



**MINUTES  
BOARD OF TRUSTEES MEETING  
MARCH 16, 2022  
WEDNESDAY, 4:15 P.M.**

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

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

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager

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

**MINUTES:** Mr. Werner motioned to approve the January 24, 2022 special board meeting minutes as presented. Mr. Phillips seconded.

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

Mr. Werner motioned to approve the February 16, 2022 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	\$	1,633.37
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		391,845.06
WesBanco Operating Money Market Savings		534,421.38
Main Street Bank Archive Nonprofit Savings		15,130.06
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Capital CD - B		111,225.38
<b>TOTAL</b>	<b>\$</b>	<b>1,276,499.25</b>

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**Revenue received: February 2022**

County Commission	\$	-
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		287.29
Photocopies		519.10
Contributions		58.88
Interest Earned		87.28
Book Sale		60.50
Out of State Patrons		20.00
Other: Operating Supply CR – 30.00, Book CR – 6.14, WV Humanities Grant – 100.00, Miscellaneous CR – 311.00		447.14
<b>TOTAL</b>	<b>\$</b>	<b>50,621.44</b>

**OPERATING CONTRIBUTIONS**

Anonymous	\$	58.88
<b>TOTAL</b>	<b>\$</b>	<b>58.88</b>

**INVOICES**

February 2022 Operating #2 Account	\$	65,358.07
February 2022 Transfer to Payroll		37,075.87
February 2022 EFTPS Deposit		10,787.64
February 2022 ACH Debit (WesBanco BillPay)		33.00
February 2022 ACH Debit (Retirement)		7,692.24
February 2022 EFT (WV State Tax)		2,096.00
February 2022 EFT (OH State Tax)		328.00
<b>TOTAL</b>	<b>\$</b>	<b>123,370.82</b>

**WARRANTS**

February 2022 Operating #2 Account Warrants #32098 - #32144	\$	65,358.07
February 2022 Transfer to Payroll		37,075.87
February 2022 EFTPS Deposit		10,787.64
February 2022 ACH Debit (WesBanco BillPay)		33.00
February 2022 ACH Debit (Retirement)		7,692.24
February 2022 EFT (WV State Tax)		2,096.00
February 2022 EFT (OH State Tax)		328.00
<b>TOTAL</b>	<b>\$</b>	<b>123,370.82</b>

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**VERIFICATIONS**

Total <b>Operating Balances</b> as of January 2022	\$	608,838.94
+ February 2022 Revenue		50,621.44
-February 2022 Expenditures		123,370.82
	<b>SUBTOTAL</b>	<b>\$ 536,089.56</b>
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Operating CD – B		111,225.38
	<b>CD SUBTOTAL</b>	<b>\$ 333,469.38</b>
<b>Capital Balances as of January 2022</b>		<b>391,811.53</b>
<b>Archive Fund Balances as of January 2022</b>		<b>15,128.78</b>
	<b>TOTAL</b>	<b>\$ 1,276,499.25</b>

**INVOICES AND WARRANTS**

Ms. Berisford stated the Ohio County Commission January 2022 tax revenue in the amount of \$13,432.04 has been received and it will be reflected on next month’s financial report. Mr. Marquart asked if a determination had been made on how to use the funds donated from Herndon, Morton, Herndon & Yaeger’s anonymous donor. Ms. Kastigar said a portion of the contribution may be needed for the purchase of security upgrades for the Library. She stated she plans to send a letter to Herndon, Morton, Herndon & Yaeger after the April Board Meeting, detailing how the Library has planned to use the donated funds. Mr. Phillips motioned to approve the February Financial Report as presented. Mrs. Harshman seconded.

**VOTE:**

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

**PUBLIC INPUT/PRESENTATIONS**

A thank you letter has been received from Compulsive Eaters Anonymous, a group that meets at the Library on Thursday evenings. Ms. Kastigar said a donation of \$25 was also included with the letter.

The Boothill User Group donated \$220 to OCPL. Ms. Kastigar stated the group used to meet frequently at the Library, but it is now more of an informal organization. She has sent a thank you letter for their recent contribution.

**ANNOUNCEMENTS**

There were no announcements.

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**DIRECTOR'S REPORT**

Ms. Kastigar reported on the following:

OCPL was contacted by Jasmin Ilovar from Crittenton Services regarding their "Paint the Town Pink Gala" to be held on June 18<sup>th</sup>. Ms. Ilovar asked OCPL to take part in the event by providing the names of ten to fifteen West Virginia women that they could use to make banners for the occasion. Ms. Kastigar said the Reference Staff provided thirty-two names and short biographies of prominent WV women for the banners that will decorate the waterfront. In appreciation of the Library's assistance, Crittenton Services has named OCPL as an Almost Heaven Advocate Sponsor for the event, and the Library logo will appear on each banner, on their email blasts, and on the event website.

The funding letter to the Ohio County Board of Education has been sent via Certified Mail and OCPL received confirmation that it has been delivered.

The Board of Trustees of the WV Consolidated Public Retirement Board has voted to reduce the Public Employees Retirement System employer contribution rate for 2022-2023. Effective July 1, 2022, Ms. Kastigar said the PERS employer contributions will decrease from 10% to 9%.

The Ohio County Board of Elections has decided not to use the Library as a polling location for the primary election in May. Ms. Kastigar said the County will continue to use the City-County Building as a polling location.

Ms. Kastigar stated that she has received additional applicants for the full-time Publicity Coordinator/Web Manager position. She said interviews for the position will be held next week.

April 3 – 9, 2022 is National Library Week. Ms. Kastigar said OCPL has planned programs for each day along with prize giveaways. Tuesday, April 5 is designated as National Library Employee Day and OCPL's staff have planned a potluck luncheon to be held from noon until 2pm. Ms. Kastigar said the trustees' invitations to the luncheon were included with the handouts distributed prior to the meeting.

OCPL's Annual Book Sale is tentatively scheduled to be held in May, after the Volunteer Income Tax Assistance program has concluded.

Ms. Kastigar reported that OCPL has been burglarized twice in the past four weeks. The first break-in occurred February 16-17 and several tools, two laptops, keys and \$84 in petty cash were stolen. The break-in was reported to the police and Advanced Lock and Security was contacted to change all the Library's door locks on February 17. Unfortunately, Ms. Kastigar said a second

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break-in occurred February 26-28. The second break-in was also reported to the police and the remainder of the tools in the maintenance closet were stolen along with \$50 from the lost and found drawer. In addition, Ms. Kastigar said some of the doorknobs were damaged during the burglary and Advanced Lock and Security were contacted to repair and replace the damaged doorknobs and locks. She said she has received copies of the police reports to share with the trustees and with the Library's insurance company.

**OLD BUSINESS**

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

Ms. Kastigar stated she would like to expand the Library's hours of operation, starting on April 4, 2022. This would coincide with the Library's National Library Week celebration. Currently, the Library is only open on Thursday evenings. She would like to expand library hours to encompass Monday, Tuesday, and Wednesday evenings as well. However, she needs to ensure that OCPL has a security guard for the expanded hours. Ms. Kastigar said McKeen Security is currently low on staffing and the Library is without a security guard on Thursday evenings, Fridays, & Saturdays.

**NEW BUSINESS**

**ELECTION OF OFFICERS**

Mr. Marquart stated that the Election of Officers was discussed at the February board meeting. He said Mrs. McCamic stated that she would be willing to continue as Chairman. Mr. Marquart said that he would be willing to continue as Secretary/ Treasurer. Mr. Werner moved to continue the existing slate of officers, with Mrs. McCamic as Chairman and Mr. Marquart as Secretary/Treasurer for 2022-2023. Mr. Phillips seconded.

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

**SECURITY OPTIONS FOR THE LIBRARY**

Ms. Kastigar stated that copies of the quotes for OCPL's security options were included in this month's board packet. She said she contacted Walters Construction for a quote to replace the three wooden doors located in the Director's and Office Manager's offices that were damaged during the break-ins. Ms. Kastigar stated the quote, in the amount of \$7,156, was to replace all three wooden doors with metal doors. However, due to the odd size of the doors there would be a three-to-four-month lead time to have them installed. She added that the estimator from Walters Construction suggested installing door reinforcers, metal cuffs that surround and protect

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the door lock, on the Library's current wooden doors. Mr. Marquart said that the door reinforcers may be a better option for the office doors, and it would still preserve the original look. Ms. Kastigar said she is waiting on a quote for the installation of the door reinforcers, and she would share it with the trustees as soon as it is available.

Ms., Kastigar said she contacted Hitek Security Solutions, Technxn, and Technology Services Group for quotes for security systems. Hitek Security Solutions prepared a quote for a camera system along with a quote for an intrusion system. Ms. Kastigar explained that the intrusion system included sensors on the doors and windows, as well as motion sensors, and they also offered monthly monitoring for \$25.00 per month. Ms. Kastigar said the system suggested by Technxn was a wireless camera-only system and the video surveillance quote from TSG was a wired system of cameras and motion sensors that included a quote from Erb Electric for all the necessary electrical work to install the security cameras. Mr. Werner asked if Ms. Kastigar felt confident that the Library could navigate the privacy issues that may arise if security cameras were installed. Ms. Kastigar said she contacted several local libraries regarding the options they use for security including cameras. She stated that the cameras would be directed in such a way as to protect patrons' privacy. The trustees then reviewed and compared the quotes from the three companies. Regarding the intrusion system proposed by Hitek, Mr. Werner asked if there was an audible alarm if the window or door sensors were triggered. Ms. Kastigar said she would contact Mr. Callarik to find out if there was an audible alarm. Mr. Marquart also recommended asking for references from Hitek Security Solutions. Ms. Kastigar said that Hitek was recommended by Advanced Lock and Security, and she would also ask Mr. Callarik for references. In addition to the other security options, Ms. Berisford said she has also begun researching options to have blinds installed in the Office Manager's office for privacy. After discussion, the trustees agreed that the proposals from Hitek Security Solutions appeared to be the best options for the Library's security system. Contingent upon a positive check of their references, Mr. Phillips motioned to approve the proposal from Hitek Security Solutions for the camera system in the amount of \$4,757.00 and their proposal for the intrusion system in the amount of \$1,393.00. Mr. Werner seconded.

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

Mr. Marquart recommended that the purchase of blinds for the office windows be authorized if the purchase and installation cost does not exceed \$1,000.00. Mr. Werner motioned to authorize the purchase of blinds for the Office Manager's office if the total cost does not exceed \$1,000.00 Mrs. Harshman seconded.

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

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:13 p.m.  
Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford  
Office Manager