



MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2019
WEDNESDAY, 4:15 P.M.

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Sister Mary Clark, Edward Phillips

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Heidi Kossuth and William Paras of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. She changed the order of the meeting so that Ms. Kossuth and Mr. Paras could give their presentation.

NEW BUSINESS

ANNUAL UPDATE ON OCPL'S TRUST ACCOUNT – SECURITY NATIONAL TRUST

Mr. Paras presented an annual report of the Ohio County Public Library's investment account. He distributed a copy of the report to the trustees (see attachments). Mr. Paras stated OCPL's investment account has a balanced objective. He said OCPL's current 60/40 range mix between fixed income and equity investments has done very well. Mr. Paras asked the trustees if they anticipated the need to draw cash from the investment account in the near future. Mr. Marquart answered that no funds were needed at this time. Mr. Paras then recommended reducing the money market proceeds and adding them to the fixed income and equity holdings. He proceeded to review the Library's holdings for the trustees.

Mr. Marquart asked Mr. Paras what his expectations were for the state of the market over the next twelve months. Mr. Paras said he anticipates that the Federal Reserve will not raise interest rates in the near term and he also expects to see improvements in the international market. He referred to the Library's asset class review and said the Library's portfolio is slightly under the benchmark for this fiscal year. However, for the entire life of the account beginning December 1, 2010, up through the last report which ended on October 31, 2019, Mr. Paras said OCPL's investments are right on track. He reiterated that OCPL's current strategy of keeping a balanced investment objective has been very beneficial to the portfolio. Mrs. McCamic thanked both Mr. Paras and Ms. Kossuth for attending the meeting. On a personal note, Ms. Kossuth said her mother was a graduate of the OVGH School of Nursing and she wished to thank OCPL and the Board of Trustees for their assistance in saving the historical items from OVGH and OVMC museum after the closure of Ohio Valley Medical Center. Mr. Paras and Ms. Kossuth left the meeting at 4:27 p.m.

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MINUTES: Mr. Phillips motioned to approve the October 9, 2019 board meeting minutes. Sr. Mary Clark seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,536.38
Payroll Account Checking		-
Capital Money Market Savings		78,278.03
Operating Money Market Savings		891,147.16
Operating CD – Main Street Bank B		109,450.07
Operating CD – First Choice A		106,439.03
Capital CD – United Bank #1		107,924.20
TOTAL	\$	1,294,774.87

Revenue received: October 2019

County Commission	\$	142,994.59
Board of Education		-
State Basic Grants-in-aid		56,600.00
Fines		687.67
Photocopies		710.00
Contributions		386.43
Interest Earned		78.49
Book Sale		98.50
Out of State Patrons		25.00
Other: Operating Supply CR – 219.00, Book CR – 57.47		2,760.05
Telephone CR – 1,222.94, Capital CD Int – 541.60,		
Operating CD Int – 719.04		
TOTAL	\$	204,340.73

OPERATING CONTRIBUTIONS

Judith Boren – Donation	\$	25.00
Roseanna Keller – For meeting room use		50.00
Bonnie Thurston – For Poetry Collection		300.00
Anonymous		11.43

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TOTAL \$ 386.43

INVOICES

October 2019 Operating #2 Account	\$	95,589.39
October 2019 Operating #2 ACH WesBanco BillPay		32.20
October 2019 Transfer to Payroll		42,984.64
October 2019 EFTPS Deposit		13,207.74
October 2019 ACH Debit (Retirement)		8,502.88
October 2019 EFT (WV State Tax)		1,758.00
October 2019 EFT (OH State Tax)		374.00
October 2019 ACH Debit (Unemployment Security)		230.55
October 2019 Capital Account		3,670.50
TOTAL	\$	166,349.90

WARRANTS

October 2019 Operating #2 Account	\$	95,589.39
Warrants #30557 - #30621		
October 2019 Operating #2 ACH WesBanco BillPay		32.20
October 2019 Transfer to Payroll		42,984.64
October 2019 EFTPS Deposit		13,207.74
October 2019 ACH Debit (Retirement)		8,502.88
October 2019 EFT (WV State Tax)		1,758.00
October 2019 EFT (OH State Tax)		374.00
October 2019 ACH Debit (Unemployment Security)		230.55
October 2019 Capital Account		3,670.50
Warrant #613		
TOTAL	\$	166,349.90

VERIFICATIONS

Total Operating Balances as of September 2019	\$	852,289.63
+ October 2019 Revenue		204,340.73
-October 2019 Expenditures		166,349.90
SUBTOTAL	\$	890,280.46
Operating CD Main Street Bank B		108,905.22
Operating CD First Choice A		106,264.84
Capital CD United Bank #1		107,382.60
CD SUBTOTAL	\$	322,552.66
Capital Balances as of September 2019		81,941.75
TOTAL	\$	1,294,774.87

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Mrs. McCamic asked if the Ohio County Board of Education tax revenue from October has been received. Ms. Thomas answered that the Library received a check in the amount of \$66,617 from the Board of Education and it will be reflected in the November Financial Report. Ms. Thomas distributed the October 2019 investment statements from WesBanco and Security National Trust. Mr. Werner motioned to accept the October 2019 Financial Report as tendered. Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

PUBLIC INPUT/PRESENTATION:

There was no public input.

ANNOUNCEMENTS:

Ms. Thomas distributed invitations to the trustees for OCPL's 2019 Awesome Author Creative Writing Contest Awards Reception which will be held Monday, November 25th at 7 p.m. in the Library's auditorium. Mrs. McCamic asked if the grades will be split again this year. Ms. Berisford answered that it would be the same as last year. She said the fall Awards Reception will be for fifth and sixth grade students and then a spring program will be held for third and fourth grade students.

OCPL's annual staff Christmas Luncheon will be held on Tuesday, December 10, from noon to 2 p.m. Ms. Thomas said the trustees are welcome to attend and distributed their invitations.

Gail Bender's retirement party will be held on Wednesday, December 18th from 2 p.m. to 4 p.m. to celebrate her 43 years with the Library. Ms. Thomas said the trustees will receive their official invitations in the mail.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

WVLA's Annual Fall Conference was held on October 16 -18 in Shepherdstown. Ms. Thomas said she and Julia Bachmann, Outreach Specialist, attended the conference this year. She stated that overall it was a very good conference and it provided an excellent opportunity to connect with other library directors in the state.

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The annual WV Deli Consortium meeting was held on October 22 in Clarksburg. At the annual meeting, the election of officers is held. Ms. Thomas said she had informed the group that she was ready to step down as chair after two years of serving in that position. She said the newly elected chair is Seth Newell of Kanawha County Public Library. The members also discussed Baker & Taylor's proposal to convert the consortium's entire collection to the company's Axis 360. The consortium voted unanimously against the proposal from Baker and Taylor.

Ms. Thomas said she and Mr. Marquart attended the United Way's Donor Appreciation Breakfast honoring Lawrence E. Bandi, President of Wheeling Catholic Central High School, on November 6th.

OCPL's annual Staff Continuing Education Day was held on Veterans Day. Virginia Shellhammer of Youth Services Systems in Wheeling discussed the Safe Place program and reviewed Safe Place procedures for the staff. Ms. Thomas said that during the course of the day, staff reviewed several topics that included the Library's newest databases, navigating OCPL's new website platform and app, and the features of the new Zoho email software.

An invoice from Johnson Boiler Works has been received in the amount of \$4,563.84 for the recent replacement of the boiler's programmer. Ms. Thomas said the original programmer was still on the boiler.

The Library's 2006 Toyota Sienna stopped running and had to be towed to Jim Robinson Toyota on October 14. The starter on the van had to be replaced at a cost of \$375.00. Ms. Thomas said the repairs will be charged to the Vehicle Maintenance line item in the budget.

Bob Workman, Custodian, contacted Greg Parisi from United Electric to inspect the recessed can lights in the Wheeling Room and the auditorium that no longer work and need to be replaced. In order to replace the lights, Mr. Parisi said it would be necessary to remove the entire ceiling to access the fixtures and wiring. Mr. Marquart suggested contacting Yahn Electric and United Electric to receive a quote to replace the recessed lights in the Auditorium and Wheeling Room that would also include the replacement of the ceiling.

Ms. Thomas said the handrails in the auditorium have become loose and suggested contacting Walters Construction to have the handrails remounted. Mrs. McCamic asked if all the handrails in the auditorium should be replaced. After discussion, Mr. Marquart said he would take a look at the handrails for the next board meeting to determine if they need to be replaced.

On Thursday, October 31, one of the skylights in the Wheeling Room began to leak during a hard rain with high winds. Ms. Thomas said she contacted Glass Unlimited; however, they do

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not repair or install skylights. She said she then contacted Mansuetto Roofing to inspect the skylight. Mansuetto found a bolt on the skylight that needed to be replaced and caused the dome to leak. They also cleaned the cracked sealant around the skylight domes and resealed the dome and screws with silicone sealant.

WVLC's annual meeting for library directors was held on November 13th. At the meeting, Ms. Thomas said Karen Goff, WVLC Executive Secretary, went into further detail about the recent transfer of the Library Commission's Network Services technicians and system administrators to the State Office of Technology. Once the current network technicians and system administrators retire or transfer to a different position, the positions will be eliminated permanently. Ms. Thomas said this could create issues for the smaller libraries throughout the state who depend on the Library Commission to manage their network, online card catalogs, and patron database systems. She said Ms. Goff recommended that libraries start to investigate local options for technology support and possibly integrated library software systems as well.

Ms. Thomas distributed a quote from Technology Services Group for their Premium Help Desk Support. This feature would provide tech support on a 24/7 basis. She said she contacted TSG after OCPL's network went down late on a Friday afternoon and remained down all weekend. Ms. Thomas stated the current monthly maintenance plan, entitled TSG-Connect Managed Services Suite, from TSG costs \$942.05. Adding the Premium Help Desk Support to the monthly plan would increase the cost to \$3,752.00 per month. Mr. Werner asked if the increased support cost would offset additional repairs if a problem were to erupt. Ms. Thomas said the quote indicates that technical support would be covered but equipment costs would not be included. Ms. Thomas added that the last issue with the Library's network stemmed from failing switches. She said this could be averted by ordering new equipment in a timelier fashion prior to the current equipment wearing out and dying. After discussion, the trustees decided to stay with the current monthly maintenance plan.

Ms. Thomas distributed the Fall 2019 Children's Department Report. She said Lee Ann Cleary, Children's Specialist, has been very busy with school field trips through OCPL's partnership with Ohio County Schools' Leaders in Literacy Program. In addition, Ms. Thomas said all the fifth grade students from Woodsdale Elementary visited the Library's Archives Department and participated in workshops presented by Laura Carroll, Archivist, Sean Duffy, Adult Programming Coordinator, and Erin Rothenbuehler, Web Administrator. She said a group of Wheeling Park High School students also attended to assist the Woodsdale students with their archiving project. Mrs. McCamic added that Ms. Carroll, Mr. Duffy, and Ms. Rothenbuehler also provided a presentation on archiving photographs to Linsly's Photography Class students this month.

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OLD BUSINESS

OCPL POLICY REVIEW – PERSONNEL POLICIES & MATERIALS DONATION POLICY

Due to the remaining items on the agenda, the trustees agreed to postpone the discussion of Personnel Policies Part 4 until the December board meeting. Ms. Thomas distributed copies of the West Virginia Library Commission policies for the trustees to review for the December board meeting. She said the WVLC policies are a set of three minor policies that pertain to OCPL’s activities in association with state activities like Legislative Day. She said these are the final policies of OCPL that need to be reviewed and possibly revised. Mrs. McCamic said that these three policies would be included in next month’s review along with the final section of Personnel Policies.

NEW BUSINESS

QUOTE FROM SAVAGE CONSTRUCTION FOR CONCRETE PAD FOR LIBRARY’S DUMPSTER

Ms. Thomas distributed a quote from Savage Construction for a concrete pad for the Library’s dumpster. She said the ground where the dumpster usually sits has become worn down over time and it has become difficult for Republic Services to empty the dumpster from the grassy area because they cannot get the prongs under the dumpster to lift and empty it. As a result, they have been leaving the dumpster on OCPL’s parking lot where it makes it difficult for cars to enter and leave the last parking space facing Chapline Street. Ms. Thomas said Bob Workman, Custodian, recommended having a concrete pad poured to prevent wear and tear on the pavement in the parking lot. Mr. Marquart said it is also possible for the wheels of the dumpster to sink into the blacktop of the parking lot on hot days. He motioned to approve the quote from Savage Construction to form and pour a concrete pad for the Library’s dumpster. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

RENEWAL OF CERTIFICATE OF DEPOSIT – FIRST CHOICE AMERICA CFCU

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. After reviewing the rates and terms, Mr. Marquart motioned to let the current First

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Choice America CD renew for a term of 25 months with the interest rate of 1.35%. Mr. Werner seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

TRANSFER OF FUNDS TO CAPITAL ACCOUNT

Ms. Thomas reported that the Capital Account balance is currently \$29,814.96. She stated since the parking lot repaving project has been completed, it will be necessary to transfer additional funds into the Capital Account to cover that cost and to provide for any future capital expenses this fiscal year. After discussion, Mr. Marquart moved to transfer \$100,000 from the Library's Operating Account to the Library's Capital Account. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

PURCHASE OF HOLIDAY GIFT CERTIFICATES FOR EMPLOYEES

After discussion of the holiday gift certificates for staff, Sr. Mary Clark moved to approve the purchase of Kroger gift certificates for all full-time and part-time staff members. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:26 p.m. Sr. Mary Clark seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES
Mr. Werner YES

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Sr. M. Clark	YES
Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper