



**MINUTES  
BOARD OF TRUSTEES MEETING  
DECEMBER 14, 2022  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager; Christian Turak of Gold, Khoury, & Turak

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:16 p.m. Mrs. McCamic then changed the order of the agenda so that Christian Turak of Gold, Khoury, & Turak could update the trustees regarding the bequest from Elizabeth E. Starkey.

**EXECUTIVE SESSION**

Mr. Werner motioned to enter Executive Session at 4:17 p.m. to discuss the legal matter. Mr. Marquart seconded.

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

Mr. Turak left the meeting at 4:57 p.m.

Mr. Phillips moved to exit Executive Session at 5:04 p.m. Mr. Marquart seconded.

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

Mr. Werner moved to accept the legal advice and course of action recommended by Mr. Turak regarding Elizabeth E. Starkey's bequest to the Library, with the trustees' decision to be

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conveyed to Mr. Turak on the next business day. Mrs. Harshman seconded.

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

**MINUTES:** Mr. Werner moved to approve the board meeting minutes of November 16, 2022, as tendered. 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	\$	22,074.53
WesBanco Payroll Account Checking		19,994.37
WesBanco Capital Money Market Savings		399,162.73
WesBanco Operating Money Market Savings		605,502.57
WesBanco UOVHR Fund Account Checking		12,630.02
Main Street Bank Archive Nonprofit Savings		40,141.38
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		109,911.82
First Choice America Capital CD - B		111,558.58
<b>TOTAL</b>	<b>\$</b>	<b>1,433,610.41</b>

**Revenue received: November 2022**

County Commission	\$	-
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		96.94
Photocopies		622.45
Contributions		25,439.57
Interest Earned		123.58
Book Sale		67.00
Out of State Patrons		30.00

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Other: Operating Supply CR – 135.00, Book CR – 31.99, UOVHR CR – 5.00, 766.98  
Operating CD Interest – 75.87, Building Maintenance CR – 250.00,

Telephone/Internet CR – 269.12

**TOTAL \$ 76,325.35**

**OPERATING CONTRIBUTIONS**

August J. & Thelma S. Hoffman Foundation – For Archives & Special Collections \$ 25,000.00

Jay T. McCamic, ESQ – For Adult Programming/Outreach Services 300.00

The Hutchins Family – In memory of Peg Detar: For Children’s Programming 100.00

Anonymous 39.57

**TOTAL \$ 25,439.57**

**INVOICES**

November 2022 Operating #2 Account \$ 91,124.03

November 2022 Operating Fund (Redeposited Check Charge) 6.00

November 2022 Transfer to Payroll 41,968.40

November 2022 EFTPS Deposit 12,530.04

November 2022 ACH Debit (WesBanco BillPay) 33.40

November 2022 ACH Debit (Retirement) 7,903.34

November 2022 EFT (WV State Tax) 1,666.00

November 2022 EFT (OH State Tax) 374.00

November 2022 ACH Debit (AFLAC) 41.90

November 2022 UOVHR Fund 200.00

November 2022 Capital Fund 3,170.03

**TOTAL \$ 159,017.14**

**WARRANTS**

November 2022 Operating #2 Account \$ 91,124.03  
Warrants #32661 - #32740

November 2022 Operating Fund (Redeposited Check Charge) 6.00

November 2022 Transfer to Payroll 41,968.40

November 2022 EFTPS Deposit 12,530.04

November 2022 ACH Debit (WesBanco BillPay) 33.40

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November 2022 UOVHR Fund Warrant #00001	200.00
November 2022 Capital Fund Warrant #647	3,170.03

**TOTAL                    \$                    159,017.14**

**VERIFICATIONS**

Total <b>Operating Balances</b> as of October 2022	\$	752,040.70
+ November 2022 Revenue		76,325.35
-November 2022 Expenditures		159,017.14

**SUBTOTAL                    \$                    669,348.91**

United Bank Operating CD - #2	112,558.54
Main Street Bank Operating CD - A	109,911.82
First Choice America Operating CD – B	111,558.58

**CD SUBTOTAL                    \$                    334,028.94**

<b>Capital Balances as of October 2022</b>	<b>402,267.44</b>
<b>Archive Fund Balances as of October 2022</b>	<b>15,140.10</b>
<b>UOVHR Fund Balances as of October 2022</b>	<b>12,825.02</b>

**TOTAL                    \$                    1,433,610.41**

**INVOICES AND WARRANTS**

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

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

**PUBLIC INPUT/PRESENTATIONS**

The Hess Family Foundation contacted Ms. Kastigar last month to inquire if the Library was planning any projects to which they might be able to contribute. Ms. Kastigar shared the proposal submitted to the City of Wheeling for ARPA funding to upgrade the Auditorium sound system, purchase shelving for the Children’s Department, and begin a hotspot lending program. She said she was then very pleased to receive a letter from Steve Kellas of WesBanco Trust and Investment Services informing her that the Trustees of the Hess Family Foundation made a charitable contribution to the Library in the amount of \$20,000. The Hess Family Foundation stipulated that the donation be used to fund the Library’s hotspot lending program and purchase additional shelving for the Children’s Department.

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Julia Bachmann, Outreach Services Specialist, received a letter from Ronald & Sheli Bernstein-Goff expressing their thanks for the Outreach Services program. Included with the letter was a donation of \$180 reserved for the home delivery program.

A thank you note has been received from Rebecca Hess in appreciation for the flowers sent after the passing of Lester C. “Ted” Hess, former OCPL Board Chairman and longtime Library supporter. Mrs. Hess expressed her appreciation for the kindness, thoughtfulness, and support of the Library Trustees and staff during this difficult time.

**ANNOUNCEMENTS**

The Annual Holiday Staff Luncheon will be held on Wednesday, December 21<sup>st</sup> from 12pm to 2pm. Ms. Kastigar invited the trustees to attend.

A special Lunch with Books program will be held on Tuesday, January 3<sup>rd</sup> at noon to honor Dottie Thomas, former Library Director; and Ted Hess, longtime Board of Trustees Chairman, who both passed away this year. Ms. Kastigar invited the trustees to attend as we celebrate the lives of two of OCPL’s most avid supporters.

**DIRECTOR’S REPORT**

Ms. Kastigar reported on the following:

The November Tax distribution from the Ohio County Board of Education has been received in the amount of \$49,178.83. In addition, the Ohio County Commission tax distribution from October 2022 totaling \$12,422.12 has also been received.

During the week of Thanksgiving, Cheryl and Marc Harshman were featured speakers at Library programs. Mrs. Harshman visited the Tuesday and Wednesday Story Times as a guest reader and shared her book *Red Are The Apples* with the children. Mr. Harshman celebrated his 10<sup>th</sup> anniversary as West Virginia’s Poet Laureate at Lunch with Books on Tuesday, November 22<sup>nd</sup> with a reading from his new book, *Dark Hills of Home*, along with other selected poems.

On Monday, November 28<sup>th</sup>, the Children’s Department held the Awards Ceremony for the finalists of the 13<sup>th</sup> Annual Awesome Author Contest. All fifth and sixth grade students who reside or attend school in Ohio County were welcome to enter the fall contest. In total, the Awards Ceremony had 154 attendees including the finalists, their families, teachers, and school principals. The Awesome Author trophy for overall best story was awarded to Lorelai Higginbottom, a fifth-grade student from Linsly School.

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The popular People's University series will return on Thursday, January 5<sup>th</sup>. This series will feature the ancient world, highlighting Egypt, Greece, and Rome over the eight-class course that will conclude on February 23<sup>rd</sup>. In addition to the in-person program held in the Library's auditorium, The People's University series will be livestreamed on OCPL's Facebook and YouTube channels.

The annual Lunch with Books holiday program will feature music by Vance and Luke Mazure and will be held on December 20<sup>th</sup> at noon. The Mazure Brothers will be performing duet renditions of classic Christmas songs and jazz standards.

Yahn Electric has been on site this week to install new LED lighting in the Storage Room. Ms. Kastigar says the project to upgrade the faulty lighting should be completed by the end of the week.

As a result of the recent upgrade to OCPL's integrated library system, TLC, a miner virus was able to invade the Library's servers while TLC had a port open to prepare for the software update. Ms. Kastigar said the miner virus utilized the Library's server resources to mine for cryptocurrency on the web. Technology Services Group has been working diligently to resolve the issue; however, the virus caused service interruptions to both Overdrive and Hoopla for a short time. Michael McGinnis, TSG Technician, has expunged the virus from our servers and TLC has been helping to reload the data, free of charge. Mr. McGinnis also upgraded OCPL's servers to Windows 2016 and took the opportunity to increase the servers' random access memory (RAM). Ms. Kastigar stated that TLC assured her the new version of their ILS software solves the vulnerability to miner viruses.

The Volunteer Income Tax Assistance program will begin set-up and training in OCPL's Meeting Room during the first week of January. The volunteer tax service is tentatively slated to begin on January 17.

The Children's Department's new Storytime After Dark program has begun to grow in popularity. Last week, *The Polar Express* was the featured story and attendance numbers grew to 16 children and 10 adults. Starting in January, Dianna Cornett, Children's Assistant and Shelver, will be suspending the biweekly "tween" book club and begin conducting weekly Storytime After Dark programs on Thursday evenings at 7pm.

Ms. Kastigar said she is excited to announce that OCPL will be adding a new collection to the library's holdings: a Library of Things, courtesy of the contributions made in memory of Mr. Hess. Collections containing non-traditional library items have been a popular trend in library services for quite some time, and the Library's new collection will include games, tools, musical

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instruments, arts and crafts kits, cooking implements, etc. OCPL has posted a survey on the website regarding patron interest and the types of items they would like to see included in the collection. Ms. Kastigar said the response from the survey has been extremely positive.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**CARPETING PROPOSALS FOR THE CHILDREN’S DEPARTMENT**

Ms. Kastigar reported that copies of the quotes received from Zambito Flooring America and The Flooring Center were included in this month’s board packet. She then distributed a quote she received from Carpets by Jamison to the trustees. All the quotes are for commercial grade carpet tiles to replace the worn carpeting in the Children’s Department. Ms. Kastigar noted that Zambito Flooring America shared samples of their recommended selections, and their quote also recommended adding a four-inch cove base. The trustees reviewed the proposals, then Mr. Werner motioned to accept the quote from Zambito Flooring America to furnish and install the “Here to There” carpet tiles for the amount of \$18,993.00 to be paid from the Capital Account. Mrs. Harshman seconded.

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

**DOOR REPAIR PROPOSAL**

Dan Jasper of AJ Gray has submitted a proposal to repair four wooden doors on the main floor of the Library. Ms. Kastigar said a copy of the quote was included in this month’s board packet. The doors were damaged during the break-ins that occurred earlier this year. After investigating other options, including replacing the doors with steel doors or installing door latch reinforcers, Ms. Kastigar explained that repairing the doors is the most cost-effective option and it will also preserve the original look of the Library. The proposal includes sanding the damaged areas of the doors, then staining the sanded areas to match the current finish. Mr. Werner moved to accept the quote from AJ Gray to repair the Director’s Office, Office Manager’s Office, and Maintenance Closet doors for the amount of \$1,000.00. Mr. Phillips seconded.

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

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Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**LIBRARY CREDIT CARDS**

The Library’s current credit card provider is First Choice America Federal Credit Union. Due to credit union policies, OCPL is required to keep a Certificate of Deposit account to serve as collateral for the charge card accounts. The FCA CD currently used for the charge accounts will mature on March 22, 2023. If the CD is cashed in or moved to another financial institution, OCPL will no longer have charge card accounts. Ms. Berisford said the charge cards at First Choice America were a great option at first, however, they are better suited to personal banking and not for businesses or nonprofit organizations. She said a list of the best options for non-profit charge cards along with a comparison chart was included in the December board packet. After reviewing the potential options, Mr. Werner motioned to select WesBanco Bank CommUnity Visa as OCPL’s new credit card provider. Mr. Marquart seconded.

**VOTE:**

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

**PROPOSED AMERICORPS POSITION FOR OCPL ARCHIVES**

Laura Carroll, Assistant Director, has submitted a request to use \$3,000.00 of the recent donation from the Hoffman Foundation toward the matching cost of a part-time AmeriCorps position. Ms. Kastigar said Archives & Special Collections has grown tremendously since its inception in 2014 and Ms. Carroll receives donations on a weekly basis. Since accepting the position as Assistant Director, Ms. Carroll has less time to dedicate to archives work and to keep up with the increasing backlog. The AmeriCorps position would be twenty hours per week from January through December 2023. The Library’s matching funds would be paid in two installments during the year. If approved, OCPL has the option to request a specific candidate and will be able to select an appropriate local history expert and trained archivist to assist, maintain, and grow the Library’s Archives & Special Collections. After discussion, Mrs. Harshman moved to approve the request to become an AmeriCorps sponsor site and host a part-time position for Archives & Special Collections at a cost of \$3,000 to be paid from the Archive Fund. Mr. Phillips seconded.

**VOTE:**

Mrs. McCamic	YES
Mr. Marquart	YES



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Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

There being no further business, Mr. Werner moved to adjourn the meeting at 5:51 p.m.  
Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford  
Office Manager