



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 17, 2021
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Anthony Werner, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

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: Mrs. McCamic noted a couple of typographical errors on pages six and seven of the January 20, 2021 board meeting minutes. Mr. Phillips motioned to approve the minutes with the corrections named. Mrs. Harshman seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,685.41
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		71,279.37
WesBanco Operating Money Market Savings		952,632.89
Main Street Bank Archive Nonprofit Savings		15,013.67
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,813.03
First Choice America Operating CD - A		108,259.33
TOTAL	\$	1,370,784.95

Revenue received: January 2021

County Commission	\$	-
Board of Education		75,693.67
State Basic Grants-in-aid		56,601.00
Fines		100.68
Photocopies		163.80
Contributions		4,362.01
Interest Earned		172.44

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Book Sale	6.50
Out of State Patrons	10.00
Other: Book CR – 82.25, Operating CD Int – 561.44	643.69

TOTAL \$ 137,753.79

OPERATING CONTRIBUTIONS

Judge & Mrs. Stamp – Donation	\$ 4000.00
\$2000 for Adult Programming/\$2000 for General Contribution	
U.S. Charitable Trust - Donation	250.00
Tim Cogan – Donation	50.00
Jennifer Freitag – For Children’s Programming	25.00
Russell Becker – Donation	25.00
Anonymous	12.01

TOTAL \$ 4,362.01

INVOICES

January 2021 Operating #2 Account	\$ 57,753.02
January 2021 Operating #2 ACH WesBanco BillPay	37.00
January 2021 Transfer to Payroll	42,203.90
January 2021 EFTPS Deposit	12,983.08
January 2021 ACH Debit (Unemployment Security)	134.63
January 2021 EFT (WV Combined Sales & Use Tax)	51.52
TOTAL	\$ 113,163.15

WARRANTS

January 2021 Operating #2 Account	\$ 57,753.02
Warrants #31401 - #31456	
January 2021 Operating #2 ACH WesBanco BillPay	37.00
January 2021 Transfer to Payroll	42,203.90
January 2021 EFTPS Deposit	12,983.08
January 2021 ACH Debit (Unemployment Security)	134.63
January 2021 EFT (WV Combined Sales & Use Tax)	51.52
TOTAL	\$ 113,163.15

VERIFICATIONS

Total Operating Balances as of December 2020	\$ 930,302.86
+ January 2021 Revenue	137,753.79
-January 2021 Expenditures	113,163.15

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	SUBTOTAL	\$	954,893.50
United Bank Capital CD - #1			110,101.25
United Bank Operating CD - #2			111,646.30
First Choice America Operating CD - A			107,864.62
	CD SUBTOTAL	\$	329,612.17
Capital Balances as of December 2020			71,267.30
Archive Fund Balances as of December 2020			15,011.98
	TOTAL	\$	1,370,784.95

Mrs. Harshman moved to approve the January Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

Ms. Thomas referenced the thank you notes received from Dr. Charles Julian, former OCPL board member and current State Library Commissioner, Jennie Freitag, and Chuck Gruber that were discussed at the January board meeting. She said that it is encouraging to receive feedback from the community expressing how much they enjoy OCPL’s programming and appreciate all the good work being done by the Library.

Ms. Thomas said she received an email from Sean Duffy, Adult Programming Coordinator, regarding an Archiving Wheeling article about Blessed Martin School. In the email, Mr. Duffy stated that Deb Warmuth, a teacher at Wheeling Central Catholic High School, was inspired by the article about Blessed Martin School to give her class a presentation on the subject for Black History Month.

Ms. Thomas shared a thank you from Jeanne Carter, the first female chairperson of Ohio Valley Medical Center’s governing board. She said Ms. Carter learned that OCPL had recovered many of the items from the hospital after its closure last year. Ms. Carter requested her OVMC Board portrait, and the Library returned the item to her. In appreciation, Ms. Carter donated \$100 to OCPL’s Archives Department.

ANNOUNCEMENTS

Ms. Thomas presented thank you notes from OCPL staff for their holiday gift cards to the trustees.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

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An incident with OCPL's plumbing occurred on January 6. The basement floor drains in the lower-level restrooms began to back-up. Bob Workman, Custodian, called Johnson Boiler Works to investigate the issue. Ms. Thomas said Johnson Boiler Works found a large blockage had formed around the inside backwater flow valve. She stated the plumbers were able to clear the blockage and snake the drains which allowed the water to flow out again. She said a similar issue occurred last year. The plumbers commented that part of the problem is probably since the new toilets do not flush with as much force or water volume as the older toilets prior to the renovation completed in 2018. Since waste is not moving through the pipes as quickly or with as much flow as in the past, it is easier for waste to get hung-up on the backflow valve.

An email was included in this month's board packet from Harry Rice regarding the completion of a Berea College digital preservation and access project. Ms. Thomas said that Mr. Rice works in the Special Collection and Archives Department for Berea College's Hutchins Library. She said the project included the Wheeling Spoken History project recordings and transcripts. The Berea Project made it possible to preserve and allow online access for over 250 oral history interviews with Wheeling residents. In the email, Mr. Rice shared that about twenty interviews from OCPL's collection were made available by Erin Rothenbuehler, Web Administrator and Local History Specialist, which were not originally found among the recordings at Berea College.

Ms. Thomas referred to the January Service Report and noted that the Library has not been able to gather statistics on its wireless usage. She said OCPL's wireless service continues to be used heavily and she plans to contact Technology Services Group, the Library's technology firm, to determine if there is some way to get an accurate usage count. Ms. Thomas said that there is also no way to determine the frequency of use of the wireless access point installed by the West Virginia Library Commission.

Ms. Thomas referenced the January Web and Social Media Report compiled by Ms. Rothenbuehler that was included in this month's board packet. She pointed out that Ms. Rothenbuehler reported that digital scans of the Library's archival maps of Wheeling have been completed and embedded into OCPL's website. Ms. Thomas said this should be an extremely popular feature for website users and will help limit the need to handle the physical copies of the maps which are over 100 years old and are very fragile.

The Library's weeding project is continuing to progress. Ms. Thomas said Laura Carroll, Archivist, is still weeding the adult fiction collection and is up to the Ps. The weeding of the adult nonfiction collection is almost complete and soon the oversize collection will be relocated to the last reference stack. Ms. Thomas stated that the shifting of the entire adult nonfiction collection will allow the DVD collection to be moved from the stacks adjacent to the magazine

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area across from the circulation desk to the first nonfiction stacks by the Eoff Street window. She added that moving the DVD collection will allow the Library's popular and much-needed large type collection to expand into the stacks where DVDs are currently housed. The shelf space for large type will double once the move is completed.

Angela McClelland, Library Clerk and Children's Shelver, resigned on January 11, and Meredith Lewis, Library Clerk, resigned on January 26. Ms. Thomas said the Library has hired two new employees to replace them. She said Brigitte Mazure was hired on February 9 to fill the vacant Library Clerk position, and Lillian Ratliff will replace Ms. McClelland as the Library Clerk and Children's Shelver. Ms. Ratliff's first day will be February 22.

An annual donation from the U.S. Charitable Trust in the amount of \$250 has been received.

A grant from the Wheeling Automobile Club in the amount of \$5000 has been received. Ms. Thomas said she spoke with Amy Kastigar, Reference Librarian, to discuss how the grant funds should be used this year. Since the digitization of the older microfilm reels of the *Wheeling Intelligencer* is already complete and those newspapers are now available on OCPL's website, only the newspapers dated from January 1983 – 1985 which are currently on microfiche need to be digitized. Ms. Thomas said she directed Ms. Kastigar to contact Advantage Archives to receive a quote to digitize the *Wheeling Intelligencer* microfiche. She stated that she hopes to use the grant funds from the Wheeling Automobile Club to complete the *Wheeling Intelligencer* project.

The December 2020 tax revenue from the Ohio County Commission has been received in the amount of \$6,799.05 and will be reflected in next month's financial report. Ms. Thomas shared that Greg Stewart, Ohio County Commission Administrator, retired and the Commission is still seeking his replacement.

OLD BUSINESS

UPDATE ON OCPL'S REOPENING PLAN

Ms. Thomas reported that OCPL's current level of reopening has continued to do well. She stated that she will continue to monitor the spread of the COVID-19 cases in Ohio County, however, she said she believes the Library's current level of service is still optimal at this time.

NEW BUSINESS

Mrs. McCamic changed the order of the agenda to discuss the other New Business items before the renewal of the United Bank Certificate of Deposit.

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UPDATE ON PURCHASE OF NEW PHONE SYSTEM

Ms. Thomas reported that she has a meeting scheduled with Advanced Communications Company on Monday, February 22, to evaluate the Library's current phone set-up and to receive recommendations and a quote to replace the aged phone system. She said Ms. Kastigar is waiting on a quote from Technology Services Group for a voice-over-internet phone system. Ms. Thomas stated that Ms. Kastigar emailed Staley Communication to receive an evaluation and a quote as well. Ms. Thomas said she hopes to have quotes for the new phone system in time for the March board meeting.

OCPL CREDIT CARD POLICY

Kozicki, Hughes, Tickerhoof, OCPL's auditing firm, recommended adopting an official policy regarding employees' use of company credit cards. Ms. Thomas explained that while the Library has had no history of credit card misuse, the auditors feel it would be very beneficial to OCPL to have an official policy in place to provide employees with guidelines on credit card use. She said the policy would also outline the actions that would be taken if any employee was found to be misusing his or her business charge card. Ms. Thomas stated she contacted a local governmental entity for a sample of that agency's policy and that sample was included with the handouts for the board meeting. She said Ms. Berisford also obtained a template from the West Virginia State Auditor's Office. Ms. Thomas said both policies could easily be adapted to suit the Library's needs. Mrs. McCamic suggested reviewing the sample policy and continuing the discussion at the March board meeting.

AWARDING OF COMPTIME DURING INCLEMENT WEATHER

Ms. Thomas explained that when the Library is forced to close due to inclement weather all staff are paid for a full day's work. Now, due to the Coronavirus Pandemic, the Library has two full-time employees working from home and when the Library was recently closed because of weather, both of those employees had online work to complete that day even though OCPL was closed for the day. Ms. Thomas said the question was asked if these two employees are entitled to compensatory time since the rest of the staff was not required to work during the Library's closure. The trustees shared their recommendations with Ms. Thomas. She said she would take their suggestions under advisement and let the employees know how to proceed.

QUOTE FOR NEW WATER FOUNTAIN IN THE MAIN ENTRANCE AREA

Ms. Thomas referred to the proposal from Johnson Boiler Works included with the board meeting handouts. She said the compressor in the water fountain located in the main entrance area of the Library needs to be replaced. Ms. Thomas stated that the cost to replace the compressor, due to the labor involved, would be \$1,200. She said to replace the water fountain with a new model would cost \$1000. Ms. Thomas said she spoke with Mr. Marquart, and he recommended also getting a quote for a drinking fountain with a bottle filler since it would be

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more sanitary. She stated the cost to replace the existing fountain with a new one with a bottle filler would be \$1,875. Ms. Thomas said she requested specifications and a photo of the drinking fountain with a bottler filler, but she has not yet received that information. After discussion, the trustees decided to wait for the specifications and make a decision at next month's board meeting.

RENEWAL OF CERTIFICATE OF DEPOSIT – UNITED BANK

Ms. Berisford said a chart listing the current Certificate of Deposit rates and terms from area banks was included with the handouts for the board meeting. After reviewing the rates and terms, Mr. Werner motioned to let the current United Bank CD mature on February 18 and open a new CD at First Choice America for a term of 25 months with an interest rate of 0.40%. Mrs. Harshman seconded.

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

There being no further business, Mr. Philips motioned to adjourn the meeting at 5:07 p.m. Mr. Werner seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper