Mr. Marquart suggested repurposing the Library's older computers that need to be replaced for the computer class. Sr. Mary Clark asked what the Library currently does with its old computers. She said that there is a group called Second Chance that collects old computers, and they will come and pick them up. Ms. Thomas said OCPL currently recycles its old computers and the company will also come and pick up the old computers. She said she would have to check the name of the company to see if it's Second Chance.

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The initial weeding of the adult nonfiction collection has been completed, and Ms. Thomas said she has returned to the 300s to weed the collection again. She said once the weeding project has been completed and the nonfiction collection has been shifted, the DVD collection will be relocated to the empty stacks in the nonfiction stacks so the large type collection can be expanded.

Due to the recent acquisition of the archival materials from the Ohio Valley School of Nursing Museum, the Archives Room is getting closer to needing an expansion. In order to expand the current Archives Room, Ms. Thomas said it would be necessary to move the Ohio County Commission's records that are currently being housed in the needed space.

The Library received a check in the amount of \$11,510.91 from the Ohio County Commission for November's tax revenue, and it will be reflected in next month's Financial Report.

Johnson Boiler Works recently had to replace a faulty gauge and pressure switch on the HVAC system's air compressor. Ms. Thomas said the parts should still be under warranty so the Library may not see any additional bills for the repair.

Ms. Thomas distributed the Service Report and the WV Deli Statistics for the month of December 2019.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

REGULAR DATE FOR MONTHLY BOARD OF TRUSTEES MEETINGS

Ms. Thomas said the trustees discussed changing the regular date for the monthly board meetings at the December meeting, however, a formal motion was not made. She said that it is often difficult to compile the necessary financial and statistical reports in time for the board meeting by the second Wednesday of every month and suggested moving the regular date for the board meeting to the third Wednesday of the month. After discussion, Sr. Mary Clark motioned to revise the Bylaws of the Ohio County Public Library and hold the regular monthly board meetings on the third Wednesday of every month. Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES

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Mr. Phillips YES

Due to the VITA Tax Service and the lack of available parking, Mrs. McCamic recommended moving the February, March and April board meetings to the third Tuesday of the month. The trustees agreed. She said the next board meeting would be held on Tuesday, February 18, 2020.

Mrs. McCamic asked if the handrails in the auditorium and stairwells have been fixed. Ms. Thomas said she has been waiting until after the holidays and plans to contact Walters Construction to secure all the handrails in the auditorium and stairwells that have become loose.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:09 p.m. Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper