



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 21, 2020
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Anthony Werner, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Reference Librarian; Amanda Berisford, Secretary/Bookkeeper; Heidi Kossuth and William Paras of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. She then changed the order of the meeting so that Ms. Kossuth and Mr. Paras could give their presentation.

NEW BUSINESS

ANNUAL PRESENTATION ON SECURITY NATIONAL TRUST COMPANY ACCOUNT

Mr. Paras presented the annual report of the Ohio County Public Library's investment account. He distributed a copy of the report to the trustees (see attachments). Mr. Paras stated OCPL's investment account has a balanced objective. He reviewed the investment account profile for the trustees and said the Library's current investments are a mix of equity and fixed income investments with a small portion invested in cash and equivalents. Mr. Paras asked the trustees if they anticipated the need to draw cash from the investment account in the near future. Mr. Marquart answered that no funds were needed at this time. Mr. Paras proceeded to review the Library's holdings for the trustees.

Mr. Marquart asked Mr. Paras what his expectations were for the state of the market over the next six to twelve months. Mr. Paras said the consensus seems to be that the Federal Reserve intends to keep interest rates low to continue to stimulate growth in the economy. He stated that the equity markets have rebounded from their earlier declines this year. However, he expects the market to remain volatile through the last quarter of the year. With regards to the Library's fixed income investment, Mr. Paras said the current strategy has been very defensive. He stated that, in the event of a decline, they would reallocate the equity and fixed income investments as needed and continue to retain a small investment in cash and equivalents in case the Library would require funds for any unseen needs. Ms. Kossuth said they are committed to investing long term through disciplined asset allocation and they strive to ensure OCPL's investments will continue to grow. Mr. Paras stated that the trustees should feel free to reach out at any time if they have questions regarding the investment account. Ms. Kossuth said that they will continue to keep a close eye on the Library's investment objective and that they will be available to discuss and explain any

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changes in the market that the trustees may find troubling. Mrs. McCamic thanked both Mr. Paras and Ms. Kossuth for attending the meeting. Mr. Paras and Ms. Kossuth left the meeting at 4:30 p.m.

MINUTES: Mr. Marquart motioned to approve the board meeting minutes of September 16, 2020, as presented. Mr. Phillips seconded.

VOTE:

| | |
|---------------|-----|
| Mrs. McCamic | YES |
| Mr. Marquart | YES |
| Mr. Werner | YES |
| Mr. Phillips | YES |
| Mrs. Harshman | YES |

FINANCIAL REPORT:

| | | |
|--|-----------|---------------------|
| WesBanco Operating Account #2 Checking | \$ | 1,805.21 |
| WesBanco Payroll Account Checking | | - |
| WesBanco Capital Money Market Savings | | 142,046.17 |
| WesBanco Operating Money Market Savings | | 621,325.97 |
| Main Street Bank Archive Nonprofit Savings | | 15,006.37 |
| United Bank Capital CD - #1 | | 109,550.23 |
| United Bank Operating CD - #2 | | 111,646.30 |
| First Choice America Operating CD - A | | 107,471.36 |
| TOTAL | \$ | 1,108,851.61 |

Revenue received: September 2020

| | | |
|---|-----------|------------------|
| County Commission | \$ | - |
| Board of Education | | 75,693.67 |
| State Basic Grants-in-aid | | - |
| Fines | | 60.35 |
| Photocopies | | 155.10 |
| Contributions | | 130.84 |
| Interest Earned | | 168.92 |
| Book Sale | | 5.00 |
| Out of State Patrons | | 15.00 |
| Other: Operating Supply CR – 3.50, Building Maintenance CR – 292.50, Telephone CR – 26.79, Insurance CR – 5.35, Miscellaneous CR – 10.54 | | 338.68 |
| TOTAL | \$ | 76,567.56 |

OPERATING CONTRIBUTIONS

| | | |
|--------------------------|----|-------|
| Cyndie Gerken – Donation | \$ | 25.00 |
|--------------------------|----|-------|

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|--|--------------|------------------|
| Patricia Jeffers – Donation | | 25.00 |
| OA Group #40050 – For meeting room use | | 50.00 |
| Anonymous | | 30.84 |
| | TOTAL | \$ 130.84 |

INVOICES

| | | |
|--|--------------|----------------------|
| September 2020 Operating #2 Account | \$ | 71,326.46 |
| September 2020 Operating #2 ACH WesBanco BillPay | | 33.40 |
| September 2020 Transfer to Payroll | | 42,752.46 |
| September 2020 EFTPS Deposit | | 13,267.76 |
| September 2020 ACH Debit (Retirement) | | 8,456.72 |
| September 2020 EFT (WV State Tax) | | 1,805.00 |
| September 2020 EFT (OH State Tax) | | 334.00 |
| September 2020 Capital Account | | 2,887.00 |
| | TOTAL | \$ 140,862.80 |

WARRANTS

| | | |
|--|--------------|----------------------|
| September 2020 Operating #2 Account | \$ | 71,326.46 |
| Warrants #31162 - #31228 | | |
| September 2020 Operating #2 ACH WesBanco BillPay | | 33.40 |
| September 2020 Transfer to Payroll | | 42,752.46 |
| September 2020 EFTPS Deposit | | 13,267.76 |
| September 2020 ACH Debit (Retirement) | | 8,456.72 |
| September 2020 EFT (WV State Tax) | | 1,805.00 |
| September 2020 EFT (OH State Tax) | | 334.00 |
| September 2020 Capital Account | | 2,887.00 |
| Warrant #624 | | |
| | TOTAL | \$ 140,862.80 |

VERIFICATIONS

| | | |
|---|--------------------|----------------------|
| Total Operating Balances as of August 2020 | \$ | 684,574.10 |
| + September 2020 Revenue | | 76,567.56 |
| -September 2020 Expenditures | | 140,862.80 |
| | SUBTOTAL | \$ 620,278.86 |
| United Bank Capital CD - #1 | | 109,550.23 |
| United Bank Operating CD - #2 | | 111,646.30 |
| First Choice America Operating CD - A | | 107,471.36 |
| | CD SUBTOTAL | \$ 328,667.89 |
| Capital Balances as of August 2020 | | 144,901.35 |
| Archive Fund Balances as of August 2020 | | 15,003.51 |

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TOTAL \$ 1,108,851.61

Ms. Berisford reported that the Library has received the August 2020 tax revenue from the Ohio County Commission in the amount of \$383,519.04. She said OCPL has also received the October tax revenue from the Ohio County Board of Education in the amount of \$75,693.67. In addition, Ms. Berisford stated that OCPL has also received a grant in the amount of \$5,000 from the Wheeling Auto Club. She said this revenue will be reflected in next month's Financial Report. Mrs. McCamic noted that she saw several boxes of school orders in Technical Services. Ms. Kastigar said that the Library has continued to receive orders from the schools and the items in Technical Services have been processed and are currently waiting to be picked up. Mrs. Harshman motioned to approve the September Financial Report. Mr. Werner seconded.

VOTE:

| | |
|---------------|-----|
| Mrs. McCamic | YES |
| Mr. Marquart | YES |
| Mr. Werner | YES |
| Mr. Phillips | YES |
| Mrs. Harshman | YES |

PUBLIC INPUT/PRESENTATIONS

Ms. Kastigar had several thank you notes to share with the trustees. The first was from Denise May, Treasurer of Overeaters Anonymous Group #40050. In the note, Ms. May said she wanted to thank the Library for the use of the Board Room when they were able to meet on Saturday mornings and they look forward to resuming their meetings at the Library when it is possible. Ms. Kastigar said they also enclosed a \$50 donation from the group.

The second was a thank you letter was from Cyndie Gerken. Ms. Gerken contacted the Library while doing research for the book she is writing about the bridges and the Henry Clay Statue on National Road. In the letter, she said she was grateful for the timely response from Laura Carroll, Archivist, and the information and images that she was able to provide. Ms. Gerken also enclosed a donation of \$25 to OCPL as a token of her appreciation.

A third thank you letter was received from Win Bryson. Ms. Kastigar said Mr. Bryson contacted the Library to obtain information regarding a crutch that was manufactured in Wheeling during the World War I era. Ms. Kastigar said Nayt Knapp, Reference Assistant, was able to locate several newspaper articles regarding the crutch and, in appreciation for the quick and helpful response, Mr. Win enclosed a donation of \$200 for the Library.

Ms. Kastigar also shared a thank you note from Dottie Thomas, Library Director, for the floral arrangement sent by the Board of Trustees and Library Staff after her recent surgery.

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ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Kastigar reported on the following:

OCPL's annual Staff Continuing Education Day will held on Veterans Day. Ms. Kastigar said the agenda is still under development, but staff will review several topics including customer service and the future of library services during the pandemic.

WVLA's Annual Fall Conference, normally a three-day event, is being held throughout the month of October. Due to the COVID-19 pandemic, Ms. Kastigar said the Library Association decided to hold the annual event virtually via Zoom and sessions are being offered free of charge. She stated the sessions have included a variety of topics including Autism training, expansion of the WV Newspaper Portal, updates to WV InfoDepot databases, and group problem solving. Ms. Kastigar said OCPL staff members have been taking advantage of the new format and they have been participating in sessions as their schedules allow.

The annual WV Deli Consortium meeting was held on Tuesday, October 20th via Zoom. Ms. Kastigar said the election of officers is held at the annual meeting. She reported that the Consortium decided to re-elect the current chair, Seth Newell of Kanawha County Public Library. Ms. Kastigar said the members are also in the process of working on a Collection Development Policy to weed the virtual collection.

Ms. Kastigar stated that OCPL is now in the second year of the five year project to digitize the older microfilm reels of the newspaper collection through Advantage Archives. She said the digitization of the Wheeling Intelligencer is almost complete, except for the issues contained on microfiche, and then the digitization of the Wheeling News-Register will begin. Mrs. McCamic asked if the microfiche of the newspapers can be digitized. Ms. Kastigar answered that the microfiche can be digitized, however, the process is different and the company is waiting to complete the digitization of the microfilm reels before moving on to the microfiche. She added that, due to the Coronavirus, Advantage Archives has had to shut down twice which has created a delay in making the most recently digitized newspapers available on the website. Ms. Kastigar said she would notify the trustees when the digital copies become available.

The new garage doors were installed the week of October 12th by Wheeling Door Company. Ms. Kastigar said the installation also included the replacement of the operators, track, and torsion system. She said it was also necessary to rewire the garage door openers located inside the garage to accommodate the new system. In addition, Ms. Kastigar reported that Walters Construction has

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completed the repairs to the loose handrails in the 16th Street entrance stairwell and all the handrails in the auditorium.

Ms. Kastigar stated that it will soon be necessary to replace the Library's aged phone system. She explained that several phones have begun to malfunction and the last spare phone has been installed. Ms. Kastigar stated that if additional phones start to fail, there are no longer additional back-up phones to use as replacements. She said United Electric was also contacted to test the phone lines and their technician, Greg Parisi, reported that there were no issues with telephone lines and the phone system itself needs to be replaced. She said she spoke with Ms. Thomas regarding the replacement of the phone system and they agreed that the Library needs a more modern system that would allow for voicemail and conference calls, however, they would like to avoid an automated answering system. After discussion, the trustees recommended contacting local communication companies such as Advanced Communications and Staley Communication for pricing options for OCPL's phone system. Ms. Kastigar reported that Technology Services Group, the Library's technology company, may also be able to provide options for a voice over internet phone system.

OLD BUSINESS

UPDATE ON OCPL'S RE-OPENING PLAN

Ms. Kastigar reported that OCPL re-opened its doors to the public by appointment only on Monday, September 21. She stated that the appointments have been going well and patrons seem to be pleased to be able to return to the Library to browse the collection. Ms. Kastigar said OCPL's curbside service continues to be extremely popular. She stated that she has continued to monitor the spread of the COVID-19 pandemic in the local communities and, at this time, she recommends maintaining the Library's current level of openness. Ms. Kastigar said the topic will continue to be on each month's board meeting agenda and decisions will be made as circumstances warrant.

Mrs. McCamic changed the order of the agenda to discuss the invoice from Walters Construction before the review of the Epidemic and Public Emergency Policy.

NEW BUSINESS

WALTERS CONSTRUCTION INVOICE FOR TEMPORARY WALLS

In order to follow social distancing guidelines, Ms. Berisford reported that several employee workstations were moved to the former public computer access area. During the preparations to re-open the Library by appointment only on September 21, she said Ms. Thomas contacted Walters Construction to hang plastic sheeting around this work area to shield employees while also leaving

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access to the Wheeling Room. Ms. Berisford said she included a copy of the invoice in this month's board packet for the trustees to review. She explained that the temporary walls do not fit within the normal guidelines for a Capital Expense. She said the Building Maintenance line item is currently underspent and could easily absorb the cost of the temporary structure. After discussion, Mr. Marquart motioned to pay the invoice from Walters Construction in the amount of \$3,162.34 using funds allocated for Building Maintenance in this year's Annual Budget. Mrs. Harshman seconded.

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

EPIDEMIC AND PUBLIC EMERGENCY POLICY REVIEW

Mr. Werner referred to the revised draft of the Epidemic and Public Emergency Policy which included the suggested revisions from himself and Mrs. McCamic. Mr. Werner and Mrs. McCamic then reviewed their suggested changes to the policy with the trustees. Mrs. Harshman said she would have to leave the meeting to attend work and she left at 5:20 p.m. After discussion, the trustees agreed that the policy still needs some additional wording changes to suit OCPL's situation and agreed to continue the discussion and revision of the policy at the November board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:27 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper