



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 16, 2022
THURSDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Tony Werner

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager

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

MINUTES: Mr. Phillips motioned to approve the May 18, 2022 board meeting minutes as presented. Mrs. Harshman seconded.

VOTE:

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,135.00
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		470,028.81
WesBanco Operating Money Market Savings		618,448.56
Main Street Bank Archive Nonprofit Savings		15,133.75
United Bank Operating CD - #2		112,502.44
First Choice America Operating CD - A		109,856.73
First Choice America Capital CD - B		111,335.12
TOTAL	\$	1,439,440.41

Revenue received: May 2022

County Commission	\$	180,132.69
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		244.39
Photocopies		731.80
Contributions		71.30

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

Interest Earned		82.82
Book Sale		2,275.30
Out of State Patrons		25.00
Other: Operating Supply CR – 240.13, Book CR – 125.00, Operating CD Int – 19.10		384.23
	TOTAL	\$ 233,088.78

OPERATING CONTRIBUTIONS

Anna Flores-Martell - Donation	\$	5.00
Anonymous		66.30
	TOTAL	\$ 71.30

INVOICES

May 2022 Operating #2 Account	\$	78,821.89
May 2022 Transfer to Payroll		39,009.65
May 2022 EFTPS Deposit		11,576.86
May 2022 ACH Debit (WesBanco BillPay)		32.80
May 2022 ACH Debit (Retirement)		7,643.63
May 2022 EFT (WV State Tax)		1,505.00
May 2022 EFT (OH State Tax)		328.00
May 2022 Capital Account		4,256.20
May 2022 Operating #2 Account Voided Checks	-	6,574.99
	TOTAL	\$ 136,599.04

WARRANTS

May 2022 Operating #2 Account Warrants #32250 - #32305	\$	78,821.89
May 2022 Transfer to Payroll		39,009.65
May 2022 EFTPS Deposit		11,576.86
May 2022 ACH Debit (WesBanco BillPay)		32.80
May 2022 ACH Debit (Retirement)		7,643.63
May 2022 EFT (WV State Tax)		1,505.00
May 2022 EFT (OH State Tax)		328.00
May 2022 Capital Account Warrants #639 - #640		4,256.20
May 2022 Operating #2 Account Voided Checks Warrants #32276, #31940, #32117	-	6,574.99
	TOTAL	\$ 136,599.04

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

VERIFICATIONS

Total Operating Balances as of April 2022	\$	619,889.19
+ May 2022 Revenue		233,088.78
-May 2022 Expenditures		136,599.04
	SUBTOTAL	\$ 716,378.93
United Bank Operating CD - #2		112,483.34
First Choice America Operating CD - A		109,856.73
First Choice America Operating CD – B		111,335.12
	CD SUBTOTAL	\$ 333,675.19
Capital Balances as of April 2022		374,253.78
Archive Fund Balances as of April 2022		15,132.51
	TOTAL	\$ 1,439,440.41

INVOICES AND WARRANTS

Ms. Berisford said that, due to The McKeen Group’s staffing issues, the Professional Services line item is significantly underspent. Ms. Kastigar said the Library will utilize the unspent funds budgeted for Professional Services to bring materials purchases to a historical level. Mr. Marquart motioned to approve the May 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 installation of OCPL’s security system has been completed and WesBanco Insurance Services has been notified. Ms. Kastigar spoke with Nancy James at WesBanco Insurance, and she informed Ms. Kastigar that OCPL would receive a premium reduction of \$140 per year due to the addition of the security system.

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

The April 2022 tax revenue from the Ohio County Commission has been received in the amount of \$19,360.41 and was included in the May Financial Report.

OCPL's newest addition to its downloadable collections, Kanopy, is now up and running. Ms. Kastigar said the Kanopy streaming film service is like Hoopla in that it utilizes the pay per use model. She informed the trustees that patrons will be allowed up to ten checkouts per month and, in addition, have the ability to stream two entire Great Courses series per month. The streaming service also includes Kanopy Kids which allows for unlimited streaming and does not have a monthly checkout limit. Kanopy is currently being featured prominently on the WVDeli website, the Libby app, and the Library's website.

Parsons Yard Care Management has been contacted to perform the annual "refresh" of the Library grounds. Ms. Kastigar said they will be trimming the hedges and lower tree limbs, weeding, and adding mulch. Mrs. McCamic asked if they will also be doing work to the Japanese Garden located by the Eoff Street parking lot. Ms. Kastigar answered that Parsons will only be providing the work to clean up the library grounds. She said it may be necessary to contact landscaping firms for quotes to revitalize the Japanese Garden in the future.

OCPL's Summer Reading registration began on May 26 with a program featuring "Wild World of Animals." Ms. Kastigar stated that 106 children signed up during the kick-off program and the number of children registered has grown to 169. Currently, 121 adults have registered for the Adult Summer Reading program and 18 teenagers have signed up for the Young Adult Summer Reading program.

Ms. Kastigar has been asked to join the WVNCC Academic Resource Center Advisory Committee. She said they are looking for members of the community to assist their faculty, staff, and students guide their library, disability resources, tutoring and testing functions. Ms. Kastigar said the first meeting will be this fall and she would keep the trustees informed of how the Advisory Committee progresses.

Sandra Pell of Volunteer Wheeling planted flowers today around the Library's flagpole.

OCPL was forced to close on Tuesday and Wednesday due to a power outage caused by the severe weather this week. Overall, Ms. Kastigar said OCPL weathered the storm relatively well with only a few broken branches that Bob Workman, Custodian, was able to clean up. She said the Library only experienced a few technical issues due to the electricity being off for such a

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

long time. Ms. Kastigar explained that the uninterrupted power source eventually ran out, which meant that patrons could not use any of our online services that required library card authentication. Mr. Marquart asked if it would be possible to add an additional uninterrupted power source if another severe storm would happen again. Ms. Kastigar said she would speak with OCPL's technician from Technology Services Group to determine if there is a power supply with better capacity.

Last month, Ms. Kastigar reported that Ohio County Schools signed up for Sora, the student reading app by Overdrive Education. She said the schools have linked to OCPL's WVDeli collection through Sora and when you sign in to WVDeli and click on the drop-down menu to select OCPL, Ohio County Schools is also now an option. Ms. Kastigar said interested school systems pay a charge for the Sora app which can range from \$5,000 to \$12,000. Ohio County Schools will have the ability to purchase items for a school collection as well as check out age-appropriate materials from OCPL's collection. Ms. Kastigar said teachers will be able to assign ebooks to their classrooms and view students' reading statistics, including the number of books read, total reading time, and more.

The report for the Community Foundation of the Ohio Valley's grant for \$7000.00 received from the Wheeling Automobile Club is due on July 1. Ms. Kastigar said the report details how the funds were utilized, and they also like to see photos or illustrations of the materials or items purchased. This year the CFOV grant funds were used to add The New York Times and The Wall Street Journal to our digital collection. Ms. Kastigar said the online papers should be available on OCPL's website within the next two weeks.

The new People's University lecture series will begin July 21 and the featured subject will be dinosaurs. The series will conclude on September 8 and feature a field trip to the Carnegie Museum of Natural History for a behind the scenes look at the "Dinosaurs in Their Time" exhibit. Mr. Marquart asked how patrons will be attending the field trip. Ms. Kastigar answered that patrons are responsible for their own transportation to and from the museum.

Ms. Kastigar shared an article from the Wheeling newspapers featuring Logan Schmitt, a local artist and longtime library user, alongside the original artwork he donated to the library for our Summer Reading Program *Read Beyond the Beaten Path*. She said the article also featured the

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

Children's Department's new Giving Tree that was approved for purchase at the May board meeting. Ms. Kastigar said Cattrell Company, Inc. and the United Brotherhood of Carpenters Local 186 and 432 graciously donated their time to install the book tree display and bench.

On Monday, June 13, Ms. Kastigar said she and Ms. Berisford had an online meeting with Molly Haines of Bibliotheca regarding the replacement of the Library's security gates. She stated the current security gates are nearing the end of their usefulness and we are unable to repair our current bookcheck. Ms. Kastigar added that the 16th Street gate is also permanently damaged and unable to hold a patron count. Ms. Haines is preparing a proposal for two different options: continuing with our current tattle tape technology or moving to a radio frequency identification (RFID) system. The RFID system would also allow for the addition of self-checkout stations. Ms. Kastigar said she hopes to have complete quotes to share with the trustees at the July board meeting. Ms. Haines has also volunteered, should we wish, to attend a future board meeting to answer any questions that the trustees may have after reviewing the quotes.

Ms. Kastigar is currently working on a three-year strategic plan for the library as required by the WV Library Commission. In addition, she said she has been compiling a list of capital improvement projects for the coming year to share with the trustees at the July board meeting. Mrs. McCamic said she was unable to attend the May board meeting but noted the lights that caught fire in the storage room were discussed. She asked what caused the lights to catch fire. Ms. Kastigar said the ballasts inside of the lights were the cause of the fire. She stated that Mr. Workman replaced the faulty ballasts, but since the lights are original to the building it may be advisable to have them replaced soon.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

NEW CHECKING ACCOUNT FOR UPPER OHIO VALLEY HISTORICAL REVIEW

Ms. Kastigar stated that, in 2018, OCPL accepted the responsibility for publishing the Upper Ohio Valley Historical Review from the Wheeling National Heritage Area Corporation. The scholarly publication is produced semi-annually and features articles on Wheeling's history and surrounding areas. Ms. Kastigar said WHNAC also agreed to provide monetary support to the Library to produce the UOVHR for the first few years with mini grants, and they would also transfer monies held in a Certificate of Deposit to further fund the publication. She stated the

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

Library has received a check from the matured CD in the amount of \$12,652.13 from WNHAC. Ms. Kastigar said an additional checking account specifically for the Upper Ohio Valley

Historical Review will need to be opened to deposit the funds for future production of the publication. She added that the additional checking account is needed to keep the UOHVR costs separate from the Library's annual operating expenses in the event that OCPL may decide to transfer the responsibility of publishing the magazine to another organization in the future. Mr. Marquart motioned to open a checking account for the publication of the Upper Ohio Valley Historical Review. Mr. Phillips seconded.

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

DIRECTOR & OFFICERS/EMPLOYMENT PRACTICES RENEWAL

Ms. Kastigar contacted Barbara Eikleberry of WesBanco Insurance Services regarding the renewal of the Library's Directors & Officers Insurance from Great American Insurance Company. Ms. Eikleberry said the policy will expire on July 1, 2022 and would not renew automatically. The Great American Insurance Company is not requesting a renewal application this year, just a confirmation from the trustees to renew the Library's policy. Ms. Kastigar said the coverages will remain the same; however, there will be an overall premium increase of \$32.00. Mr. Marquart motioned to confirm the renewal of the Directors & Officers and Employment Practices Liability insurance from Great American Insurance Company in the amount of \$1,093.00. Mrs. Harshman seconded.

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

RECOMMENDATION FOR EDWARD PHILLIPS' REAPPOINTMENT

Mrs. McCamic announced that Mr. Phillips' appointment to the OCPL Board of Trustees would expire on June 30, 2022, unless he would like to agree to serve another term. Mr. Phillips agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2022 and continuing through June 30, 2027. Ms. Kastigar said she would notify Brenda Miller, Ohio County Circuit Clerk, that Mr. Phillips has agreed to serve another term.

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

ANNUAL BUDGET

Ms. Kastigar said copies of the proposed 2022-2023 Annual Budget were included in this month's board packet along with the Budget Explanation Sheet. She reviewed the differences in revenues compared to the current fiscal year. The Ohio County Commission's revenue and estimated expenditure budget was published in the newspaper listing the amount budgeted for the Library as \$922,604. Ms. Kastigar noted this will be an increase of \$7,024. The Ohio County Board of Education's proposed levy rates were also published in the newspaper. OCPL sent a funding request letter to the OCBOE asking for the restoration of the Library's funding to \$0.03 of every \$100 of assessed property value. Last year, the OCBOE reduced the allotment to \$0.02 of every \$100 of assessed property value. Ms. Kastigar said she contacted the Board of Education's Main Office and spoke with their Business Manager, Steven Bieniek. Mr. Bieniek reported the OCBOE's 2022-2023 Annual Budget listed the Library's funding at \$590,146. Ms. Kastigar said this is an increase of \$451, however, the Board of Education chose to keep OCPL's funding at the same rate as the current fiscal year. The 2022-2023 WV State Budget includes annual Grants-In-Aid for libraries. The Grants-In-Aid amount is determined by the population of a library's official service area. The 2020 Census figures have been published, and the population of Ohio County has decreased from 44,443 to 42,425. To offset the reduced revenue, the WV Legislature adjusted the GIA per capita amount from \$5.09 to \$5.26. Ms. Kastigar said OCPL will receive \$223,365 from the annual Grants-In-Aid, a decrease of \$3,038. The Library's proposed Miscellaneous Revenue has increased by \$9,564 from the current fiscal year. She explained this increase is possible thanks in part to the return of OCPL's annual book sale. Due to the success of the three-day sale in May, Ms. Kastigar said a second sale will be held in the fall.

Based upon the Library's projected revenue, Ms. Kastigar stated she adjusted OCPL's expenditures and reviewed the changes for the trustees from the current fiscal year's budget. The Library Acquisitions budgets for Books and Online Resources will be the same for the first time. She said both line items will have a budget of \$120,000. For OCPL's Operating Expenses, Ms. Kastigar said the Postage line item has been increased by \$1,000 to accommodate the US Postal Service's rate increase on July 10, 2022. The budget for Re-Binding will remain the same as the current fiscal year, however, fewer items may be sent to the bindery. Ms. Kastigar explained that the bindery has increased their rates per book, and they have also discontinued their retrieval and delivery truck service. All items will now have to be shipped to the bindery. Mrs. Harshman asked which books are usually sent for rebinding. Ms. Kastigar answered that books usually sent to the bindery include out of print, local history, and large type titles. Large type titles are only produced in limited runs and continue to be extremely popular with OCPL's patrons. Due to the increased expense. Ms. Kastigar said the Library will limit the materials being sent to the bindery and the decision will be made on a case-by-case basis. The Technology line item has been increased by \$10,000 due to an increase in this line item's current year to date expenditures. Ms.

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

Kastigar said the line items pertaining to the Building and Activities have only been adjusted slightly compared to this fiscal year. Ms. Kastigar said that, while the line item is currently underspent, the Professional Services budget will remain the same at \$55,000. However, Ms. Kastigar explained that this will allow for the possibility of changing security guard companies if it becomes necessary. Mrs. McCamic asked if the Professional Services line item also included the technicians from Technology Services Group. Ms. Kastigar said the amount budgeted for the TSG technicians is included in the Technology line item. She explained that the Professional Services budget includes OCPL's security guards, additional cleaning services, the accounting firm that completes the end of the year compilations, and any other professionals hired by the Library for services not related directly to the building or property. With the outlined adjustments to the proposed budget, Ms. Kastigar said the Personnel expenses are the only remaining items to be discussed.

Mr. Phillips motioned to enter Executive Session at 5:08 p.m. to discuss personnel items pertaining to the proposed 2022-2023 Annual Budget. Mr. Marquart seconded.

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

Mr. Marquart motioned to exit Executive Session at 5:39 p.m. Mrs. Harshman seconded.

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

Mr. Marquart moved to approve the 2022-2023 Annual Budget as presented with the recommended salary adjustments based on the approved cost of living increases from the previous two fiscal years. Mrs. Harshman seconded.

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

Ms. Kastigar announced that Janet Shelburne and Robert Becerra of WesBanco Trust and Investment Services were unable to attend the board meeting this evening. She said Ms.

**BOARD OF TRUSTEES MEETING
MINUTES
JUNE 16, 2022**

Shelburne and Mr. Becerra will be attending the July 20, 2022, board meeting to update the trustees on OCPL's Endowment Trust Account.

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:43 p.m. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager