



**MINUTES
BOARD OF TRUSTEES MEETING
MARCH 20, 2024
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

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

MINUTES: Mr. Marquart moved to approve the February 21, 2024, board meeting minutes as presented. 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	\$	2,775.12
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		301,459.02
WesBanco Operating Money Market Savings		674,754.40
WesBanco UOVHR Fund Account Checking		10,516.84
Main Street Bank Archive Nonprofit Savings		37,188.03
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		113,842.93
Main Street Bank Capital CD - B		114,501.11
TOTAL	\$	1,370,143.09

Revenue received: February 2024

County Commission	\$	22,321.54
Board of Education		55,822.58
State Basic Grants-in-aid		-
Fines		224.12
Photocopies		824.20
Contributions		1,167.42
Interest Earned		846.51

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Endowment Interest		-
Book Sale		94.50
Out of State Patrons		44.30
Other:		731.05
Operating Supply CR	131.00	
Book CR	328.00	
CNX Royalties & Interest	272.05	
	TOTAL	\$ 82,076.22

CONTRIBUTIONS:

General Contributions

Overeaters Anonymous – Meeting room use		\$ 100.00
Alumni Assn. of School of Nursing OVGH – Ann Thomas		500.00
Memorial Adult Programming sponsorship		
Bordas & Bordas – Ann Thomas Memorial Adult		500.00
Programming sponsorship		
Anonymous		67.42
	TOTAL	\$ 1,167.42

INVOICES:

February 2024 Operating #2 Account	\$	114,236.80
February 2024 Transfer to Payroll		46,118.20
February 2024 Capital Fund		70,865.43
February 2024 UOVHR Fund		300.00
February 2024 Operating #2 Account Voided Check	-	50.00
	TOTAL	\$ 231,470.43

WARRANTS:

February 2024 Operating #2 Account	\$	114,236.80
Warrants #33257, #33560 - #33606		
February 2024 Transfer to Payroll		46,118.20
February 2024 Capital Fund		70,865.43
Warrants #669 - #671		
February 2024 UOVHR Fund		300.00
Warrant #109		
February 2024 Operating #2 Account Voided Check	-	50.00
Warrant #33542		
	TOTAL	\$ 231,470.43

VERIFICATIONS:

Total Operating Balances as of January 2024	\$	756,319.79
+ February 2024 Revenue		82,076.22
-February 2024 Expenditures		231,470.43
	SUBTOTAL	\$ 606,925.58

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United Bank Operating CD		115,105.64
Main Street Bank Operating CD		113,842.93
Main Street Bank Capital CD		114,501.11
	CD SUBTOTAL	\$ 343,449.68
Capital Balances as of January 2024		371,762.96
Archive Fund Balances as of January 2024		37,188.03
UOVHR Fund Balances as of January 2024		10,816.84
	TOTAL	\$ 1,370,143.09

INVOICES AND WARRANTS: Mr. Marquart moved to approve the February Financial Report as presented. Mrs. Harshman seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thank you note from Julie Dally of Ritchie Elementary School. Ms. Dally wished to share how much her preschool students enjoyed their recent Library tour with Youth Services Specialist Sarah Cribbs.

ANNOUNCEMENTS: There were no announcements.

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

The January 2024 tax distribution from the Ohio County Commission has been received in the amount of \$16,779.53. The Ohio County Board of Education's March 2024 tax distribution of \$55,822.58 has also been received.

The Wheeling Area Genealogical Society has officially disbanded and has presented the Library with a check for \$9,562.43. The check has been designated for genealogical support. However, since OCPL’s budget does not include a line item for genealogy, Ms. Kastigar recommended depositing the donation from WAGS in the Library’s Archive Fund.

Aimee Tickerhoof of Kozicki, Hughes, Tickerhoof, OCPL’s auditing firm, has requested an extension for the Library’s 2023 audit. The State Auditor’s Office has approved the extension. Ms. Tickerhoof plans to have the audit completed by the end of this fiscal year.

On March 5, OCPL held its Spring Seed Swap event. Members of GrowOV, WVU Extension Master Gardeners, and representatives from the Ohio County Solid Waste Authority also attended the event. These groups worked together to answer gardening questions for the 45 attendees and contributed to OCPL’s seed library.

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The first Young Adult book club was held on March 7 and had a total of 24 participants. Ms. Kastigar said that this was a fantastic outcome for the first YA program. She added that Carrie Leib, Youth Services Specialist, is striking a chord with the young adult demographic. Mrs. Leib has also planned a Taylor Swift night on Thursday, March 21. The program was recently advertised on WTRF, and currently over 100 kids have signed up to attend.

Jim Williams of WesBanco Insurance Services and Jeff Frye of Encova Insurance toured the Library on March 8. Encova is visiting their higher-value properties to evaluate their potential exposure and help assist with any loss control needs that they may have. Ms. Kastigar reported that Mr. Williams and Mr. Frye were very impressed with our facility and had no recommendations for improvement.

The WV Legislature has officially adjourned for the regular session. House Bill 4654, which would have removed protections for schools, libraries, and museums from penalties for displaying obscene material to minors, did not leave the Senate Judiciary Committee. The House Judiciary Committee, when considering Senate Bill 741, amended in provisions from House Bill 4654, but the full House never got the bill before the regular session adjourned on March 9 and the bill died.

The Friends of the Library Executive Board met on Monday, March 18. Ms. Kastigar said she and Ellery McGregor, Head of Marketing, attended the meeting. The Friends have chosen a logo, and they are exploring options for acquiring voter rolls to do a mailing for OCPL's upcoming levy. Ms. Kastigar reported that the Friends' membership is growing, and their first general meeting will be held on Tuesday, April 2 at 6 pm.

The WV Rivers Coalition's Clean Water Mural is currently on display by the main entrance of the Library, where it will be on display until April 15. The Mural was created to commemorate the tenth anniversary of the 2014 Elk River Chemical Leak with the assistance of Nichole Westfall, a WV mural artist. OCPL's two eighth-grade interns from Wheeling Country Day School have created a book display featuring a wide array of books about nature and conservation to complement the mural. The public may view the mural during regular library hours, and a special event will be held by Wheeling Watershed Alliance and WV Rivers Coalition on March 25 from 5-7 pm. The groups will explain the importance of clean water in WV and feature a drawing lesson with local artist Logan Schmitt.

Yahn Technology–Security-Fire has completed the audio-visual system upgrades in the Library's auditorium. Ms. Kastigar said Sean Duffy, Adult Programming Coordinator, Julia Bachmann, Outreach Services Specialist, and Ms. McGregor have been very impressed with the upgrade.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

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ELECTION OF OFFICERS

Mrs. McCamic said the Election of Officers was discussed at the February Board Meeting. She reiterated that Mr. Marquart said that he would be willing to continue as Secretary/Treasurer, however, she would like to retire as Chairman of the Board of Trustees. Mr. Marquart moved to nominate Mr. Werner for the Chairman position. Mr. Phillips seconded.

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

QUOTE FOR ADDITIONAL SECURITY CAMERAS

Ms. Kastigar said she contacted HiTek Security Solutions regarding the possibility of adding security cameras to the Library's current system. She said a quote from HiTek was included in this month's board packet. The proposal includes the installation of three additional cameras inside the library and two extra cameras on the exterior of the building. One of the additional exterior cameras will be placed in the Eoff Street parking lot, and the other will be placed in the Library's main driveway to get a better view of the book drop area. Ms. Kastigar reported that Tom Callarik of HiTek Security Solutions checked the Library's current system, and the hard drive and server will easily be able to accommodate the additional cameras. After discussion, Mr. Werner moved to approve the quote from HiTek Security Solutions of \$2,095.00 to install additional security cameras. Mr. Marquart seconded.

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

ADDITIONAL LIGHTING FOR EOFF STREET PARKING LOT

Ms. Kastigar said there was a proposal from United Electric to upgrade the exterior lighting in the Library's Eoff Street parking lot. She reported that, due to the trees surrounding the lot blocking the light from the streetlamps, patrons have reported that the Eoff Street lot is poorly lit, and they do not feel comfortable parking there after dark. Mrs. Harshman moved to approve the proposal from United Electric, in the amount of \$1,710.00, to install a new wall light pack in the Eoff Street parking lot. Mr. Werner seconded.

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

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Mrs. Harshman YES

FENCE REPLACEMENT BETWEEN NORTHWOOD AND OCPL

Ms. Kastigar stated that she had contacted Mark Games of Northwood Health Systems about replacing the fence between the Library’s main parking lot and Northwood’s parking lot. She said she met with Mr. Games and Larry Skrypek, Northwood’s facilities consultant. Mr. Games informed Ms. Kastigar that he had previously obtained quotes to replace the aluminum fencing that was once installed in Northwood’s parking lot. However, the original quote was cost-prohibitive due to having to re-drill the fence posts in their parking lot. Mr. Games and Mr. Skrypek recommended installing the new fencing on the Library’s concrete wall and inquired if the Library would be amenable to that solution and be willing to pay for half of the installation cost. Ms. Kastigar distributed a quote from Valley Fence Company, obtained by Mr. Games, to install 65 feet of 6-foot-tall commercial-grade aluminum fence on top of OCPL’s concrete wall totaling \$7,950.00. Mr. Werner moved to accept the proposal from Valley Fence Company to install the aluminum fence on the Library’s concrete wall, sharing fifty percent of the installation cost of \$7,950.00 with Northwood Health Systems. Mr. Marquart seconded the motion.

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

NETWORK FIREWALL REPLACEMENT

Technology Services Group, OCPL’s technology firm, has reported that OCPL’s current internet firewall is beyond its usable lifespan. Ms. Kastigar said the current firewall was originally provided by the WV Library Commission. She said TSG recommends replacing the old device with a Meraki Advanced Security Appliance. The total cost to purchase the firewall device and the yearly firewall license will be \$8,827.00. Ms. Kastigar stated that the Meraki appliance will allow the TSG technicians to have better control to block harmful websites. After discussion, Mr. Marquart moved to approve the purchase and installation of the Meraki Firewall from Technology Services Group in the amount of \$8,827.00 to be paid from the Capital Account. Mrs. Harshman seconded.

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

Mrs. Harshman said the May Election will soon be upon us and she recommended increasing the provision of factual information in the Library regarding OCPL’s Excess Levy. She suggested that the Fact Sheet Flyers be distributed to patrons who are utilizing the Volunteer Income Tax

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Assistance program. Ms. Kastigar said the Friends Group will also be campaigning on behalf of the Library, and she said she has been contacted by D.K. Wright from WTRF, and she has scheduled an interview to explain the upcoming levy. The Friends of the Library will be discussing their options to promote the Library's levy at their general meeting on April 2, and Ms. Kastigar said the trustees are welcome to attend and share their thoughts.

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:16 pm. Mr. Werner seconded.

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

Respectfully submitted,



Amanda Berisford
Administrative Assistant