



**MINUTES
BOARD OF TRUSTEES MEETING
MARCH 17, 2021
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: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

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

MINUTES: Mr. Phillips motioned to approve the February 17, 2021 board meeting minutes. Mr. Werner seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	11,786.01
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		71,291.18
WesBanco Operating Money Market Savings		894,921.49
Main Street Bank Archive Nonprofit Savings		15,114.94
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
First Choice America Capital CD - B		110,844.59
TOTAL	\$	1,324,030.57

Revenue received: February 2021

County Commission	\$	6,799.05
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		300.37
Photocopies		359.50
Contributions		155.62
Interest Earned		172.23
Book Sale		29.00
Out of State Patrons		10.00
Other: Operating Supply CR – 1.00, Capital CD Int – 743.34		744.34
TOTAL	\$	84,263.78

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OPERATING CONTRIBUTIONS

Jeanne Carter – For Archives Department	\$	100.00
Amy Petrini – In memory of Virginia Mennillo		15.00
Anonymous		40.62
TOTAL	\$	155.62

INVOICES

February 2021 Operating #2 Account	\$	73,139.01
February 2021 Operating #2 ACH WesBanco BillPay		33.00
February 2021 Transfer to Payroll		41,253.73
February 2021 EFTPS Deposit		12,655.80
February 2021 ACH Debit (Retirement)		8,226.42
February 2021 EFT (WV State Tax)		1,715.00
February 2021 EFT (OH State Tax)		334.00
February 2021 Operating #2 Account Voided Check	-	6,338.80
TOTAL	\$	131,018.16

WARRANTS

February 2021 Operating #2 Account Warrants #31457 - #31504	\$	73,139.01
February 2021 Operating #2 ACH WesBanco BillPay		33.00
February 2021 Transfer to Payroll		41,253.73
February 2021 EFTPS Deposit		12,655.80
February 2021 ACH Debit (Retirement)		8,226.42
February 2021 EFT (WV State Tax)		1,715.00
February 2021 EFT (OH State Tax)		334.00
February 2021 Operating #2 Account Voided Check Warrant #31473	-	6,338.80
TOTAL	\$	131,018.16

VERIFICATIONS

Total Operating Balances as of January 2021	\$	954,318.30
+ February 2021 Revenue		84,263.78
-February 2021 Expenditures		131,018.16
SUBTOTAL	\$	907,563.92
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
CD SUBTOTAL	\$	330,173.61
Capital Balances as of January 2021		71,279.37
Archive Fund Balances as of January 2021		15,013.67

TOTAL \$ 1,324,030.57

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Mr. Werner referred to the Voided Check Register and asked why Warrant #31473 for Overdrive in the amount of \$6,338.80 was voided. Ms. Berisford answered that one of the invoice numbers on the check was incorrect, and the warrant had to be voided to make the correction. Mr. Marquart referred to the February Financial Report and noted the current balance of the Operating Fund as of February 28, 2021. He asked how much money needs to be kept in the fund. Ms. Thomas said that the funds need to be sufficient to cover at least two months of library expenses. She asked Ms. Berisford what the average would be for the Library's monthly expenses. Ms. Berisford answered that the average total would be roughly \$130,000-\$140,000. Mr. Marquart noted that the balance of the Capital Account at the end of February was \$71,291.18. He suggested transferring \$100,000 from the Operating Fund to the Capital Account to cover upcoming capital expenditures. After discussion, Mr. Marquart motioned to transfer \$100,000 from the Operating Fund to the Capital Account. Mrs. Harshman seconded.

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

Due to the declining interest rates on the Library's checking and savings accounts, Mr. Marquart suggested transferring some of the monies in the Operating Fund to either one of OCPL's trust accounts or open another Certificate of Deposit account. He also suggested making the transfer soon since moving the funds to either one of the trust accounts or to a CD would be more productive and generate more income than leaving the money in the Operating Fund. Mrs. Thomas noted that the Library will still need to make the annual budgeted Transfer to Capital, however, she recommended waiting until after May 1st to ensure that all funding has been received. Mr. Marquart moved to approve the February Financial Report. Mrs. Harshman seconded.

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

PUBLIC INPUT/PRESENTATIONS

Mrs. McCamic shared a thank you note from Ms. Thomas for her holiday gift card with the trustees.

ANNOUNCEMENTS

There were no announcements.

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DIRECTOR'S REPORT

Ms. Thomas reported on the following:

A packet was recently sent to all the trustees regarding the funding background of the Library. Ms. Thomas said the packet contained her research report as well as several supporting documents. Mrs. McCamic thanked Ms. Thomas for the information provided to the trustees on the funding background of OCPL and expressed her appreciation for Ms. Thomas's research and effort in compiling the informational packet. Ms. Thomas said that she was able to discover that the funding formula that serves as the funding request to the Ohio County Board of Education, which is 3 cents of every \$100 of assessed property value in Ohio County, was instituted by the Board of Education in Wheeling through legislation enacted by the WV Legislature in February 1882.

Ms. Thomas said that she has also been working on revising and updating the OCPL Profile document. The OCPL Profile provides an overview of the Library and details the services that are offered to the community. Once the Profile has been completed, copies will be sent to the members of the Ohio County Board of Education. Ms. Thomas stated that she also shared the document with Mrs. Harshman who suggested sending a cover letter along with the Profile document.

Mr. Werner referenced Mr. Marquart's previous recommendation regarding the transfer of funds from the Operating Fund to OCPL's investment accounts. After discussion, Mr. Werner motioned to transfer \$175,000 from the Operating Fund to the WesBanco Endowment Trust and transfer \$175,000 to the Security National Trust Account. Mrs. Harshman seconded.

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

OLD BUSINESS

Mrs. McCamic changed the order of the agenda to discuss the Update on OCPL's Library Services Plan last.

QUOTE FOR NEW WATER FOUNTAIN IN THE MAIN ENTRANCE AREA

Ms. Thomas referred to the proposal from Johnson Boiler Works included in this month's board packet. She said the proposal includes the cost to replace the compressor in the water fountain located in the main entrance as well as the cost to replace the entire drinking fountain. She stated that the proposal also contained a quote for a drinking fountain with a bottle filler. She said she

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requested specifications and a photo of the drinking fountain with a bottler filler, but she did not receive the information from Johnson Boiler Works. Mr. Marquart said that the drinking fountains at Our Lady of Peace School have recently been replaced with the model that includes the bottle filler, and it has been a very popular feature. He added that it would also be more sanitary than a traditional water fountain. After discussion, Mr. Marquart moved to accept the proposal from Johnson Boiler Works to purchase the new drinking fountain with a bottle filler for \$1,875.00 to be paid from the Capital Account. Mr. Phillips seconded.

VOTE:

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

OCPL CREDIT CARD POLICY

Ms. Thomas said a draft of the proposed credit card policy was included in this month's board packet with Mr. Werner's suggested revisions. Mrs. McCamic thanked Mr. Werner for reviewing the policy and sharing his suggestions. Mrs. McCamic referred to the draft and suggested a wording change on the second guideline to state clearly an employee's liability for unauthorized charges. She also noted a minor wording change from "my" to "the" on the fourteenth guideline. Mr. Marquart motioned to accept and adopt the Credit Card Policy with the suggested changes from Mr. Werner and Mrs. McCamic. Mrs. Harshman seconded.

VOTE:

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

QUOTES FOR NEW PHONE SYSTEM

Ms. Thomas reported that she contacted several companies to replace the Library's phone system. She said she met with and received quotes from Advanced Communications, Erb Electric, TSG, and Segra. She said United Electric submitted a joint proposal with Newtech Systems. Ms. Thomas said a comparison chart of the phone system quotes was included with the board meeting handouts. She explained that, after meeting with the companies' representatives, it became clear that a Voice Over Internet Protocol phone system would not suit the Library's needs. Ms. Thomas said the VOIP systems would have to be hosted, which would be an additional monthly payment. She said OCPL currently spends \$350 per month for its Frontier phone service. Ms. Thomas said that in addition to the VOIP monthly fees, it would be necessary to increase the Library's bandwidth to accommodate the internet phone service and that would also increase the amount currently spent for monthly internet service. Since VOIP is internet-

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based, she explained that if the internet service were to go out, the telephones would also lose service. When meeting with Advanced Communications, Ms. Thomas said that they have several clients who originally purchased the hosted system but switched back to a landline system after experiencing too many dropped calls and poor reception. She suggested staying with a landline phone system. Ms. Thomas shared that the new phones would be a 24-button model and she said they offer all the features the Library staff need. Mr. Marquart asked how many phone sets are included with the quotes. Ms. Thomas answered that the quotes include 17 desktop sets and 2 cordless sets. She said the Library currently needs 15 desktop sets, and the additional 2 sets would be kept as replacements. Additional desktop sets will be added to Technical Services, the Wheeling Room, and the Archives Room. Ms. Thomas said it will be necessary to have some additional electrical work completed to run the additional phone lines. She said the quote from Erb Electric includes the electrical work necessary. However, the wiring was not included in the Advanced Communications and Newtech Systems quotations. She said United Electric submitted a quote for the electrical work to accompany the Newtech Systems phone quote. She then shared copies of the phone system quotes with the trustees. After reviewing the quotes and the comparison chart, Mr. Werner moved to accept the quote from Erb Electric to replace the Library's phone system for \$6,293.00 to be paid from the Capital Account. Mr. Marquart seconded.

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

NEW BUSINESS

QUOTE FOR RENEWAL OF PROPERTY AND LIABILITY INSURANCE

Ms. Thomas said she contacted Jim Williams from WesBanco Insurance Services regarding the annual renewal of the Library's property and liability insurance as well as its auto insurance. Both policies will renew on March 18 and Mr. Williams informed her that OCPL's current insurance provider, State Auto, sent a renewal quote for the property and liability insurance of \$15,120.72. Ms. Thomas said this amount is a 4% increase over last year's expiring premium. Ms. Berisford said that the renewal premium for the auto insurance is \$2,878.75, which is a 5% increase over this year's premium. However, Ms. Thomas shared that Mr. Williams was also expecting a quote from Encova that would be incredibly competitive with the proposal from State Auto. She said Mr. Williams was working on adjusting the terms of coverages and limits to make the Encova policy comparable to the State Auto policy, but he was not able to get the adjusted proposal in time for the board meeting. Ms. Thomas said Mr. Williams recommended approving the renewals from State Auto for one month, but he will have an alternate quotation from Encova to present at next month's board meeting. She explained that there will be no

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penalty for changing insurance companies if the switch is made within 30 days of the current policies' renewal date. After discussion, Mr. Werner motioned to approve the renewal of the property and liability policy and the auto policy from State Auto and revisit the topic again once the Encova proposal has been received and reviewed. Mr. Phillips seconded.

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

ELECTION OF OFFICERS

Mrs. McCamic agreed to continue as Chairman, and Mr. Marquart agreed to continue as Secretary/Treasurer. Mrs. Harshman motioned to continue with the current slate of officers. Mr. Phillips seconded.

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

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Thomas reported that on March 5th, Governor Justice lifted many of the restrictions for buildings' capacity limits, however, all applicable safety guidelines which include mandatory face coverings and social distancing must continue to be followed. Ms. Thomas says she feels comfortable expanding the Library's current level of service, and she recommends allowing up to 20 patrons per hour in the Library. She also recommends opening at 9 a.m. instead of the current 10 a.m., Monday through Thursday. Ms. Thomas recommended instituting the changes on Monday, April 5. She shared that she had hoped to expand the service further and drop the need for appointments, but the VITA volunteers recommended waiting until after tax season which has been expanded to May 17. Ms. Thomas said that the main floor will be rearranged to allow for limited public seating and the staff workstations will be returned to Technical Services. She stated that additional public access computers will also be made available for the patrons. Mr. Werner left the meeting at 5:03 pm.

Ms. Thomas reported that most of the staff have already received their first dose of the COVID-19 vaccine. Once they receive their second doses, she said they will feel more comfortable with expanding the Library's services. She said this raises the question of how long to offer the

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option of working remotely to employees. Mr. Marquart recommended encouraging the remote workers to return once they have been fully vaccinated. Ms. Thomas said she has also received inquiries on when the meeting rooms would be made available to the public and feels that it would be best to wait until after tax season before deciding on when to allow meetings to resume at the Library. Ms. Thomas said curbside service continues to be extremely popular with the patrons. She said it will continue to be offered as long as the service is being used. She stated that she will continue to monitor the COVID-19 cases in the area and keep the trustees advised of any changes to the Library's services as circumstances warrant.

There being no further business, Mr. Philips motioned to adjourn the meeting at 5:15 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper