



**MINUTES
BOARD OF TRUSTEES MEETING
SEPTEMBER 16, 2020
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Reference Librarian; Amanda Berisford, Secretary/Bookkeeper; Robert Becerra of WesBanco Trust and Investment Services

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. She stated that Dottie Thomas, Library Director, was unable to attend the meeting this evening due to personal reasons and Ms. Kastigar would be filling in for her in the interim. Mrs. McCamic then changed the order of the meeting so that Robert Becerra of WesBanco Trust and Investment Services could give his presentation on the Library's Endowment Trust.

NEW BUSINESS

ANNUAL PRESENTATION ON WESBANCO ENDOWMENT TRUST ACCOUNT

Mr. Becerra presented the annual report on the Ohio County Public Library's Endowment Trust Fund. He distributed a Performance Summary Report and a Performance Detail Report from 1/1/2008 to 8/31/2020 and a list of the Library's Portfolio Holdings as of 8/31/2020 to the trustees (see attachments). Mr. Becerra provided an economic overview and then reviewed the Library's portfolio performance and holdings for the trustees. He said the recent government-mandated shutdown to slow the spread of COVID-19 resulted in a severely negative impact on the economy. However, Mr. Becerra said the market is starting to bounce back and the economy is beginning to recover.

Mr. Werner asked if Mr. Becerra anticipates a decrease in the market if COVID-19 case numbers begin to grow and the country experiences a second wave of the virus. Mr. Becerra answered that economic outcomes have been difficult to predict due to the evolution of the pandemic but based on current data he feels that the worst is past us and he anticipates an increase in economic activity. He said the market has adjusted since the outbreak of COVID-19 and he does not anticipate that a second wave of the virus would have the same impact as the original onset. Mr. Werner asked if the upcoming Presidential Election in November could affect the stock market. Mr. Becerra answered that it is quite common to see some volatility in the market before, during, and after a Presidential Election. He said there is always some shock to the market after an election, but it is best not to lose sight of your overall investment strategy and prepare for the short-term volatility. Mr. Becerra said the Federal Reserve's decision to keep interest rates low

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has also been instrumental in stimulating growth in the economy. He added that the Federal Reserve is not planning on raising interest rates anytime soon due to the lasting impact the Coronavirus and the government-mandated shutdown has had on the economy. Mr. Becerra said that the technology and pharmaceutical sectors of the stock market continue to outperform, and the market has benefited. He added that the commodities and housing sectors have also been performing well and have also had a positive impact on the market. Mr. Becerra said that the economy is starting to make a strong recovery based on recent economic reports but due to the current pandemic there is still some uncertainty in the market. Mrs. McCamic thanked Mr. Becerra for his presentation. Mr. Becerra left the meeting at 4:27 p.m.

MINUTES: Mr. Werner motioned to approve the board meeting minutes of August 19, 2020, as tendered. Mr. Phillips seconded.

VOTE:

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,838.36
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		144,901.35
WesBanco Operating Money Market Savings		682,735.74
Main Street Bank Archive Nonprofit Savings		15,003.51
United Bank Capital CD - #1		109,550.23
United Bank Operating CD - #2		111,646.30
First Choice Operating CD - A		107,471.36
TOTAL	\$	1,173,146.85

Revenue received: August 2020

County Commission	\$	72,281.18
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		75.38
Photocopies		224.30
Contributions		10.83
Interest Earned		204.63
Book Sale		7.00
Out of State Patrons		10.00

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Other: Book CR – 9.09, Operating CD Int – 557.30,		803.93
Dental Insurance CR – 237.54		
	TOTAL	\$ 149,310.92

OPERATING CONTRIBUTIONS

Anonymous		\$ 10.83
	TOTAL	\$ 10.83

INVOICES

August 2020 Operating #2 Account	\$	66,037.73
August 2020 Operating #2 ACH WesBanco BillPay		37.60
August 2020 Transfer to Payroll		42,709.34
August 2020 EFTPS Deposit		13,246.76
August 2020 ACH Debit (Retirement)		12,604.23
August 2020 EFT (WV State Tax)		2,687.00
August 2020 EFT (OH State Tax)		494.00
August 2020 Capital Account		285.00
August 2020 Operating #2 Account Voided Check	-	624.00
	TOTAL	\$ 137,477.66

WARRANTS

August 2020 Operating #2 Account	\$	66,037.73
Warrants #31109 - #31161		
August 2020 Operating #2 ACH WesBanco BillPay		37.60
August 2020 Transfer to Payroll		42,709.34
August 2020 EFTPS Deposit		13,246.76
August 2020 ACH Debit (Retirement)		12,604.23
August 2020 EFT (WV State Tax)		2,687.00
August 2020 EFT (OH State Tax)		494.00
August 2020 Capital Account		285.00
Warrant #623		
August 2020 Operating #2 Account Voided Check	-	624.00
Warrant #31159		
	TOTAL	\$ 137,477.66

VERIFICATIONS

Total Operating Balances as of July 2020	\$	673,054.95
+ August 2020 Revenue		149,310.92
-August 2020 Expenditures		137,477.66
	SUBTOTAL	\$ 684,888.21

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Main Street Bank Operating CD - B		111,089.00
First Choice Operating CD - A		107,471.36
United Bank Capital CD - #1		109,550.23
	CD SUBTOTAL	\$ 328,110.59
Capital Balances as of July 2020		145,147.73
Archive Fund Balances as of July 2020		15,000.32
	TOTAL	\$ 1,173,146.85

Mrs. McCamic reported that a new CD has been opened at United Bank with the monies from the Main Street Bank CD that matured on August 29. She added that instead of the originally quoted interest rate of 0.50%, the Library was given an interest rate of 0.60% for a term of 13 months for the Certificate of Deposit. Mr. Werner referred to the School Expenditure Chart included in this month's board packet and asked if it was necessary to reach out to the Superintendent of Ohio County Schools or to the school principals to notify them of the services and resources the Library is still able to provide during this time of limited operation. Ms. Kastigar said that Ms. Thomas has been in contact with the school principals, media specialists, and teachers. She said Ms. Thomas has been keeping them apprised of the Library's services. Ms. Kastigar said the Library has already received several school orders that have been processed and are currently in Technical Services waiting to be picked up. Mrs. McCamic said that Ms. Thomas mentioned at last month's board meeting that one of the schools had requested library cards for their entire student body. Ms. Kastigar stated that Nannette Troyan, Overdues/Circulation Clerk, has been preparing over four hundred library cards for the students at Triadelphia Middle School so that they can access OCPL's downloadable materials. Mr. Werner referred to the Monthly Expenditure Sheet and asked if the Library is spending less due to its limited operations. Ms. Berisford said the Library is currently underspent by 2% overall. She said it is only a slight drop from where spending should be, but several line items will continue to be underspent due to restricted operations. Ms. Berisford said the programming budget for both the Children's and Adult Programming Departments are below average, but both departments are both looking to expand their current programming options. Mr. Marquart said that since the Library has been closed to the public, the Professional Services line item would be underspent since the security guards' services were not required. He also added that the Conference/Travel line item would continue to be underspent as well due to the COVID-19 pandemic. Mrs. McCamic suggested that Ms. Kastigar and Ms. Berisford keep notes on the Library's expenditures to review at the next board meeting. Mr. Marquart motioned to approve the August Financial Report. Mr. Werner seconded.

VOTE:

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

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PUBLIC INPUT/PRESENTATIONS

Mrs. McCamic shared a thank you note from Lori Nicholson for the flowers the Board of Trustees and Staff sent after her mother-in-law passed away.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Kastigar said that Ms. Thomas had left several things for her to report on her behalf before going on sick leave.

Ms. Kastigar reported on the following:

Ms. Kastigar shared a thank you card with the trustees from Nettie McClure, Children's Assistant, for the planter sent by the Board of Trustees and Staff after her recent surgery.

OCPL also received a thank you letter from Maryann Rollins for the copies of photographs she received as part of a research request.

Jobi Yahnke, Circulation Clerk, will be resigning on September 18. Ms. Kastigar said that following the resignation of Jennifer Clarke in August, it was necessary to place a job advertisement on the Library's website for a Circulation Clerk to fill the vacant position. She said Ms. Thomas was contacted by a former employee, Meredith Lewis, who was relocating to the Wheeling area and was interested in the position. Ms. Kastigar said Ms. Thomas rehired Ms. Lewis before she left on sick leave. Ms. Lewis's first day of work will be September 21.

The WV State Office of Technology recently installed a wireless internet access point at OCPL as part of the new statewide Kids Connect Project. The purpose of the Kids Connect Project is to create a large, integrated wireless system for education and they are being deployed at all public libraries, schools, and state parks throughout WV. Ms. Kastigar said she spoke with the Library's Computer Technician, Jeremy Runyan from Technology Services Group, and he said that he anticipates no issues with the Kids Connect access point interfering with the Library's internet connection.

In this month's board packet, Ms. Kastigar said that a copy of the most recent findings of the Reopening Archives, Libraries, and Museums (REALM) project was included. She said the project was designed to gather information to support the handling of various library materials to help institutions resume normal operations and reopen to the public after the recent closures due

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to COVID-19. Initially, the REALM project recommended quarantining materials for four days. Upon further review, the scientists found that the Coronavirus was still detectable on common library materials after six days when stacked together. Ms. Kastigar said, as an extra precaution, OCPL is now quarantining returned materials for seven days.

Prior to the August board meeting, Ms. Thomas was contacted by Heritage Helpers, local volunteers, who were interested in doing a landscaping project for the Library. Ms. Kastigar said that Ms. Thomas contacted the group and explained the board's decision to postpone the possibility of a landscaping project until the spring. She said a recent newspaper article on the volunteer group was included in this month's board packet.

A supplemental WV Deli meeting was held on September 15 via Zoom. Ms. Kastigar said the consortium was presented with an annual partner analysis from Todd Warhola from Overdrive. She shared that there has been an 11% growth over the previous year's usage. Ms. Kastigar said that translates to an additional 53,000 items that circulated this past fiscal year.

A new exhibit is being planned for the Display Area on the main floor of the Library. Ms. Kastigar said that Sean Duffy, Adult Programming Coordinator & Local History Specialist, and Erin Rothenbuehler, Web Administrator & Local History Specialist, will be installing a new First Responders display that will feature several items from the Ohio Valley General Hospital/Medical Center. She said the display would be incrementally built just like the previous Wheeling 250 display.

OCPL is planning to re-open on September 21 and the protective shields needed for the Circulation and Reference Desks have been purchased. Ms. Berisford said a quote in the amount of \$2,887.00 for the purchase of fourteen acrylic protective shields was emailed to the trustees on September 2. After reaching a majority vote via e-mail, the shields were purchased and the invoice will be paid using funds from the Capital Account.

Ms. Kastigar said Ms. Thomas's revised draft of the Epidemic and Public Emergency Policy was included with the handouts distributed prior to the meeting. Mrs. McCamic suggested reviewing the policy for the October board meeting.

OLD BUSINESS

UPDATE ON OCPL'S CURBSIDE SERVICE

Ms. Kastigar reported that OCPL's curbside service has continued to do well and the Library is planning on re-opening its doors to the public by appointment only on Monday, September 21. She stated that a copy of the re-opening plan to expand the Library's current hours and services was

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included with the handouts distributed before the meeting for the trustees to review. Ms. Kastigar said that, if approved, a press release would be posted on the Library’s website and social media accounts. Mr. Phillips asked if an article would also be placed in the paper. Ms. Kastigar answered that an article would also appear in the newspaper. She said the plan provides a general outline and asked if the trustees had any suggestions. After discussion, Mr. Werner motioned to approve OCPL’s re-opening plan with the slight changes discussed. Mr. Marquart seconded.

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

NEW BUSINESS

DEFERRAL OF PAYROLL TAX OBLIGATIONS

Ms. Berisford stated that on August 8, 2020, the president signed a Presidential Memorandum on Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster to allow employees to defer certain payroll tax obligations from September 1, 2020, through December 31, 2020. She said the deferral is optional to employers and the trustees would need to decide whether to offer this deferral to employees. Ms. Berisford stated that handouts on the payroll tax deferral were included in this month’s board packet. She said an additional handout from Ms. Thomas, an e-mail from Karen Goff, WVLC Executive Secretary, was included with the handouts distributed prior to the meeting. In the e-mail, Ms. Goff shared a release sent to all State Agency department heads from the State Auditor’s Office. At this time, the State Auditor’s Office has no plan to defer withholding the social security tax from all State employees as it would create an increased burden on State employees beginning on January 1, 2021, when the deferred amounts must be paid back. Mr. Marquart said that there is the possibility of the taxes being forgiven and, in that case, the Library would need to issue a reimbursement to employees for the overpayment of the FICA tax. However, he added that if OCPL chooses to participate in the program and the payroll tax obligation is not forgiven, it would be the Library’s responsibility to collect and remit the unpaid tax obligations. After discussion, Mr. Werner motioned to decline to participate in the deferral of payroll tax obligations. Mr. Phillips seconded.

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

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

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper