



MINUTES
BOARD OF TRUSTEES MEETING
JULY 16, 2025
WEDNESDAY, 4:15 P.M.

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer (by phone); Jimmie McCamic, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

Mr. Marquart was unable to attend the meeting in person and attended the board meeting by telephone.

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

MINUTES: Mr. Marquart moved to approve the Board Meeting Minutes of June 18, 2025, as presented. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	6,699.14
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		344,234.66
WesBanco Operating Money Market Savings		679,757.50
WesBanco UOVHR Fund Account Checking		7,948.28
Main Street Bank Archive Nonprofit Savings		48,812.73
WesBanco Operating CD		122,821.86
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85
TOTAL	\$	1,449,348.70

Revenue received: June 2025

County Commission	\$	-
Board of Education		60,560.00
State Basic Grants-in-aid		-
Overdue Fees		436.97
Photocopies		652.93
Contributions		95,400.18

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 16, 2025**

Interest Earned		1,871.79
Endowment Interest		-
Book Sale		73.24
Out of State Patrons		85.00
CNX Royalties		501.89
Retail Items		442.86
UOVHR CR		372.00
TOTAL	\$	160,396.86

CONTRIBUTIONS:

In Honor/Memorial Contributions

Elizabeth Feinler	\$	91,109.00
In memory of Mary Lou DeFillippo		
Bradford M. Clarke		30.00
In memory of Jay T. McCamic		
Spears & Spears		250.00
In honor of Beverly Harris		
Treasured Memories-Community Funding Wheeling		829.75
In memory of Beverly Bedway		

General Contributions

Friends of OCPL – Children’s Department Furniture		3,000.00
CEA-HOW – Meeting Room Use		100.00
Anonymous		81.43
TOTAL	\$	95,400.18

INVOICES:

June 2025 Operating #2 Account	\$	142,638.38
June 2025 Transfer to Payroll		51,462.26
June 2025 Capital Fund		27,967.00
June 2025 UOVHR Fund		308.00
June 2025 Operating #2 Account Voided Checks	-	247.99
TOTAL	\$	222,127.65

WARRANTS:

June 2025 Operating #2 Account	\$	142,638.38
Warrants #34441 - #34497		
June 2025 Transfer to Payroll		51,462.26
June 2025 Capital Fund		27,967.00
Warrant #713		
June 2025 UOVHR Fund		308.00
Warrant #130		
June 2025 Operating #2 Account Voided Checks	-	247.99

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 16, 2025**

Warrants #34443, #34287, #34292

TOTAL	\$	222,127.65
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VERIFICATIONS:

Total Operating Balances as of May 2025	\$	891,424.64
+ June 2025 Revenue		160,396.86
- June 2025 Expenditures		222,127.65

SUBTOTAL	\$	829,693.85
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WesBanco Bank Operating CD		121,835.79
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85

CD SUBTOTAL	\$	360,910.32
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Capital Balance as of May 2025		202,051.67
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Archive Fund Balance as of May 2025		48,808.58
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UOVHR Fund Balance as of May 2025		7,884.28
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TOTAL	\$	1,449,348.70
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INVOICES AND WARRANTS: Mr. Marquart moved to approve the June Financial Report as presented. Mrs. McCamic seconded.

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared an email with the trustees from Rodd Haller, President of Wheeling Office Supply. In the email, Mr. Haller wanted to thank the board members for the Library's most recent purchase of furniture for the Vitalie Auditorium. He said he appreciates the business and to keep WOS in mind for any future needs.

ANNOUNCEMENTS: There were no announcements.

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

The WesBanco Trust Account distribution for the second quarter of 2025, totaling \$7,221.88, has been received.

The Summer Reading Program, *Color Our World*, now has 650 kids participating and 86 active adults. The program runs through the end of this month and will conclude with our annual end of Summer Reading Pool Party.

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 16, 2025**

On July 31, the next installment in the People's University series will begin. The featured topic for this term is Zoology: The Big Mammals. The series will run on Thursday evenings through the end of August.

Ms. Kastigar said she met with Marsha Porter on Monday to discuss the VITA program. She said Ms. Porter seemed confident that the Volunteer Income Tax Assistance would continue, and plans are underway to prepare for the next tax season.

On Tuesday, July 15, the WV Deli Executive Committee met for their quarterly meeting. The committee voted to continue our subscription to Law Depot and reaffirmed their hopes of a statewide electronic book consortium. With the most recent changes at the WV Library Section, progress toward the statewide consortium is currently at a standstill. The Library Section is currently interviewing candidates for the new state librarian, but no decision has been made yet. The Committee will be sending a letter to Chelsea Ruby, Secretary of Tourism, to reiterate our desire for a combined consortium. The letter will enumerate the ways a combined consortium will better serve West Virginia and its communities.

Dawn Andlinger, Cataloger, has been busy compiling OCPL's yearly statistics for the annual Bibliostat report that is submitted to the State. Ms. Kastigar stated that they have only just begun to pull all the numbers together, but if the increase in foot traffic and program attendance is any indication, she feels the numbers are going to be good this year.

Ms. Kastigar reported that she and the staff are currently working on a 5-year Development Plan for the Library. She added that she hopes to have a draft ready to present to the Board by the August meeting. Previously referred to as Strategic Plans, the Library Section requires the Development Plans. Ms. Kastigar explained that she anticipates the request will soon be coming from the Library Section, and she would like to be prepared when it does. She said she and the staff are hoping the plan will be a living document that can be utilized while plotting the next few years for OCPL.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

ANNUAL CAPITAL IMPROVEMENTS PRIORITY LIST

A list of Capital Improvements for this fiscal year was included in this month's board packet. First, Ms. Kastigar recommended addressing the men's downstairs restroom. After numerous water leaks and plumbing issues, this restroom is ready for a facelift. However, with most of the children's programming occurring downstairs, Ms. Kastigar said she would like to take this opportunity to create a family restroom on the lower level of the Library. Second, she said she would like to replace the current cubicles in the Technical Services area with more modern and usable desks. The workstations in the Technical Services area are circa 1972 and no longer meet the staff's needs. Third, OCPL's grounds need some cosmetic changes as well. Ms. Kastigar

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 16, 2025**

said she would like to contact local landscaping companies for a quote to redesign the landscaping surrounding the building. She said the box shrubs on 16th Street and in front of the old Japanese garden adjacent to the Eoff Street parking lot need to be removed. Once they have been removed, Ms. Kastigar said she would like to revitalize OCPL's outdoor area with attractive planting or artwork suitable for public spaces. Finally, a holdover from the previous year, comfortable seating could be purchased for the Magazine and Library of Things area. Mr. Werner inquired if the Capital Improvements were listed in order of importance. Ms. Kastigar responded that the items are presently arranged according to their priority. Mr. Marquart moved to approve the Capital Improvements and begin seeking information and pricing on the proposed improvements. Mrs. Harshman seconded.

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

ELEVATOR MAINTENANCE

Ms. Kastigar said she has been contacted by Chuck Rife, TKE-WV General Manager, regarding OCPL's elevator. Production of the Library's elevator ended in 1988 and parts to repair it are no longer available. Mr. Rife said TKE will continue to service the elevator, and do everything to keep it operational, with repairs to the existing components. Ms. Kastigar said TKE recommends a full modernization. However, since they realize that it will be a significant investment, they have recommended replacing the hydraulic jack packing to ensure the safety of the elevator. Mr. Rife stated that the repairs would be retained when the Library decides to perform the full modernization. Mrs. Harshman said that when her former library, the Paul N. Elbin Library on the campus of West Liberty University, replaced its elevator, it was a major undertaking. She recommended contacting an architect to oversee the replacement of the elevator to address any serious engineering issues that may arise during the project. Mr. Marquart recommended contacting M&G Architects & Engineers and Victor Greco for proposals. Ms. Kastigar asked if the trustees would like to complete the suggested repair or just move forward on the elevator modernization. Mrs. Harshman highly recommended completing the repair of our current elevator. She explained that she speaks from experience, and modernizing the elevator will be a lengthy process. Mr. Phillips moved to approve the proposal from TKE to replace the hydraulic jack packing on the elevator, for \$4,705.67. Mrs. Harshman seconded the motion.

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

**BOARD OF TRUSTEES MEETING
MINUTES
JULY 16, 2025**

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:49 pm. Mrs. McCamic seconded.

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

Respectfully submitted,

Amanda Berisford
Administrative Assistant