



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 19, 2023
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Board Chairman; Greg Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Tony Werner

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 4:15 pm.

MINUTES: Mrs. Harshman motioned to approve the March 15, 2023, board meeting minutes as presented. Mr. Marquart seconded.

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

Mr. Turak arrived to the meeting at 4:17 pm. 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.

NEW BUSINESS

EXECUTIVE SESSION – UPDATE FROM CHRISTIAN TURAK

Mr. Marquart motioned to enter Executive Session at 4:18 p.m. to discuss the legal matter. Mrs. Harshman seconded.

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

Mr. Turak left the meeting at 4:45 pm.

Mr. Phillips moved to exit Executive Session at 4:47 pm. Mrs. Harshman seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,949.33
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		361,918.17
WesBanco Operating Money Market Savings		698,874.87
WesBanco UOVHR Fund Account Checking		11,885.84
Main Street Bank Archive Nonprofit Savings		40,152.73
United Bank Operating CD - #2		113,185.70
Main Street Bank Operating CD - A		110,471.82
First Choice America Capital CD - B		111,709.03
TOTAL	\$	1,450,147.49

Revenue received: March 2023

County Commission	\$	296,513.84
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		175.51
Photocopies		824.80
Contributions		25,328.30
Interest Earned		650.91
Book Sale		139.50
Out of State Patrons		70.00
Other: Operating Supply CR – 131.00, UOVHR CR – 69.80, Operating CD Int – 551.29, Book CR – 276.06		1,028.15
TOTAL	\$	373,909.84

CONTRIBUTIONS

Memorial Contributions

In Memory of Jean Scenna Ferrante Amy Petrini	\$	20.00
In Memory of Lester “Ted” Hess Anonymous		25,000.00
In Memory of Sandra Renshaw – For Outreach Services FYE2024 Mark & Sally Gronner		100.00
Paula & Edward Reese		100.00
Judith Craig		30.00
Mary & Ralph Wheaton		25.00
Pam Ewusiak		20.00

General Contributions

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Donation				
	Anonymous			33.30
		TOTAL	\$	25,328.30

INVOICES

March 2023 Operating #2 Account		\$		81,503.46
March 2023 Transfer to Payroll				42,143.30
March 2023 EFTPS Deposit				12,270.60
March 2023 ACH Debit (WesBanco BillPay)				33.40
March 2023 ACH Debit (Retirement)				7,855.35
March 2023 EFT (WV State Tax)				1,656.00
March 2023 EFT (OH State Tax)				374.00
March 2023 ACH Debit (AFLAC)				62.85
March 2023 EFT (WesBanco - Elan Financial Services)				1,937.57
March 2023 Capital Fund				785.00
March 2023 Operating #2 Account Voided Checks		-		402.84
		TOTAL	\$	148,218.69

WARRANTS

March 2023 Operating #2 Account		\$		81,503.46
Warrants #32906 - #32954				
March 2023 Transfer to Payroll				42,143.30
March 2023 EFTPS Deposit				12,270.60
March 2023 ACH Debit (WesBanco BillPay)				33.40
March 2023 ACH Debit (Retirement)				7,855.35
March 2023 EFT (WV State Tax)				1,656.00
March 2023 EFT (OH State Tax)				374.00
March 2023 ACH Debit (AFLAC)				62.85
March 2023 EFT (WesBanco - Elan Financial Services)				1,937.57
March 2023 Capital Fund				785.00
Warrant #653				
March 2023 Operating #2 Account Void Checks		-		402.84
Warrants #32907 - #32908				
		TOTAL	\$	148,218.69

VERIFICATIONS

Total Operating Balances as of February 2023		\$		475,255.84
+ March 2023 Revenue				373,909.84
-March 2023 Expenditures				148,218.69
		SUBTOTAL	\$	700,946.99
United Bank Operating CD - #2				112,634.41
Main Street Bank Operating CD - A				110,471.82
First Choice America Operating CD – B				111,709.03
		CD SUBTOTAL	\$	334,815.26

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Capital Balances as of February 2023			362,419.55
Archive Fund Balances as of February 2023			40,149.65
UOVHR Fund Balances as of February 2023			11,816.04
	TOTAL	\$	1,450,147.49

INVOICES AND WARRANTS: Mr. Marquart motioned to approve the March Financial Report as presented. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: There were no public input/presentations.

ANNOUNCEMENTS: There were no announcements.

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

The April 2023 tax revenue from the Board of Education has been received in the amount of \$49,178.83. The Ohio County Commission February tax distribution totaling \$280,521.19 has also been received. The final Grants-in-Aid payment for 2022-2023 of \$55,817.00 has been distributed by the WV Library Commission.

On March 18, 2023, Governor Jim Justice signed the Budget Bill. This year, there were no changes made to the budget submitted by Arts, Culture, and History, which now includes WV Libraries and Grants to Public Libraries. In addition, Ms. Kastigar said Curator Randall Reid-Smith was able to appropriate an additional \$2 million dollars. She stated that \$292,212 of the funds will be used to offset the reduction in Grant-In-Aid to libraries that lost enough population to impact their GIA allocation, with another \$1 million to be set aside for the Library Improvement Facility Fund.

The first payment to Envisionware for the RFID installation has been submitted and received. Ken Adams, OCPL’s sales representative, will be visiting the Library on Tuesday, April 25 to tour the facility. On Thursday, April 27, Ms. Kastigar said that she and several staff members will be participating in a Zoom call with the Envisionware implementation team to plan the stages of the RFID conversion.

The WVLA’s Annual Spring Fling Conference was held from April 11 through April 14. The event took place through a series of virtual meetings. Ms. Kastigar said she attended several meetings during the conference. Topics covered during the conference included: procurement requirements, public library policies, library makerspaces, forming Friends of the Library groups, cybersecurity, library statistics and reporting, passive programming, video gaming, and

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Library restroom use and abuse. Ms. Kastigar said the virtual conference was very informative and helpful.

The WVDeli consortium met on Tuesday, April 18. The meeting began with a presentation from the Consortium's Overdrive representative, Todd Warhola. Mr. Warhola presented the group with usage statistics for the past year. Ms. Kastigar reported that online usage continues to grow steadily. After the meeting, Laura Carroll, Assistant Director, compared OCPL's physical circulation to its online circulation statistics. Ms. Carroll reported that the Library's online circulation has now overtaken physical materials by about 56% to 44%.

National Library Week will be held from April 23 through April 29. During the event, OCPL will have drawings for prizes, goodie bags for people who stop in, and a book bingo competition that patrons can submit either in person or online to enter a drawing to win a tablet or wireless earphones. In addition, the Children's Department will be holding a coloring contest. The Annual Spring Book Sale will be held Saturday, April 22, Monday, April 24, and Tuesday, April 25.

On Tuesday, May 9, the Library will be celebrating its 50th anniversary at its current location on 16th Street. Ms. Kastigar invited the trustees to attend the special Lunch with Books celebration that will feature the music of Vinyl Soul, plus 1970s food, trivia, and memories. She added that there will also be a costume contest and she encouraged the trustees to wear their 70's attire in celebration.

The next installment in the People's University series will begin on May 4. The subject for this series will be Japanese Culture. The classes are being held in conjunction with West Liberty University and will be led by their Japanese Outreach Initiative instructor, Manami Kawazoe.

Bekah Karelis, an AmeriCorps volunteer currently working in OCPL's Archives, presented Ms. Kastigar with a proposal to clean up the Library grounds on May 6. As part of her AmeriCorps position, Ms. Karelis needs to complete a community project and suggested the "spruce up" day because of the Library's upcoming 50th anniversary. Ms. Kastigar distributed copies of Ms. Karelis' plan to the trustees. She said the plan includes several projects which includes cleaning up the Library grounds, weeding the Japanese Garden, and removing the shrubs on Eoff Street. Presently, Ms. Kastigar said Erb Electric has also been contacted to see if it would be possible to repair OCPL's sign on 16th Street and convert the fixture to LED. She stated that Ms. Karelis also intends to contact other volunteer organizations in Ohio County to assist herself and the Library staff with the project.

OLD BUSINESS

DISPOSITION OF THE CONFIDENTIAL DONATION IN MEMORY OF MR. HESS

A confidential donation of \$25,000 was received last month in memory of Lester C. "Ted" Hess, former OCPL Board Chairman. The donation was designated as a grant contribution to be used to advance the mission of OCPL. Ms. Kastigar said the check itself indicated that it is to be used

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for general operations. She noted that the revenue numbers for 2023-2024 have been positive overall, and the contribution may not be immediately needed for next year's Annual Budget. After discussion, Mr. Marquart motioned to transfer the \$25,000 donation to the Capital Account, to be used for a special project to be determined at a later date. Mr. Phillips seconded.

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

NEW BUSINESS

COMPUCOM QUOTE FOR PRINTERS FOR CIRCULATION AND CHILDREN'S DEPT.

Ms. Berisford said a quote from Compucom to purchase new Konica Minolta printers for the Circulation Desk and Children's Department was included in this month's board packet. She said both existing Konica Minolta printers, which are eight years old, have reached the end of their serviceable life after frequent daily use. Ms. Berisford said Compucom is based out of Pittsburgh, PA and currently services all the Library's Konica Minolta printers and microfilm machines. She said the model recommended for both the Circulation Desk and Children's Department is a Bizhub 4000i. After reviewing the quote, Mr. Marquart motioned to approve the purchase of two Konica Minolta Bizhub 4000i printers from Compucom in the amount of \$750.00 to be paid from the Capital Account. Mrs. Harshman seconded.

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

REQUEST TO PLACE A ONEBOX AT OCPL

Ms. Kastigar said she was contacted by Will Foster of the WV Drug Intervention Institute. The WV DII and the WV Collegiate Recovery Network launched an overdose prevention initiative entitled "Be the One." The initiative included the distribution and installation of fifty opioid overdose rescue kits, known as Naloxboxes, on college and university campuses across WV. Due to the success of the program, Mr. Foster informed Ms. Kastigar that they would like to expand the initiative to include public libraries in the State. Ms. Kastigar shared copies of an overview of the program with the trustees, and she asked if they would approve of a Naloxbox being installed at OCPL. Mr. Marquart asked if the Naloxbox would be installed in the public areas of the Library or if it could be placed at the Circulation or Reference Desks. Ms. Kastigar said the Naloxboxes could be placed at either location. Mrs. McCamic inquired if the installation of the Naloxboxes would also include classes for the staff on the proper handling of Naloxone. Ms. Kastigar answered that the contents of the Naloxboxes would contain two doses of Intra Nasal Naloxone, written and video instructions on administering Naloxone, and personal protective equipment. She added that when the ONEbox is installed, staff will also receive

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training. Mr. Marquart moved to approve the installation of the ONEbox at the Library. Mrs. Harshman seconded.

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

AUDITORIUM AUDIOVISUAL RENOVATION RFP

The audio system in the auditorium has stopped working. Ms. Kastigar said the amplifier that controls the auditorium audio has been sent to the manufacturer for repairs, but there is no timeline for when the repairs will be completed. She stated that this is the same issue that occurred in 2021. Currently, Library staff have been using the small portable system that was previously used in the auditorium before the installation of the current audio system. Ms. Kastigar said OCPL requested funds from the City of Wheeling as part of its ARPA application to renovate the auditorium’s audiovisual system. She stated a draft of the RFP for the auditorium A/V renovation has been completed, and she distributed copies to the trustees. Mrs. McCamic asked if there will be an issue with requesting the proposals to renovate the auditorium audio system without first receiving the funds from the City. Mr. Marquart answered that it should not be an issue. Mrs. McCamic then asked if there are any local vendors who may be interested in providing a proposal. Ms. Kastigar said she plans to contact several local vendors as well as some companies located in the Pittsburgh area. Mr. Marquart motioned to approve the RFP for the Auditorium Audio-Visual Renovation. Mrs. Harshman seconded.

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

WESBANCO ENDOWMENT TRUST DISTRIBUTION FOR 2023-24

At the September 2022 board meeting, Janet Shelburne of WesBanco Trust and Investment Services informed the trustees that the Library is required to resume taking income from the investment account per the Endowment Fund Trust Account agreement. Regarding the distribution of the annual income after the initial disbursement this year, Ms. Kastigar said the annual income does not have to be distributed monthly and the trustees could decide that it should be taken quarterly or yearly. She explained that once the board members have decided on how they would prefer to have the trust income distributed, the trustees will need to share an excerpt of the board meeting minutes confirming their acceptance of the current resolution. Ms. Kastigar said she contacted Ms. Shelburne regarding the distribution amount for the 2023-2024 fiscal year. Ms. Shelburne informed her that OCPL could expect the distribution amount to range between \$20,000 and \$25,000. After a brief discussion, Mr. Marquart motioned to resume taking the annual income from the WesBanco Endowment Trust, to be distributed on a quarterly basis. Mrs. Harshman seconded.

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

2023-24 ANNUAL BUDGET

Ms. Berisford distributed copies of the preliminary 2023-2024 Annual Budget to the trustees.

EXECUTIVE SESSION

Mr. Marquart motioned to enter Executive Session at 5:17 pm to discuss personnel matters pertaining to the 2023-2024 Annual Budget. Mrs. Harshman seconded.

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

Mr. Marquart motioned to exit Executive Session at 6:10 pm. Mrs. Harshman seconded.

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 6:11 pm. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager