



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 19, 2020
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Anthony Werner, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

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. Werner noted a wording change in the board meeting minutes of July 15, 2020. Mr. Werner motioned to approve the board meeting minutes as modified. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	17,972.98
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		145,147.73
WesBanco Operating Money Market Savings		655,081.97
Main Street Bank Archive Nonprofit Savings		15,000.32
Main Street Bank Operating CD - B		111,089.00
First Choice Operating CD - A		107,471.36
United Bank Capital CD - #1		109,550.23
TOTAL	\$	1,161,313.59

Revenue received: July 2020

County Commission	\$	6,225.92
Board of Education		75,693.63
State Basic Grants-in-aid		56,600.00
Fines		55.45
Photocopies		64.05
Contributions		193.04
Interest Earned		209.47
Book Sale		1.00

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Out of State Patrons		5.00
Other: Operating Supply CR – 15.00, Book CR – 58.51, Postage CR – 2.00, Capital CD Int – 542.33, Operating CD Int – 928.61		1,546.45
	TOTAL	\$ 140,594.01

OPERATING CONTRIBUTIONS

Susan Smith - Donation	\$	20.00
Robert Rine – Donation		100.00
Chris & Linda Neuhart – In memory of Jan Hendrickson		25.00
Maryann Mamula & Alaina Schaefer – In memory of Charlie McCleery		17.99
Anonymous		30.05
	TOTAL	\$ 193.04

INVOICES

July 2020 Operating #2 Account	\$	100,881.95
July 2020 Operating #2 Account Re-issued Check		19.99
July 2020 Operating #2 ACH WesBanco BillPay		33.40
July 2020 Transfer to Payroll		63,879.67
July 2020 EFTPS Deposit		19,705.82
July 2020 ACH Debit (Retirement)		8,228.58
July 2020 EFT (WV State Tax)		1,750.00
July 2020 EFT (OH State Tax)		320.00
July 2020 ACH Debit (Unemployment Security)		956.55
July 2020 Capital Account		8,114.00
	TOTAL	\$ 203,889.96

WARRANTS

July 2020 Operating #2 Account	\$	100,881.95
Warrants #31049 - #31108		
July 2020 Operating #2 Account Re-issued Check		19.99
Warrant #30803		
July 2020 Operating #2 ACH WesBanco BillPay		33.40
July 2020 Transfer to Payroll		63,879.67
July 2020 EFTPS Deposit		19,705.82
July 2020 ACH Debit (Retirement)		8,228.58
July 2020 EFT (WV State Tax)		1,750.00
July 2020 EFT (OH State Tax)		320.00
July 2020 ACH Debit (Unemployment Security)		956.55

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July 2020 Capital Account		8,114.00
Warrant #620 -622		
	TOTAL	\$ 203,889.96

VERIFICATIONS

Total Operating Balances as of June 2020		\$ 729,735.02
+ July 2020 Revenue		140,594.01
-July 2020 Expenditures		203,889.96
	SUBTOTAL	\$ 666,439.07
Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78
United Bank Capital CD - #1		109,007.90
	CD SUBTOTAL	\$ 326,639.65
Capital Balances as of June 2020		153,237.63
Archive Fund Balances as of June 2020		14,997.24
	TOTAL	\$ 1,161,313.59

Mrs. Harshman motioned to approve the July 2020 Financial Report. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	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. Thomas reported on the following:

Ms. Thomas shared a thank you card with the trustees from Dawn Andlinger, Cataloging Assistant. In the card, Ms. Andlinger thanked the trustees and staff for flowers sent after her father’s recent passing.

Mary Nicholson, who was the wife of OCPL’s former security guard, George Nicholson, and the mother-in-law of current OCPL Operations Manager, Lori Nicholson, passed away on August 13.

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Ms. Thomas said the Library sent cards and flowers to the family on behalf of the trustees and staff. She said that Lori Nicholson also recently lost her oldest brother who passed away on August 2. The Library staff has taken up a collection for Lori and her family to help with funeral expenses.

Nettie McClure, Children's Assistant, is currently on sick leave recovering at home from a recent surgery. Ms. McClure is scheduled to return to work the week of September 21.

Jennifer Clarke, Circulation Clerk, recently resigned. Her last day of work was August 18.

The brother of Dr. Charles Julian, former OCPL Trustee, passed away on August 10. Ms. Thomas said a card was sent to Dr. Julian on behalf of the Library trustees and staff.

The quarterly WV Deli meeting was held on July 21 via Zoom. Ms. Thomas reported that KKR & Company Inc., who recently acquired Overdrive from Rakuten, also just purchased RBDigital, another downloadable company used by WV Deli. All RBDigital content in the WV Deli collection will be added to the Overdrive collection in WV Deli by the company. This merger may cause problems for patrons trying to access the WV Deli online collection. She asked the trustees who regularly use the WV Deli collection to alert her if they experience any problems downloading materials.

Vertical Transport Consulting inspected the Library's elevator and dumbwaiter on August 13. The elevator inspection went well, but the dumbwaiter is in need of repair. Ms. Thomas reported that the top door of the dumbwaiter is opening too far when the unit is away from the floor. A work order has been sent to Thyssenkrupp Elevator Corporation to repair the dumbwaiter.

The new garage doors will be delivered to Wheeling Door Company on September 2. Ms. Thomas reported that the doors are scheduled to be installed the following week.

The annual presentation on the Library's WesBanco Endowment Trust account is scheduled for the September board meeting. Ms. Thomas said she would contact Jan Shelburne to confirm that she and Robert Becerra will be able to attend the meeting.

OLD BUSINESS

UPDATE ON OCPL'S CURBSIDE SERVICE

Ms. Thomas reported that the Library's curbside service continues to do well. She said she and the staff have been working on plans to expand OCPL's current service as safely as possible. Plans to allow patrons to visit the Library by appointment are currently being developed. Ms. Thomas said the

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goal would be to begin the expanded service by approximately September 21. She stated a total of 10 patrons would be allowed in the building at a time and the appointments would be one hour long. Ms. Thomas said OCPL currently offers an emergency computer for brief access for patrons needing to apply for work, fill out registrations, and other important tasks. Once the Library opens by appointment, she said two additional public access computers will be added for a total of three. Ms. Thomas said that she has continued to closely monitor other libraries throughout the northern panhandle and the Upper Ohio Valley. She said the St. Clairsville Public Library has two entrances like OCPL with one entrance being used for curbside delivery only and the other entrance for patrons to enter and exit the Library. Ms. Thomas said that only one entrance can be used at OCPL as well. She said the Library's security guard will return to work to assist with patron appointments and to ensure that social distancing, mask wearing, and other safety guidelines are being followed. Mr. Werner asked if patrons will be notified when they make appointments of the restrictions within the building. Ms. Thomas stated that she is working towards outlining the entire plan for re-opening, detailing the specifics for patrons, and posting it prominently on the Library's website. She said there will also be prominent signage in the Library and information given to patrons when they call to make appointments. Ms. Thomas said she has been researching other public libraries and shared that some have restricted access to only one family appointment at a time while others are not allowing children at all. She stated that she discussed the matter with Lee Ann Cleary, Children's Specialist, who recommended allowing one family at a time. Mr. Werner asked how patrons would be able to make appointments. Ms. Thomas answered that patrons will be able to make appointments online or by phone. Mr. Werner recommended setting up all the appointments to begin on the hour. Mrs. Harshman suggested warning patrons before the end of the hour. Ms. Thomas said she is working on writing up the formal plan of the Library's re-opening for next month's board meeting for the trustees to review. She asked the trustees to let her know if they have any additional suggestions.

Ms. Thomas said since OCPL is planning to open by appointment on Monday, September 21, some protective equipment and shields will need to be purchased before the next board meeting. She stated that Ms. Berisford has been researching options for the Library's PPE and safety shields for the circulation and reference desks. Ms. Berisford said a handout with photos and pricing of an option for the safety shields was placed on the trustees' tables. She said she is continuing to research options for the safety shields and the handout she distributed lists a "wish list" of items. Due to the cost, Ms. Berisford said she would like to purchase one of the 4-foot protective screens listed on the handout to ensure it will suit the Library's needs before purchasing all the items. She said that one screen can be purchased from the regular operating budget. Ms. Berisford said it has been difficult to find safety shields that will provide the necessary coverage for the circulation desk as it is an unusual shape and shields cannot be hung from the ceiling because of the overhead canopy and lighting above the desk. Ms. Thomas said that since several employee workstations have been moved to the public computer access area in order to follow social distancing guidelines, she recommends contacting a local construction company to hang plastic sheeting around this work area to shield employees while also leaving access to the Wheeling Room. She said the public restrooms will also remain closed just as other local libraries have done. Ms. Thomas said the only establishments that must offer restrooms

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are those that sell food. Mr. Phillips suggested placing signage on the main entrance that the restrooms would be unavailable. Mrs. McCamic asked if one of the screens could be purchased using the Capital Account without a motion from the board since it would be under \$500. Ms. Berisford said the screen could be purchased using funds allocated for Operating Supplies in this year's Annual Budget. She said the line item is currently underspent due to the Library's limited operations due to COVID-19.

Mrs. McCamic asked if patrons continue to be happy with OCPL's curbside services. Ms. Thomas stated that the service has gone smoothly and referred to the July Service Report included with the handouts on the trustees' table. She said adult circulation is down about half compared to last year's statistics. Ms. Thomas stated that children's circulation has suffered the most due to the Library's limited operation. She said she has been contacted by several Ohio County schools and has already begun receiving school orders. Ms. Thomas said that in years past, teachers would request classroom sets of books, but now due to COVID-19 individual books will need to be purchased for each student. She also shared that she has been contacted by Triadelphia Middle School and they have requested library cards for their entire student body so they can access the Library's downloadable materials. Ms. Thomas said she would continue to develop the plan for OCPL's re-opening to be further discussed at the September board meeting.

REVIEW AND APPROVAL OF EDITS AND UPDATES TO EPIDEMIC AND PUBLIC EMERGENCY POLICY

Ms. Thomas said the final draft of the Epidemic and Public Emergency Policy has not been completed. She said due to working on the re-opening plan, she was not able to get time to complete the editing of the policy so that it would be more specifically worded for OCPL.

NEW BUSINESS

WALTERS CONSTRUCTION QUOTE TO REPAIR AND UPDATE HANDRAILS IN THE AUDITORIUM AND STAIRS

Ms. Thomas said the quote from Walters Construction to update and repair the loose handrails in the 16th Street entrance stairwell and all the handrails in the auditorium was included in this month's board packet. Ms. Thomas said she spoke with Mr. Marquart, and he said that the quote was reasonable considering the difficulty of the job. Ms. Thomas stated that the existing handrails would be straightened and new supports would be installed. Mr. Werner motioned to approve the quote to repair and update the handrails in the auditorium and stairwell from Walters Construction in the amount of \$6,400 to be paid out of the Capital Account. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES

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Mr. Phillips	YES
Mrs. Harshman	YES

RENEWAL OF CERTIFICATE OF DEPOSIT AT MAIN STREET BANK

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. After reviewing the rates and terms, Mr. Werner motioned to let the current Main Street Bank CD mature on August 29 and open a new CD at United Bank for a term of 13 months with an interest rate of 0.50%. Mrs. Harshman seconded.

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

ANNUAL FINANCIAL REPORT TO WEST VIRGINIA LIBRARY COMMISSION

Ms. Thomas said a copy of the COVID-19 waiver request from the WV Library Commission was included in this month's board packet. She said the form is to request that certain requirements of the Library Commission's Administrative Rules and Regulations be waived because of the COVID-19 crisis. Ms. Thomas said that the one requirement none of the public libraries are in compliance with this year is the number of hours open to the public.

REQUEST FROM HERITAGE HELPERS FOR A LANDSCAPING PROJECT AT OCPL

Ms. Thomas said she was contacted by Heritage Helpers, local volunteers, who would like to do a landscaping project for the Library. She stated that they would like OCPL to purchase the necessary materials and they would volunteer to perform the work. Ms. Thomas said they would like to plant along the walk by the 16th Street entrance and around the flagpole. She explained that the children who attend story times usually plant flowers by the 16th Street entrance, but due to COVID-19 this year they were unable to do so. Mr. Werner said that he is amiable to the request and asked if they are affiliated with other organizations in the area. Ms. Thomas said the member who contacted her did not specify if they were connected to other groups, but she would reach out to obtain some additional information. Mrs. McCamic said that now is not the best time to be doing a landscaping project since it is so late in the planting season and the weather has been so dry. She said it may be better to invite the group to contact the Library next spring. After discussion, the trustees agreed to decline the offer from Heritage Helpers at this time. Ms. Thomas said she would contact the group for both additional information on Heritage Helpers and to let them know the trustees' decision.

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There being no further business, Mr. Werner motioned to adjourn the meeting at 5:13 p.m.
Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper