



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

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

**BOARD MEMBERS ABSENT:** Cheryl Harshman

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

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

**MINUTES:** Mr. Marquart moved to approve the board meeting minutes of October 19, 2022, as presented. Mr. Phillips seconded.

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	1,359.24
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		402,267.44
WesBanco Operating Money Market Savings		750,681.46
WesBanco UOVHR Fund Account Checking		12,825.02
Main Street Bank Archive Nonprofit Savings		15,140.10
United Bank Operating CD - #2		112,558.54
Main Street Bank Operating CD - A		109,911.82
First Choice America Capital CD - B		111,558.58
<b>TOTAL</b>	<b>\$</b>	<b>1,516,302.20</b>

**Revenue received: October 2022**

County Commission	\$	506,435.63
Board of Education		49,178.83
State Basic Grants-in-aid		55,816.00
Fines		309.78
Photocopies		596.20
Contributions		175.24

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Interest Earned		119.97
Book Sale		1,394.65
Out of State Patrons		35.00
Other: Operating Supply CR – 341.00, Book CR – 20.12, Capital CD Interest – 112.39, Endowment Trust – 61,922.57, Service Contract – 115.00		62,511.08
	<b>TOTAL</b>	<b>\$ 676,572.38</b>

**OPERATING CONTRIBUTIONS**

Susan Reilly – In memory of Dottie Thomas	\$	100.00
Susan Gatti – Donation		30.00
Anonymous		45.24
	<b>TOTAL</b>	<b>\$ 175.24</b>

**INVOICES**

October 2022 Operating #2 Account	\$	88,515.83
October 2022 Transfer to Payroll		42,138.12
October 2022 EFTPS Deposit		12,577.56
October 2022 ACH Debit (WesBanco BillPay)		33.40
October 2022 ACH Debit (Retirement)		7,909.34
October 2022 EFT (WV State Tax)		1,668.00
October 2022 EFT (OH State Tax)		374.00
October 2022 ACH Debit (AFLAC)		41.90
October 2022 ACH Debit (Unemployment Security)		193.29
October 2022 Capital Fund		12,294.97
October 2022 Operating #2 Account Voided Checks	-	200.00
	<b>TOTAL</b>	<b>\$ 165,546.41</b>

**WARRANTS**

October 2022 Operating #2 Account	\$	88,515.83
Warrants #32598 - #32660		
October 2022 Transfer to Payroll		42,138.12
October 2022 EFTPS Deposit		12,577.56
October 2022 ACH Debit (WesBanco BillPay)		33.40
October 2022 ACH Debit (Retirement)		7,909.34
October 2022 EFT (WV State Tax)		1,668.00
October 2022 EFT (OH State Tax)		374.00
October 2022 ACH Debit (AFLAC)		41.90
October 2022 ACH Debit (Unemployment Security)		193.29

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October 2022 Capital Fund		12,294.97
Warrants #645 - #646		
October 2022 Operating #2 Account Voided Checks	-	200.00
Warrant #32600		
	<b>TOTAL</b>	<b>\$ 165,546.41</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of September 2022	\$	258,908.45
+ October 2022 Revenue		676,572.38
-October 2022 Expenditures		165,546.41
	<b>SUBTOTAL</b>	<b>\$ 769,934.42</b>
United Bank Operating CD - #2		112,558.54
Main Street Bank Operating CD - A		109,911.82
First Choice America Operating CD – B		111,446.19
	<b>CD SUBTOTAL</b>	<b>\$ 333,916.55</b>
<b>Capital Balances as of September 2022</b>		<b>384,487.36</b>
<b>Archive Fund Balances as of September 2022</b>		<b>15,138.85</b>
<b>UOVHR Fund Balances as of September 2022</b>		<b>12,825.02</b>
	<b>TOTAL</b>	<b>\$ 1,516,302.20</b>

**INVOICES AND WARRANTS**

Mr. Marquart motioned to approve the October Financial Report as presented. Mr. Werner seconded.

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

**PUBLIC INPUT/PRESENTATIONS**

Penny Bonawitz sent an email to OCPL through the Library’s website. In the e-mail, Ms. Bonawitz wished to express her thanks to Diane Rhodes, Genealogist/Library Clerk, for assistance in acquiring local prison records.

The students of Wheeling Country Day sent a handcrafted and decorated thank you card to the Library after their recent trip to OCPL for a tour of the Children’s Department with Lee Ann Cleary, Children’s Specialist.

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William J. Yaeger, Jr. of the August J. and Thelma S. Hoffman Foundation sent a letter along with a \$25,000 donation for the Archives and Special Collections Department from the Trustees of the Hoffman Foundation. Mr. Yaeger stated that OCPL is the repository of materials donated by the Hoffman Family and the Hoffman Foundation wished to recognize Laura Carroll, Assistant Director, and express its appreciation for Ms. Carroll's knowledgeable assistance.

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR'S REPORT**

Ms. Kastigar reported on the following:

The Children's Department will be hosting its 13<sup>th</sup> Annual Awesome Author Creative Writing Contest award ceremony on Monday, November 28<sup>th</sup> at 7 pm. The contest was open to 5<sup>th</sup> and 6<sup>th</sup>-grade students residing or attending schools in Ohio County. Ms. Kastigar said the trustees' invitations to the ceremony were included with the handouts distributed before the board meeting.

The September 2022 tax revenue from the Ohio County Commission has been received in the amount of \$86,533.10 and was included in the October Financial Report.

Yahn Electric is tentatively scheduled to replace the lighting in the Storage Room during the first two weeks of December.

LaRoche Tree Service will be on-site tomorrow to trim the trees on the Library grounds, weather permitting.

Johnson Boiler Works replaced the motor on one of the exhaust fans on the roof and replaced the belts in both fans. JBW has also completed the necessary work to repair the leaking pipe in the Storage Room which included installing a shut-off valve on the section of the pipe as well.

The migration process for OCPL's integrated library system, TLC, has been completed, a project that originally began in January 2022. The TLC system was temporarily suspended from Saturday, November 12<sup>th</sup> through Sunday, November 13<sup>th</sup>. During that time, patrons were still able to access WVDeli and Hoopla and did not experience any service interruption with those online resources. Only minor issues have resulted from the migration, however, both TLC and Technology Services Group have been proactive in handling many of the potential problems before the migration was initiated.

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On Friday, November 11<sup>th</sup>, the Library was closed to the public for Staff In-Service Day. Due to Covid-19 restrictions, OCPL had been unable to hold the annual meeting to fulfill the staff's continuing education requirements. Ms. Kastigar said an overview of ALICE training, an active shooter response national program, was provided by Corporal R.J. Faldowski of the Wheeling Police Department. Since OCPL participates in the national Safe Place program, Dorothy Matusik of Youth Services System also attended to speak with the staff about the program. Cpl. Faldowski and Ms. Matusik have volunteered to provide additional training if requested. Ms. Kastigar said the training day concluded with updates from the Library departments and a discussion of OCPL's role in the community.

Ms. Kastigar said that she, Ms. Carroll, and Kyle Knox, Web Manager and Publicity Coordinator, met with Mayor Glen Elliott, Vice-Mayor Chad Thalman, and City Manager Robert Herron regarding the Library's request for ARPA funds from the City of Wheeling. She said OCPL is currently pursuing these funds to implement a program for lending tablets and mobile Wi-Fi hotspots, sound system upgrades for the Auditorium, and additional shelving for the Children's Department. Mr. Thalman and Mr. Herron shared several suggestions regarding the Library's request and recommended meeting with other members of the City Council to discuss OCPL's future plans.

Quotes for the replacement of the carpeting in the Children's Department should be forthcoming from Carpets by Jamison, The Flooring Center, and Zambito's Flooring America. Ms. Kastigar said she is continuing to pursue quotes to replace the Library's aging materials detection system with an RFID detection system. Currently, quotes have been received from OCPL's current vendor, Bibliotheca, and Envisionware. Ms. Kastigar explained that Envisionware currently provides the time management and printing software for OCPL's public computers, and she has a follow-up phone call with our customer representative to further discuss their quote tomorrow afternoon.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**EMPLOYEE GIFT CERTIFICATES**

After discussion of the holiday gift certificates for staff, Mr. Marquart motioned to approve the purchase of the Kroger gift certificates for all full-time and part-time staff members and to increase the amount of each certificate by \$25.00. Mr. Phillips seconded.

**VOTE:** Mrs. McCamic YES

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Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

**WELLER BEQUEST**

Mrs. McCamic and Ms. Kastigar said they met with Walker Holloway of Security National Trust to discuss the bequest of Ruth Weller, a long-time patron, and volunteer income tax preparer through the VITA program. After much discussion, Mr. Marquart motioned that the investments in Ms. Weller's Individual Retirement Account be transferred in kind to the Library's investment account at Security National Trust Company. Mr. Phillips seconded.

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

**UNITED BANK OPERATING CD – MATURITY 11/30/22**

Ms. Berisford stated that a chart listing the current Certificate of Deposit rates and terms from area banks was distributed prior to the board meeting. After reviewing the rates and terms, Mr. Marquart motioned to let the current United Bank CD renew with a term that does not exceed 13 months and with an interest rate of at least 2.0%. Mr. Werner seconded.

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

Mr. Werner motioned to enter Executive Session at 4:46 p.m. to discuss a legal matter. Mr. Phillips seconded.

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

Mr. Werner moved to exit Executive Session at 5:11 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES

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Mr. Werner	YES
Mr. Phillips	YES

There being no further business, Mr. Werner moved to adjourn the meeting at 5:11 p.m.  
Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford  
Office Manager