



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 18, 2020
TUESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Sean Duffy, Adult Programming Coordinator; Barb Lewine and David Pauly, library patrons

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 Sean Duffy, Adult Programming Coordinator, could present his proposal to the trustees.

NEW BUSINESS

PROPOSAL FOR PERMANENT DISPLAY OF PAINTING “MILL RAT” BY BOB VILLAMANGA – SEAN DUFFY

Sean Duffy said he had been contacted through Facebook by Bob Villamanga, local artist and former steel mill worker, regarding his art assemblage project “Shrine for a Mill Rat.” He stated Mr. Villamanga was interested in gifting his work of art to a public institution where it could be displayed for the public to enjoy. Mr. Duffy said “Mill Rat” was originally created for an exhibition held in 2018 at Contemporary Craft in Pittsburgh. He said, since the exhibition, Mr. Villamanga has been storing the piece of art in his studio. Mr. Duffy shared that Mr. Villamanga would be willing to donate “Mill Rat” to OCPL with no strings attached. Mrs. McCamic thanked Mr. Duffy for his presentation.

Mrs. McCamic changed the order of the agenda again so that Barb Lewine could address the trustees.

PUBLIC INPUT/PRESENTATION

Barb Lewine, Wheeling resident and long-time patron, stated she wished to address the trustees to let them know the impact of OCPL’s programming on its patrons. She referenced a special Lunch with Books program held on October 23, 2019, “Explore Your German and Scandinavian Roots” presented through the Heinz History Center Affiliate Program. She said that with the help of the program’s presenter and HCAP Coordinator, Robert Stakely, an opportunity was created to have family letters, originally written in cursive Hebrew during the 1930s in Curacao,

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translated. Mrs. Lewine stated Mr. Stakley was able to put her in touch with Eric Liedel at the University of Michigan who is currently writing a book on Jewish heritage. She said Mr. Liedel was able to translate the letters and shared scanned copies of the original letters with the trustees. Mrs. Lewine said the letters were personal exchanges between her husband’s grandmother and grandfather before the start of World War II. She stated that because of OCPL’s special workshop, her family was able to make the connections that enabled them to have the letters translated.

Mrs. Lewine said she also wanted to inform the trustees that she is on the steering committee to bring the *Violins of Hope* program to the Ohio Valley. She said the violins featured in the program were played by Jewish musicians during the Holocaust and have been fully restored. A book chronicling the remarkable story of the restored violins was written by author James A. Grymes. Mrs. Lewine said she contacted Mr. Duffy about hosting one of the violin performances scheduled throughout Ohio and Marshall counties. She said the program will be presented on November 17th at 7 p.m. in OCPL’s auditorium. Mrs. Lewine added that she is trying to contact James A. Grymes to see if he would be interested in presenting a program at the Library about his book to coordinate with the *Violins of Hope* performance. She thanked the trustees for providing the space for such amazing programs to be held. The trustees thanked Mrs. Lewine for attending the meeting and sharing her personal story. Mr. Duffy and Mrs. Lewine left the meeting at 4:32 p.m.

MINUTES: Mr. Werner noted a typographical error in the board meeting minutes of January 15, 2020. Mr. Marquart motioned to approve the minutes with the correction named. Mr. Phillips seconded.

VOTE:

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	17,924.69
Payroll Account Checking		-
Capital Money Market Savings		87,596.35
Operating Money Market Savings		685,414.92
Operating CD – Main Street Bank B		109,997.65
Operating CD – First Choice A		106,697.60
Capital CD – United Bank #1		108,468.25
TOTAL	\$	1,116,099.46

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Revenue received: January 2020

County Commission	\$	21,789.81
Board of Education		66,617.00
State Basic Grants-in-aid		56,600.00
Fines		1,030.75
Photocopies		701.80
Contributions		5,148.96
Interest Earned		404.24
Book Sale		124.50
Out of State Patrons		30.00
Other: Operating Supply CR – 53.50, Book CR – 9.00, Operating CD Int – 806.15, Capital CD Int – 544.05		1,412.70
TOTAL	\$	153,859.76

OPERATING CONTRIBUTIONS

Ruth Weller – Donation	\$	5,000.00
Roseanna Keller – For meeting room use		50.00
Tim Cogan – Donation		50.00
Compulsive Eaters Anonymous – For meeting room use		25.00
Anonymous		23.96
TOTAL	\$	5,148.96

INVOICES

January 2020 Operating #2 Account	\$	56,834.95
January 2020 Operating #2 ACH WesBanco BillPay		32.20
January 2020 Transfer to Payroll		43,121.35
January 2020 EFTPS Deposit		19,976.12
January 2020 ACH Debit (Retirement)		8,517.04
January 2020 EFT (WV State Tax)		1,761.00
January 2020 EFT (OH State Tax)		374.00
January 2020 EFT (WV Combined Sales & Use Tax 1/2019-12/2019)		455.06
January 2020 ACH Debit (Workforce WV 4 th Quarter 2019)		79.35
January 2020 ACH Debit (Republic Services)		349.56
January 2020 Operating #2 Account Voided Checks	-	564.76
TOTAL	\$	130,935.87

WARRANTS

January 2020 Operating #2 Account Warrants #30778 - #30830	\$	56,834.95
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January 2020 Operating #2 ACH WesBanco BillPay		32.20
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January 2020 ACH Debit (Workforce WV 4 th Quarter 2019)		79.35
January 2020 ACH Debit (Republic Services)		349.56
January 2020 Operating #2 Account Voided Checks	-	564.76
Warrant #30785		
	TOTAL	\$ 130,935.87

VERIFICATIONS

Total Operating Balances as of December 2019	\$	681,814.84
+ January 2020 Revenue		153,859.76
-January 2020 Expenditures		130,935.87
	SUBTOTAL	\$ 704,738.73
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 December 2019		87,547.43
	TOTAL	\$ 1,116,099.46

Ms. Thomas distributed the January 2020 investment statements from WesBanco and Security National Trust. Mr. Marquart motioned to approve the January 2020 Financial Report. Mr. Werner seconded.

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

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

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A WV Deli meeting was held on Tuesday, January 21 via phone. Ms. Thomas said there was no major business and no decisions were made that would change how WV Deli operates.

The WVLA Legislative Committee met on Thursday, January 23 at the Library Commission in Charleston. The meeting was to finalize plans for Legislative Day. Ms. Thomas said that both she and Susan Reilly, Director of the Moundsville-Marshall County Public Library, attended the meeting.

The VITA tax service volunteers began preparing tax returns on Monday, January 27. Mr. Phillips reported that year the volunteers have been extremely busy. He said that approximately 1,000 returns have already been prepared, and they are currently on track to complete as many returns this year as they did last year.

West Virginia Legislative Day was held on Monday, February 10. Ms. Thomas said she and Rik Rekowski, Director of the Mary H. Weir Public Library, travelled to Charleston together to attend the event. She said that they were able to meet with the state senators from Ohio, Brooke, and Hancock counties. Ms. Thomas reported that they were unable to meet with the delegates from these counties because they were all in meetings. She said there is no indication from this year's Legislative Session of any funding cuts for libraries. Ms. Thomas added that Legislative Day was well attended this year. She said next year it will be necessary for libraries to lobby for an increase in Grants-In-Aid to accommodate any loss of population after the 2020 Census is completed. Ms. Thomas said there has not been an increase in over a decade.

OCPL hired Angela McClelland on February 18, 2020, to fill the position of Library Clerk/Shelver for evenings and Saturdays. This position was recently vacated by Thom Ennis who resigned on December 31, 2019. Ms. McClelland is a graduate of the Columbus College of Art and Design with a bachelor's degree in media arts. With her art skills and computer expertise, she will be able to help Lee Ann Cleary, Children's Specialist, with flyers and artwork for the department.

Ms. Thomas said she was contacted by Dr. Charles Julian, former OCPL trustee, who retired from his position as the Library Director at the Mary F. Shipper Library at Potomac State College this past June. She said Dr. Julian informed her that a donation was being made in his name to the Wheeling newspapers due to his assistance in getting the local newspapers from the Keyser/Mineral County community microfilmed and digitized. Ms. Thomas said Dr. Julian told her that due to the success of what was originally a Mary F. Shipper Library project, many other communities in the eastern panhandle have begun cooperating with the MFS Library to add their newspapers to the project. She said that Dr. Julian informed her that MFS Library contracted with Advantage Archives based on her suggestion to him several years ago due to OCPL's

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positive experience with the company in microfilming and digitizing the local Wheeling newspapers.

Recently, two longtime members of the Wheeling Area Genealogical Society passed away. Adda Thornton, of Elm Grove, passed away on Monday, February 17 and William E. Maxwell, of Wheeling, passed away on Saturday, February 8. Both of these individuals had a significant and positive impact on WAGS over many years of active membership.

Ms. Thomas distributed the January 2020 monthly service report, the WV Deli statistical report, and a copy of OCPL’s revised Bylaws to the trustees. She pointed out that the only revision in the Bylaws was the change in the regularly scheduled monthly Board of Trustees meetings from the second Wednesday of the month to the third Wednesday.

OLD BUSINESS

Mrs. McCamic asked Mr. Werner if he was able to contact the Ohio County Commissioners to see if they are interested in relocating the current polling location for Ward 3 to the Library. Mr. Werner reported that he spoke with Tim McCormick regarding the request OCPL received from Michael Hamilton to relocate the 3rd Ward Voting Precinct #28 from the County Courthouse to the Library. He said Mr. McCormick stated that the Ohio County Commission is not in favor of having the polling location moved at this time. Mrs. McCamic asked Ms. Thomas to communicate the County Commission’s decision to Mr. Hamilton. Mr. Werner said he would collaborate with Ms. Thomas on the communication. Mrs. McCamic thanked Mr. Werner for contacting the Ohio County Commissioners on the trustees’ behalf.

NEW BUSINESS

PROPOSAL FOR PERMANENT DISPLAY OF PAINTING “MILL RAT” BY BOB VILLAMANGA – SEAN DUFFY, CONTINUED

After discussion, Mr. Werner motioned to accept the gift of “Shrine of a Mill Rat” from Bob Villamanga to the Library. Mr. Phillips seconded.

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

PROPOSAL FOR MOBILE COMPUTER LAB – AMY KASTIGAR, HEAD OF ADULT SERVICES

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Due to frequent requests for computer instruction from patrons, Ms. Thomas said she directed Amy Kastigar, Head of Adult Services, to acquire a quote for a mobile computer lab for the Library. Ms. Kastigar was unable to attend the board meeting, but Ms. Thomas said she could answer any questions the trustees might have. She then distributed the quote for the purchase of six ThinkPad laptops and one charge cart in the amount of \$3,195.00. Ms. Thomas said Ms. Kastigar believed acquiring laptops for the computer lab was the best thing to do based on recent surveys that state consumers are purchasing laptops instead of desktop computers. In addition, the charge cart will hold the six laptops and allow them to be fully charged at all times. Ms. Thomas stated that the problem with recycling OCPL's old desktop computers for use in the computer lab is that they are usually no longer in working order by the time they are retired from service, and they are also extremely out of date. She said the most recent computers that were retired from service are a good example because they ran on a Windows 7 operating system and all newer computers now run on a Windows 10 operating system. Ms. Thomas said the Library would like to start with only six laptops for the computer lab because this would allow for more one on one instruction and interaction. Mr. Marquart asked who would teach the classes. Ms. Thomas said that Ms. Kastigar and qualified Reference Assistants would teach the computer labs. She said in the past OCPL has been limited in when it could offer computer classes for the public because the classes had to be held at the public access computers on the main floor of the Library, and these were only available between 8 a.m. and 9 a.m. before the Library opened. Mr. Werner motioned to approve the proposal to purchase six ThinkPad laptops and one charge cart for the total cost of \$3,195.00 to be paid out of the Capital Account. Mr. Marquart seconded.

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

DONATION TO ARCHIVES FROM HYER AND HOFFMAN FOUNDATIONS

OCPL received two substantial donations this month for the Library's general archiving functions from the Trustees of the Hyer Foundation and the Trustees of the Hoffman Foundation. The Hyer Foundation donated \$10,000 and the Hoffmann Foundation donated \$5,000. Ms. Thomas distributed copies of the award letters to the trustees. In the event that the Library continues to receive large contributions to the Archives Department from these foundations or other sources, Ms. Thomas recommended opening a special savings account for the Archives Department with these two donations. Ms. Thomas said if an Archives Department savings account were opened, the funds would be designated only for archives and could be used at any time to fund special projects and programs or to purchase supplies for the department as needed. She said she spoke with Laura Carroll, Archivist, and Erin Rothenbuehler, Web Administrator and Local History Specialist, regarding the recent contributions, and they both agreed that

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OCPL is likely to receive additional monetary contributions for the Archives Department in the future. Ms. Thomas said she directed Ms. Berisford to investigate the best interest rates at area banks for the potential Archives Department savings account. Ms. Berisford reviewed the current interest rates for the trustees from the local banks. After discussion, the trustees agreed to open a designated savings account at Main Street Bank for the Archives Department.

RESIGNATION OF SISTER MARY CLARK

Ms. Thomas said Sister Mary Clark submitted a letter of resignation from the Ohio County Public Library's Board of Trustees. She said a copy of Sister Mary Clark's resignation letter was included in this month's board packet. Ms. Thomas noted that according to OCPL's special law, Sister's replacement must be a woman but could be either a Democrat or Republican. She said that according to the special law, the Board of Trustees makes the appointment of a new trustee to fill any unexpired terms. The trustees decided to table the discussion of possible candidates to fill the seat vacated by the resignation of Sister Mary Clark until next month's board meeting.

Because of the lack of available parking due to the VITA tax service, Mrs. McCamic recommended moving the March board meeting to the third Tuesday of March rather than the third Wednesday as called for in the Bylaws. The trustees agreed to hold the next meeting on Tuesday, March 17, 2020.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:23 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper