



**MINUTES
BOARD OF TRUSTEES MEETING
MARCH 15, 2023
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips,

BOARD MEMBERS ABSENT: Jimmie McCamic, Board Chairman; Cheryl Harshman

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

CALL TO ORDER: Mr. Marquart called the meeting to order at 4:15 pm.

MINUTES: Mr. Phillips motioned to approve the February 15, 2023, board meeting minutes as presented. Mr. Werner seconded.

VOTE:

Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,779.70
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		362,419.55
WesBanco Operating Money Market Savings		473,476.14
WesBanco UOVHR Fund Account Checking		11,816.04
Main Street Bank Archive Nonprofit Savings		40,149.65
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		110,471.82
First Choice America Capital CD - B		111,709.03
TOTAL	\$	1,224,456.34

Revenue received: February 2023

County Commission	\$	6,589.45
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		351.97
Photocopies		735.90
Contributions		4,725.08
Interest Earned		784.75

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Book Sale		146.00
Out of State Patrons		45.00
Other: Operating Supply CR – 196.00, UOVHR CR – 158.00, Capital CD Int – 37.94, Operating CD Int – 282.62, Adult Prog CR – 328.00, Postage CR – 26.00		1,028.56
	TOTAL	\$ 63,585.54

CONTRIBUTIONS

Memorial Contributions

In Memory of Dottie Thomas		
Carol Ann Robb	\$	30.00
In Memory of Sheila Pascoli		
Rose Frasnelli		30.00

General Contributions

For Adult Programming		
Judge & Mrs. Frederick P. Stamp, Jr.		2,000.00
Bonnie Thurston		250.00
For Poetry Collection		
Bonnie Thurston		250.00
Donation		
Judge & Mrs. Frederick P. Stamp, Jr.		2,000.00
Scott Emmert		50.00
Mark Brak		100.00
Anonymous		15.08
	TOTAL	\$ 4,725.08

INVOICES

February 2023 Operating #2 Account	\$	72,588.98
February 2023 Transfer to Payroll		42,143.31
February 2023 EFTPS Deposit		12,270.60
February 2023 ACH Debit (WesBanco BillPay)		33.40
February 2023 ACH Debit (Retirement)		7,855.34
February 2023 EFT (WV State Tax)		1,656.00
February 2023 EFT (OH State Tax)		374.00
February 2023 ACH Debit (AFLAC)		41.90
February 2023 EFT (XEROX)		165.00
February 2023 Capital Fund		7,301.00
February 2023 UOVHR Fund		885.98
February 2023 Operating #2 Account Void Check	-	200.00
	TOTAL	\$ 145,115.51

WARRANTS

February 2023 Operating #2 Account	\$	72,588.98
Warrants #32855 - #32905		

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February 2023 Transfer to Payroll		42,143.31
February 2023 EFTPS Deposit		12,270.60
February 2023 ACH Debit (WesBanco BillPay)		33.40
February 2023 ACH Debit (Retirement)		7,855.34
February 2023 EFT (WV State Tax)		1,656.00
February 2023 EFT (OH State Tax)		374.00
February 2023 ACH Debit (AFLAC)		41.90
February 2023 EFT (XEROX)		165.00
February 2023 Capital Fund		7,301.00
Warrants #651 - #652		
February 2023 UOVHR Fund		885.98
Warrants #101 - #102		
February 2023 Operating #2 Account Void Check	-	200.00
Warrant #32860		
	TOTAL	\$ 145,115.51

VERIFICATIONS

Total Operating Balances as of January 2023	\$	549,414.77
+ February 2023 Revenue		63,585.54
-February 2023 Expenditures		145,115.51
	SUBTOTAL	\$ 467,884.80
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		110,189.20
First Choice America Operating CD – B		111,671.09
	CD SUBTOTAL	\$ 334,494.70
Capital Balances as of January 2023		369,386.58
Archive Fund Balances as of January 2023		40,146.24
UOVHR Fund Balances as of January 2023		12,544.02
	TOTAL	\$ 1,224,456.34

INVOICES AND WARRANTS: Mr. Werner motioned to approve the February Financial Report as presented. Mr. Phillips seconded.

VOTE:

Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

PUBLIC INPUT/PRESENTATIONS: There were no public input/presentations.

ANNOUNCEMENTS: The spring Awesome Author Awards Ceremony for third and fourth-grade students in Ohio County will be held on Thursday, March 30 at 7 pm. Ms. Kastigar distributed the trustees’ invitations to the ceremony.

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

The February tax revenue from the Board of Education has been received in the amount of \$49,178.83. The Ohio County Commission January tax distribution totaling \$15,992.65 has also been received.

A confidential donation of \$25,000 has been received in memory of Lester C. "Ted" Hess, former OCPL Board Chairman. The donation was designated as a grant contribution to be used to advance the mission of OCPL. Ms. Kastigar said the check itself indicates that it is to be used for general operations.

On March 1, the State Treasurer's Office began requiring all governmental entities to provide an online payment system to their customers, and public libraries fall under this new legislative requirement. OCPL, along with many other libraries, has applied for an exemption due to the costs associated with setting up and maintaining the WV Go Pay system provided by the State. The fees associated with the online payment system would be greater than the monies being collected at this time. Ms. Kastigar said she has not received official word on the status of the Library's waiver. However, she was told that the exemption is likely to be granted. She stated that in her letter requesting the exemption to State Treasurer Riley Moore, Ms. Kastigar assured him that OCPL would be taking steps to explore alternative options to accept online payments in the next few months.

The Overdrive app for WVDeli will be discontinued on May 1. Patrons who are still using the application will have to transition to Overdrive's Libby app to continue to access WVDeli's downloadable materials.

The OCPL podcast is tentatively scheduled to launch on April 1. The podcast will feature Kyle Knox, Publicity and Web Coordinator, speaking with OCPL staff members on a variety of library-related topics. The podcast will appear on an assortment of platforms including the Library's website, iHeartRadio, Spotify, and Apple.

The Library's Wi-Fi hotspot lending program has been more popular than originally imagined. Within three days of launching the program, six hotspots were checked out. Currently, all ten hotspots are circulating, and seven patrons have placed reserves for the items once they have been returned.

A student from Wheeling Country Day School will begin their internship with the Library on March 16. Ms. Kastigar said this is the second year OCPL has hosted the program for WCD students. The student intern will work on Tuesdays and Thursdays from 9 am until 2 pm for the next two months.

National Library Week will be held this year from April 23 through April 29. OCPL will hold the semi-annual book sale on April 22, 24, and 25. Throughout the week, the Library will also

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be holding trivia contests and offering prize giveaways. Ms. Kastigar said the National Library Week celebrations will be more lowkey this year due to events being planned for the 50th Anniversary of OCPL's opening at our current 16th Street location. Ms. Kastigar said the building opened on May 8, 1973; however, the formal opening did not occur until May 19. To mark this momentous occasion, a 1970s theme party is being planned for the Lunch with Books program on May 9. Staff members are in the process of developing additional ideas to further celebrate the 50th Anniversary. Initial ideas include a Then and Now photo display, an anniversary t-shirt design, trivia games, and a celebration of all things 1973.

The banners for the Eoff Street parking lot were approved at the August 17, 2022, board meeting from Printscape Imaging and Graphics have been completed. They will be installed on March 21, weather permitting.

OLD BUSINESS: There was no old business.

NEW BUSINESS

ELECTION OF OFFICERS

At the February 15, 2023, board meeting, Mrs. McCamic agreed to continue as Chairman, and Mr. Marquart agreed to continue as Secretary/Treasurer. Mr. Phillips motioned to continue with the current slate of officers. Mr. Werner seconded.

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

RFID GATE PROPOSALS

In May 2022, OCPL began researching options to replace its current security gates with a Radio Frequency Identification (RFID) system. Ms. Kastigar said she and Ms. Berisford met with sales representatives from Bibliotheca, OCPL's current security gate firm, and Envisionware, the vendor currently providing the time management and printing software for OCPL's public computers. Proposals from Bibliotheca and Envisionware for the conversion and transition to an RFID detection system were included in this month's board packet. Ms. Berisford said the components of the two RFID solutions are comparable and either would be a great solution to OCPL's aging detection system. Ms. Kastigar said during her investigation of options to replace the detection system, she contacted Seth Newell, Technical Services and Collections Manager, at the Kanawha County Public Library. She stated that he was immensely helpful during her investigation since KCPL recently completed extensive renovations to their main library branch, including their security system. Ms. Kastigar said KCPL used several companies for their security system during their renovation, which included moving the library to a nearby mall and then back again once the building construction was finished. Mr. Newell recommended the RFID solution from Envisionware, and it is the security system they installed during the final move back into the renovated main branch. Ms. Kastigar added that Envisionware also offers e-

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commerce options that could be utilized to meet the new State requirement for an online payment system. After reviewing the proposals, Mr. Werner motioned to approve the RFID Gate proposal from Envisionware in the amount of \$66,818.67 to be paid from the Capital Account. Mr. Phillips seconded.

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

FIRST CHOICE AMERICA CD RENEWAL

Ms. Berisford stated that a chart listing the current Certificate of Deposit rates and terms from area banks was included in this month's board packet. The First Choice America CD currently has a term of 25 months with an interest rate of 0.40% and will mature on March 22. After reviewing the rates and terms, Mr. Werner moved to allow the First Choice America CD to mature on March 22 and use the funds to open a new CD at Main Street Bank for a term of 7 months with an interest rate of 4.10%. Mr. Phillips seconded.

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

QUOTE FOR CHILDREN'S SHELVING – HESS FOUNDATION

In November 2022, the Hess Family Foundation contacted Ms. Kastigar to inquire if the Library was planning any projects to which they might be able to contribute. At that time, Ms. Kastigar shared the original proposal submitted to the City of Wheeling for ARPA funding to upgrade the Auditorium sound system, purchase shelving for the Children's Department, and begin the hotspot lending program. The Library then received a charitable contribution from the Hess Foundation of \$20,000. The Hess Family Foundation stipulated that \$15,000 of the donation should be reserved to fund the Library's hotspot lending program, with the remaining \$5,000 to be used to purchase additional shelving for the Vox book collection in the Children's Department. After researching several options for additional shelving, Ms. Kastigar distributed a quote for ColorScape modular shelving units from Demco to the trustees. The quote includes two curved shelving units along with a bench that will connect the two units. Ms. Berisford said the modular shelving units are designed to be interchangeable and allow for the possibility of adding additional units in the future. She stated that, along with the Hess Foundation's donation, the trustees would need to approve an additional \$754.38 to purchase the shelving units. After discussion, Mr. Werner moved to authorize the acquisition of the ColorScape shelving units from Demco in the amount of \$5,754.38 to be paid from the Capital Account. Mr. Phillips seconded.

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

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There being no further business, Mr. Werner moved to adjourn the meeting at 4:57 pm. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager