



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 17, 2022
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

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. Werner moved to approve the July 20, 2022, board meeting minutes as presented. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,576.35
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		459,170.33
WesBanco Operating Money Market Savings		323,600.08
WesBanco UOVHR Fund Account Checking		12,652.13
Main Street Bank Archive Nonprofit Savings		15,137.57
United Bank Operating CD - #2		112,558.54
First Choice America Operating CD - A		109,897.82
First Choice America Capital CD - B		111,446.19
TOTAL	\$	1,146,039.01

Revenue received: July 2022

County Commission	\$	-
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		135.39
Photocopies		644.25

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Contributions		13,961.50
Interest Earned		144.67
Book Sale		119.75
Out of State Patrons		30.00
Other: Operating Supply CR – 3.00, Operating CD Int – 56.10		59.10
	TOTAL	\$ 64,273.49

OPERATING CONTRIBUTIONS

Karen Grisell – In memory of Mike Baker	\$	50.00
Heinz History Center – Contribution for “Civic Empathy Through History” Display		1,200.00
Wheeling National Heritage – Contribution for the publication of the “Upper Ohio Valley Historical Review”		12,652.13
Anonymous		59.37
	TOTAL	\$ 13,961.50

INVOICES

July 2022 Operating #2 Account	\$	120,961.22
July 2022 Transfer to Payroll		41,199.24
July 2022 EFTPS Deposit		18,054.48
July 2022 ACH Debit (WesBanco BillPay)		33.00
July 2022 ACH Debit (Retirement)		7,836.90
July 2022 EFT (WV State Tax)		1,538.00
July 2022 EFT (OH State Tax)		340.00
July 2022 ACH Debit (Workers Compensation Insurance)		5,802.00
July 2022 ACH Debit (Unemployment Security)		637.26
July 2022 Operating #2 Account Voided Checks	-	327.00
	TOTAL	\$ 196,075.10

WARRANTS

July 2022 Operating #2 Account	\$	120,961.22
Warrants #32408 - #32470		
July 2022 Transfer to Payroll		41,199.24
July 2022 EFTPS Deposit		18,054.48
July 2022 ACH Debit (WesBanco BillPay)		33.00
July 2022 ACH Debit (Retirement)		7,836.90
July 2022 EFT (WV State Tax)		1,538.00
July 2022 EFT (OH State Tax)		340.00
July 2022 ACH Debit (Workers Compensation Insurance)		5,802.00

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July 2022 ACH Debit (Unemployment Security)		637.26
July 2022 Operating #2 Account Voided Checks Warrant #32411	-	327.00
TOTAL	\$	196,075.10

VERIFICATIONS

Total Operating Balances as of June 2022	\$	469,765.76
+ July 2022 Revenue		64,273.49
-July 2022 Expenditures		196,946.10
SUBTOTAL	\$	337,093.15
United Bank Operating CD - #2		112,502.44
First Choice America Operating CD - A		109,897.82
First Choice America Operating CD – B		111,446.19
CD SUBTOTAL	\$	333,846.45
Capital Balances as of June 2022		459,963.13
Archive Fund Balances as of June 2022		15,136.28
TOTAL	\$	1,146,039.01

INVOICES AND WARRANTS

Mr. Marquart motioned to approve the July Financial Report as presented. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

Ms. Kastigar shared a letter from Laura Doll of Huber Décor. In the letter, Ms. Doll thanked the Library for its assistance provided to acquire historic images of Wheeling and Triadelphia. Ms. Kastigar said the images will be displayed at the Longhorn Steakhouse that will be opening in the fall at The Highlands. She stated each print will include a credit line for the Library. In addition, Huber Décor included a donation of \$200 to assist OCPL’s Archives Department.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

Ms. Kastigar reported on the following:

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The July 2022 tax revenue from the Ohio County Board of Education in the amount of \$49,178.83 has been received and was included in the July Financial Report. The August tax revenue from OCBOE has also been received, in the amount of \$49,178.83, and it will be included in the August Financial Report. The Ohio County Commission June 2022 tax revenue has been received in the amount of \$3,462.32. The quarterly Grants-In-Aid disbursement from the WV Library Commission has been distributed and the Library has received \$55,816.00 for the first quarter of the 2022-2023 fiscal year.

The Operating CD at First Choice America has matured. Ms. Kastigar said a new certificate of deposit account at Main Street Bank has been opened with the funds. The Main Street Bank Operating CD has an interest rate of 1.0% with a term of six months.

A copy of the Amended 2022-2023 Annual Budget was included in this month's board packet. The budget does not include a transfer to Capital due to the need to increase the Professional Services line item to accommodate the Library's new security guard company, Security America. Ms. Kastigar said a transfer to Capital may still be possible as revenues are received this fiscal year.

The switch to Security America, has been completed. Ms. Kastigar said the Library currently has two guards. One of the guards is scheduled to work on Mondays, Fridays, and Saturdays, and the other will work on Tuesdays, Wednesdays, and Thursdays.

The Library has added two new employees. Alyssa Fisher was hired on July 21, 2022, to fill the part-time Circulation Clerk position. In addition, Dianna Cornett was hired on July 28, 2022, as the new Shelver for the Children's Department.

The proposal from Johnson Boiler Works to replace the condenser coil on the Library's HVAC system was circulated to the trustees via email and has been accepted. Ms. Kastigar said she contacted James Rykowski from Johnson Boiler Works to order the condenser coil. Mr. Rykowski stated that it would take approximately four to six weeks for the necessary parts to arrive to complete the repair.

A copy of the descriptions and texts of proposed amendments to the West Virginia Constitution was included in this month's board packet. Ms. Kastigar said the amendments will be on the November 8th ballot. She added that the text may not be on the ballots to save printing costs. The Property Tax Modernization Amendment, which could potentially affect the Library's funding, has been moved from Amendment 1 to Amendment 2.

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Ms. Kastigar said she is in the process of collecting proposals to replace the lighting in the Storage Room as well as proposals to trim the trees on the Library grounds. She stated that she hopes to have all the proposals in time for the September board meeting.

The “Civic Empathy Through History” Display is currently being installed on the main floor. Ms. Kastigar said the display is almost finished, and it is very interesting. She stated the exhibit contains QR codes amongst the display items and each code links to an article on OCPL’s website or the Archiving Wheeling website. Ms. Kastigar added that one of the QR codes will allow you to listen to Ron Scott, Jr. read Harry H. Jones’ historic “Wheeling’s Twentieth Man” speech. She encouraged the trustees to investigate the display after the meeting. Other items currently on display on the Library’s main floor include the Jamboree in the Hills memorabilia, along with some Bill Lias mementos.

Ms. Kastigar stated that next week she will be contacting all the Ohio County school principals and media specialists to remind them of the Library’s School Purchasing Program.

In May, the Library began pursuing a proposal to replace its current security gates with the possibility of upgrading to an RFID system. Ms. Kastigar said she and Ms. Berisford met with Molly Haines from Bibliotheca, OCPL’s current security gate firm, via Zoom to discuss their initial proposal. She stated that there has been no additional follow-up or reply since their last meeting in June. As a result, Ms. Kastigar said she contacted Seth Newell, Technical Services and Collections Manager, at the Kanawha County Public Library. KCPL recently reopened their main library branch after extensive renovations which included their security system. Ms. Kastigar stated that Mr. Newell was able to recommend several companies that they have used or are presently using for their security systems. Based on his recommendations, she said she will begin researching other options and companies to replace the Library’s security gates.

On Sunday, August 7, Dream Clean came to clean the carpeting throughout the Library building. Due to the pandemic, Ms. Kastigar said that it had been almost two years since the carpets were cleaned and Dream Clean did an outstanding job.

Bibliostat, OCPL’s annual statistical report to the state and federal governments, has been completed and submitted to the Library Commission.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

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PUBLICITY DISPLAY

Ms. Kastigar said a copy of the proposed Phase I - Digital and External Advertising Upgrades was included with the handouts distributed prior to the meeting. She said this proposal from Kyle Knox, Publicity and Web Manager, includes a television and television stand that would be utilized for scrolling digital advertising within the Library building. The proposal also includes banners from Printscape that would be installed on the exterior of the building along Eoff Street. Ms. Kastigar stated that a proof for one of the banners was included with the proposal. After discussion, Mr. Werner motioned to approve the proposal to purchase the Digital TV Display from Displays2Go and the installation of the Exterior Pole Brackets and Banners from Printscape in the amount of \$2,043.37 to be paid from the Capital Account. Mr. Phillips seconded.

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

Mrs. McCamic stated that Janet Shelburne and Robert Becerra of WesBanco Investment Services would be attending the September 21, 2022, board meeting. She noted that Ms. Shelburne informed the trustees that, per the account agreement for the Endowment Fund, the Library would be required to resume taking income from the investment account. Ms. Kastigar distributed a chart from Ms. Shelburne detailing the estimated income, average total return, and estimated monthly distribution of the investment account since 5/31/2014. Mrs. McCamic asked the trustees to review the information provided by Ms. Shelburne and Mr. Becerra at the July board meeting in order to share their recommendations at next month's meeting.

There being no further business, Mr. Werner moved to adjourn the meeting at 4:49 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager