



**MINUTES
BOARD OF TRUSTEES MEETING
DECEMBER 11, 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

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

MINUTES: Mr. Phillips motioned to approve the November 20, 2019 board meeting minutes. Mr. Werner seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,585.14
Payroll Account Checking		-
Capital Money Market Savings		29,814.96
Operating Money Market Savings		809,379.99
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	\$	1,164,593.39

Revenue received: November 2019

County Commission	\$	-
Board of Education		66,617.00
State Basic Grants-in-aid		-
Fines		722.29
Photocopies		712.90
Contributions		2,069.03
Interest Earned		114.28

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Book Sale	117.00
Out of State Patrons	20.00
Other: Operating Supply CR – 36.50, Book CR – 31.30, Adult Programming CR – 10.00	77.80

TOTAL \$ 70,450.30

OPERATING CONTRIBUTIONS

Diane Stomp – Donation	\$ 25.00
The Lucas Family – In memory of Edna Barger	30.00
Wheeling Arts & Culture Commission – For People’s Univ. Wheeling 250 Series	2,000.00
Anonymous	14.03

TOTAL \$ 2,069.03

INVOICES

November 2019 Operating #2 Account	\$ 85,254.07
November 2019 Operating #2 ACH WesBanco BillPay	32.20
November 2019 Transfer to Payroll	43,123.05
November 2019 EFTPS Deposit	13,254.24
November 2019 ACH Debit (Retirement)	8,509.21
November 2019 EFT (WV State Tax)	1,756.00
November 2019 EFT (OH State Tax)	376.00
November 2019 Capital Account	48,470.00
November 2019 Operating #2 Voided Checks	- 142.99

TOTAL \$ 200,631.78

WARRANTS

November 2019 Operating #2 Account	\$ 85,254.07
Warrants #30622 - #30690	
November 2019 Operating #2 ACH WesBanco BillPay	32.20
November 2019 Transfer to Payroll	43,123.05
November 2019 EFTPS Deposit	13,254.24
November 2019 ACH Debit (Retirement)	8,509.21
November 2019 EFT (WV State Tax)	1,756.00
November 2019 EFT (OH State Tax)	376.00
November 2019 Capital Account	48,470.00
Warrant #614	
November 2019 Operating #2 Voided Checks	- 142.99
Warrants #30225, #30661, & #30665	

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	TOTAL	\$	200,631.78
VERIFICATIONS			
Total Operating Balances as of October 2019		\$	892,683.54
+ November 2019 Revenue			70,450.30
-November 2019 Expenditures			200,631.78
	SUBTOTAL	\$	762,502.06
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
	CD SUBTOTAL	\$	323,813.30
Capital Balances as of October 2019			78,278.03
	TOTAL	\$	1,164,593.39

Ms. Thomas distributed the November 2019 investment statements from WesBanco and Security National Trust. She said in addition, two checks have been received that do not show on the November Financial Report. Ms. Thomas reported that the November 2019 tax revenue was received from the Ohio County Board of Education in the amount of \$66,617.00. She said the October 2019 tax revenue from the Ohio County Commission was also received in the amount of \$11,131.25. Mr. Marquart motioned to accept the November 2019 Financial Report as presented. Sr. Mary Clark seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you note sent to Lee Ann Cleary, Children’s Specialist, from Leah Stout of the Ohio County Board of Education. Mrs. Cleary provided a special story time and craft for Ohio County Schools’ students as part of the BOE’s “Parent Connections” event held at OCPL on November 7th. The “Parent Connections” events are part of the Leaders in Literacy grant obtained by OCS to better serve students and families.

ANNOUNCEMENTS:

There were no announcements.

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DIRECTOR'S REPORT

Ms. Thomas reported on the following:

OCPL's 2019 Awesome Author Creative Writing Contest Awards Reception was held on Monday, November 25th. Ms. Thomas said that Lee Ann Cleary, Children's Specialist, received 160 entries from fifth and sixth grade students from eight schools in Ohio County. She said 135 people attended the Awards Reception. The Fifth-Grade winner was Mya White from Our Lady of Peace Parish School, and the Sixth-Grade winner was Callum Wall from Corpus Christi Parish School. The overall winner and this year's Awesome Author was Miriah Lane, a sixth-grade student at Wheeling Country Day School.

Ms. Thomas distributed a copy of a recent article from the Sunday Wheeling News-Register featuring OCPL's Wheeling Room Specialist and Genealogist, Diane Rhodes, to the trustees.

After the holidays, Ms. Thomas said she plans to contact Walters Construction to secure all the handrails in the auditorium and stairwells that have become loose.

At the Library's request, WesBanco Bank recently increased the interest rates on OCPL's Money Market checking and savings accounts to 0.65%. The previous interest rate for the Operating Fund had been 0.15% and the Capital Account interest rate had been 0.05%.

Gail Bender's retirement reception will be held on Wednesday, December 18th from 2 p.m. to 4 p.m. in the Library's auditorium. Invitations have been sent out.

An incident with OCPL's plumbing occurred on Tuesday, December 10. After the recent hard rain and due to the City of Wheeling's wastewater and storm drains still being connected, the basement floor drains in the lower level restrooms began to back-up. Ms. Thomas said she called A.E. Pelley to inspect the flappers. She said the flapper on the backwater valve located in the storage room was intact. However, when they attempted to check the outside flapper located at the bottom of the manhole in the Library's driveway, the force from the rainwater run-off was forcing the flapper closed, so they were unable to open the valve completely to check that flapper. Ms. Thomas said the plumbers reported that the outside flapper was definitely working or the water would be entering the building. She said they stated that the water coming up through the floor drains was inside water that could not get out of the building because the flapper was closed. Ms. Thomas said that this back-up will happen whenever rainwater backs up in the city's drain system. So if the flapper is working correctly then no outside water can flood the Library, but no inside water can get out of the building either. At those times, OCPL's restrooms have to be closed to prevent further back-ups. She said that once the storm water run-off subsides, the Library can reopen the restrooms.

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Ms. Thomas distributed the Service Report and the WV Deli Statistics for the month of November 2019.

OLD BUSINESS

OCPL POLICY REVIEW – PERSONNEL POLICIES & MISCELLANEOUS POLICIES

Ms. Thomas distributed copies of the Personnel Policies Part 4 – Grievance Procedures with suggested revisions from Mr. Werner. Mr. Werner reviewed his suggested changes to the policy with the trustees. After discussion, Mr. Werner motioned to adopt the modifications to Personnel Policies Part 4 - Grievance Procedures as presented. Mr. Marquart seconded.

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

Ms. Thomas referred to the final three policies which were included in this month’s board packet. She said they are a set of three minor policies on OCPL’s activities or policies that pertain to the West Virginia Library Commission and its activities or policies. She said these policies are the final policies that need to be reviewed and updated as part of OCPL’s policy review. Ms. Thomas said the Annual Legislative Dinner and Annual Volunteer Luncheon policy are no longer relevant and recommended removing them from the Policy Handbook She said the Travel Reimbursement Rate policy for mileage still applies to the Library, and the mileage reimbursement rate is provided annually by the WVLC. After discussion, Mr. Werner moved to eliminate the Annual Legislative Dinner and Annual Volunteer Luncheon policies. Mr. Marquart seconded.

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

NEW BUSINESS

There was no New Business.

Ms. Thomas said the date for the next board meeting is scheduled for Wednesday, January 8th but with the upcoming holidays it will be difficult to prepare the board packets in time for a

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meeting on that date. Mrs. McCamic suggested moving the board meeting to Wednesday, January 15 and asked if the other trustees would be available. The trustees agreed to move next month's board meeting to January 15.

There being no further business, Mr. Werner motioned to adjourn the meeting at 4:49 p.m. Sr. Mary Clark seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper