



**MINUTES
BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 2024
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Jimmie McCamic

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library; Julie Shank & Robert Becerra of WesBanco Trust & Investment Services

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm.

MINUTES: Mr. Marquart moved to approve the August 21, 2024, board meeting minutes as presented. Mr. Phillips seconded.

| | | |
|--------------|---------------|-----|
| VOTE: | Mr. Werner | YES |
| | Mr. Marquart | YES |
| | Mr. Phillips | YES |
| | Mrs. Harshman | YES |

FINANCIAL REPORT:

| | | |
|--|-----------|---------------------|
| WesBanco Operating Account #2 Checking | \$ | 3,035.26 |
| WesBanco Payroll Account Checking | | - |
| WesBanco Capital Money Market Savings | | 350,871.88 |
| WesBanco Operating Money Market Savings | | 433,076.20 |
| WesBanco UOVHR Fund Account Checking | | 10,305.72 |
| Main Street Bank Archive Nonprofit Savings | | 47,772.46 |
| WesBanco Operating CD | | 115,105.64 |
| Main Street Bank Operating CD | | 115,800.06 |
| Main Street Bank Capital CD | | 117,959.82 |
| TOTAL | \$ | 1,193,927.04 |

Revenue received: August 2024

| | | |
|---------------------------|----|-----------|
| County Commission | \$ | - |
| Board of Education | | 60,560.00 |
| State Basic Grants-in-aid | | - |
| Overdue Fees | | 138.61 |
| Photocopies | | 553.50 |
| Contributions | | 479.13 |
| Interest Earned | | 714.44 |

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| Endowment Interest | | - |
| Book Sale | | 59.50 |
| Out of State Patrons | | 45.00 |
| Other: | | 1,863.78 |
| CNX Royalties | 220.78 | |
| UOVHR CR | 23.00 | |
| Retail Items | 109.00 | |
| Workers Comp CR | 1,511.00 | |
| | TOTAL | \$ 64,413.96 |

CONTRIBUTIONS:

General Contributions

| | | |
|------------------------------|--------------|------------------|
| Jay Frey – Adult Programming | | \$ 300.00 |
| Robin Reasbeck | | 99.99 |
| Lee Ann Smith | | 40.00 |
| Anonymous | | 39.14 |
| | TOTAL | \$ 479.13 |

INVOICES:

| | | |
|--|--------------|----------------------|
| August 2024 Operating #2 Account | \$ | 129,867.06 |
| August 2024 Transfer to Payroll | | 50,210.45 |
| August 2024 Capital Fund | | 2,573.00 |
| August 2024 Operating #2 Account Voided Checks | - | 2,838.74 |
| | TOTAL | \$ 179,811.77 |

WARRANTS:

| | | |
|--|--------------|----------------------|
| August 2024 Operating #2 Account Warrants #33891 - #33941 | \$ | 129,867.06 |
| August 2024 Transfer to Payroll | | 50,210.45 |
| August 2024 Capital Fund Warrants #692 - #693 | | 2,573.00 |
| August 2024 Operating #2 Account Voided Checks Warrant #33729 | - | 2,838.74 |
| | TOTAL | \$ 179,811.77 |

VERIFICATIONS:

| | | |
|---|-----------------|----------------------|
| Total Operating Balances as of July 2024 | \$ | 549,478.22 |
| + August 2024 Revenue | | 64,413.96 |
| -August 2024 Expenditures | | 179,811.77 |
| | SUBTOTAL | \$ 434,080.41 |
| WesBanco Bank Operating CD | | 115,105.64 |
| Main Street Bank Operating CD | | 115,800.06 |
| Main Street Bank Capital CD | | 117,959.82 |

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| | CD SUBTOTAL | \$ | 348,865.52 |
| Capital Balances as of July 2024 | | | 352,925.93 |
| Archive Fund Balances as of July 2024 | | | 47,772.46 |
| UOVHR Fund Balances as of July 2024 | | | 10,282.72 |
| | TOTAL | \$ | 1,193,927.04 |

INVOICES AND WARRANTS: Mr. Phillips moved to approve the August Financial Report as presented. Mrs. Harshman seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thank you letter from Andrea Trio, Principal of Madison Elementary School, with the trustees. In the letter, Ms. Trio thanked the Library for supporting and attending Madison Elementary’s Back to School Night.

Bonnie Thurston, a long-time patron and local poet, sent an email to the Library regarding its decision to rescind late fees. In the email, Ms. Thurston said “OCPL has always been the best in all ways. Now you have made the best better.”

ANNOUNCEMENTS: There were no announcements.

Julie Shank arrived at the meeting at 4:19 pm. Mr. Werner changed the order of the agenda so that Ms. Shank and Mr. Becerra could give their presentation on the Library’s Endowment Trust Account.

NEW BUSINESS:

PRESENTATION OF WESBANCO ENDOWMENT TRUST ACCOUNT

Mr. Becerra distributed copies of the annual report on OCPL’s Endowment Trust Account to the trustees (see attached.) Ms. Shank referred to the Administrative Overview detailing the 12 Quarter Rolling Average Analysis that is used to determine OCPL’s required annual distribution per the Trust Agreement. Mr. Marquart stated that the portfolio currently has a bias toward growth and wished to confirm that the required annual distribution did not draw on the Trust Account’s principal. Ms. Shank answered that with the Library’s current rate of withdrawal at 2.5%, OCPL’s annual distribution totaled \$36,535.11 to date and would not draw on the Account’s principal.

Mr. Becerra then reviewed the Performance Summary Report, Performance Detail Report, and Portfolio Holdings Report from 1/1/08 to 8/31/24. He added that the outlook for the current market is looking good after the Federal Reserve’s decision today to lower interest rates by fifty

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basis points. Mr. Becerra reviewed the Library's portfolio performance and holdings for the trustees. He said the goal this year is to rebalance the portfolio to a target of thirty percent fixed income, with seventy percent allocated to equity to manage possible risk. Overall, Mr. Becerra stated that OCPL's Trust Account is in good shape, and only requires a few tweaks regarding its exposure. He then asked the trustees if they had any questions. Referring to the Administrative Overview, Mr. Marquart noted that the Library has already received more this year to date than it should have based upon the report. He said the trustees wish to keep the funds invested and they do not want to pull more money from the account than they should. Ms. Shank said she would review the information, and then reach out to discuss the annual disbursement. Mr. Werner thanked Mr. Becerra and Ms. Shank for their presentation. Mr. Becerra and Ms. Shank left the meeting at 4:31 p.m.

DIRECTOR'S REPORT: Ms. Kastigar reported on the following:

The July 2024 distribution from the County Commission has been received in the amount of \$70,010.91. The September distribution, totaling \$60,560.00, from the Board of Education has also been received.

The Ohio County principals and media specialists have been emailed with details on the Library's School Purchasing Program. Ms. Kastigar said she has already received a few orders and the teachers she has spoken with have all expressed their thanks to OCPL for offering the program again this year.

The wrap of the Outreach Services van has been completed. Ms. Kastigar stated that RSQP and Tri-State Vinyl did an excellent job with the design and application.

OCPL will be hosting the Wednesday night entertainment for this year's WVLA Fall Conference. Staff will be on hand to conduct tours of the Library. After the tours, light refreshments will be served, and musician Bob Gaudio will be providing the musical entertainment.

The monthly Friends of the Library Executive Committee meeting was held on Monday, September 16, and Ms. Kastigar attended. The topics discussed included the Library's fall book sale and the upcoming People's University series. The Friends will be volunteering at the fall book sale, and since this edition of People's University includes crafting sessions, they will be sponsoring the cost of the materials to lessen the costs to OCPL and ensure that the Library can continue to offer free programming.

Interviews for the open Head of Marketing/Web Manager position were completed this afternoon. Ms. Kastigar said she and Laura Carroll, Assistant Director, have agreed on a candidate. She added that she plans to make the offer this week and hopes she will have good news to report next month in that area.

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Blackie & Son completed the sealing and striping of the parking lots over Labor Day weekend, while the Library was closed. Ms. Kastigar said she greatly appreciated their ability to accommodate OCPL's hours of service.

Savage Construction has been contacted about installing a convex safety mirror in the main parking lot. Ron Blatt came to inspect the potential job, and he said he would be submitting a proposal soon.

The WV Library Section has decided to offer their automation grant program again this year, to offset the Library's costs for its integrated library software and OCLC subscription. The paperwork has been submitted, and OCPL is expecting a refund of \$24,316.49.

Shortly before the meeting, Ms. Kastigar said she received the bids for carpet replacement. If the board is amenable, she would like to add the item to this meeting's agenda for discussion. Mr. Werner said that the item could be added to the agenda.

OLD BUSINESS:

FINE POLICY

At the August board meeting, the trustees voted to eliminate overdue charges. Ms. Kastigar said this decision also requires a revision of OCPL's Patron Policies. She said a copy of the amended policy was included in this month's board packet. In addition, Ms. Kastigar shared that she would also like to clarify the policy regarding Family Blocks. She would like to stipulate that all adult family members residing at the same address would have their borrowing privileges suspended if a family member has a long-overdue item. Ms. Kastigar explained that the current policy does not differentiate between adults and children. She said she would prefer not to block children if their fellow siblings residing at the same address have overdue items, as they are not their siblings' responsible party. After discussion, Mr. Marquart moved to approve the Patron Policies as amended. Mrs. Harshman seconded.

| | | |
|--------------|---------------|-----|
| VOTE: | Mr. Werner | YES |
| | Mr. Marquart | YES |
| | Mr. Phillips | YES |
| | Mrs. Harshman | YES |

QUOTES FOR CARPET REPLACEMENT

Ms. Kastigar said she contacted several local flooring centers regarding the replacement of the carpeting on the main floor, as well as the auditorium. She said she received quotes from Zambito Flooring America and Rite Carpet. Ms. Kastigar reported that Jamison Carpet was unable to provide a quote due to their busy schedule. She distributed the quotes to the trustees. For the auditorium flooring update, Ms. Kastigar said both Zambito and Rite Carpet recommended luxury vinyl plank flooring since it is a high traffic area. The vinyl plank flooring will be easier to clean and maintain versus traditional carpet tiles. Ms. Kastigar said the stage

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and steps will remain carpeted, but both companies also provided an alternative option to carpet the main area of the auditorium. For the main floor, Zambito recommended two carpet tile styles and Rite Carpet only recommended one style. Ms. Kastigar said that all the flooring quoted is commercial grade and highly comparable regarding durability. The trustees then reviewed and compared the quotes. After discussion, Mr. Marquart moved to approve the quote from Zambito to install luxury vinyl plank flooring in the auditorium, with carpeting on the stage and steps, and to install the carpet tile along with a 4” cove base for the main floor of the Library to be paid from the Capital Account. Mrs. Harshman seconded.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:02 pm. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant