



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 21, 2025  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Anthony Werner, Chairman; Jimmie McCamic (by phone), Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:** Gregory Marquart, Secretary/Treasurer

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

Mrs. McCamic 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. Phillips moved to approve the Board Meeting Minutes of April 16, 2025, as tendered. Mrs. McCamic seconded.

<b>VOTE:</b>	Mr. Werner	YES
	Mrs. McCamic	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	22,061.73
WesBanco Payroll Account Checking		25,756.61
WesBanco Capital Money Market Savings		227,297.71
WesBanco Operating Money Market Savings		580,726.72
WesBanco UOVHR Fund Account Checking		8,357.50
Main Street Bank Archive Nonprofit Savings		48,804.57
WesBanco Operating CD		121,835.79
Main Street Bank Operating CD		120,941.68
Main Street Bank Capital CD		118,132.85
<b>TOTAL</b>	<b>\$</b>	<b>1,273,915.16</b>

**Revenue received: April 2025**

County Commission	\$	-
Board of Education		-
State Basic Grants-in-aid		55,817.00
Overdue Fees		190.39
Photocopies		655.15
Contributions		564.76
Interest Earned		2,098.56

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Endowment Interest		7,059.37
Book Sale		81.09
Out of State Patrons		25.00
CNX Royalties		276.04
Retail Items		130.00
Operating CR		2.00
UOVHR CR		15.00
Other Revenue – Treasury Dept.		206.46
<b>TOTAL</b>	<b>\$</b>	<b>67,120.82</b>

**CONTRIBUTIONS:**

**Memorial Contributions**

Collegiate Alumnae of Wheeling	\$	25.00
In memory of Mary Lou DeFillippo		

**General Contributions**

Kimberly Hall – For stained glass art piece		300.00
Nancy Stewart – For National Library Week/Banned books		25.00
Charles Dusch– For Adult Programming		100.00
Anonymous		114.76
<b>TOTAL</b>	<b>\$</b>	<b>564.76</b>

**INVOICES:**

April 2025 Operating #2 Account	\$	149,596.90
April 2025 Transfer to Payroll		50,636.83
April 2025 Capital Fund		74,133.00
April 2025 UOVHR Fund		677.80
April 2025 Operating #2 Account Voided Checks	-	4,830.52
<b>TOTAL</b>	<b>\$</b>	<b>270,214.01</b>

**WARRANTS:**

April 2025 Operating #2 Account	\$	149,596.90
Warrants #34320 - #34394		
April 2025 Transfer to Payroll		50,636.83
April 2025 Capital Fund		74,133.00
Warrants #706 - #707		
April 2025 UOVHR Fund		677.80
Warrants #118 - #126		
April 2025 Operating #2 Account Voided Checks	-	4,830.52
Warrants #34323, #34385		
<b>TOTAL</b>	<b>\$</b>	<b>270,214.01</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of March 2025	\$	758,957.23
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+ April 2025 Revenue			67,120.82
- April 2025 Expenditures			270,214.01
	<b>SUBTOTAL</b>	<b>\$</b>	<b>555,864.04</b>
WesBanco Bank Operating CD			121,835.79
Main Street Bank Operating CD			119,608.62
Main Street Bank Capital CD			118,132.85
	<b>CD SUBTOTAL</b>	<b>\$</b>	<b>359,577.26</b>
<b>Capital Balance as of March 2025</b>			<b>300,653.13</b>
<b>Archive Fund Balance as of March 2025</b>			<b>48,800.43</b>
<b>UOVHR Fund Balance as of March 2025</b>			<b>9,020.30</b>
	<b>TOTAL</b>	<b>\$</b>	<b>1,273,915.16</b>

**INVOICES AND WARRANTS:** Mr. Phillips moved to approve the April Financial Report as presented. Mrs. Harshman seconded.

**VOTE:**

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

**PUBLIC INPUT/PRESENTATIONS:** There was no public input or presentations.

**ANNOUNCEMENTS:** There were no announcements.

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

The April and May tax revenue distributions from the Ohio County Board of Education have been received. Each distribution totaled \$60,560. The March and April tax distribution from the Ohio County Commission, \$330,406.56, has also been received.

On May 2 and 3, OCPL held its bi-annual Booksale. After the fall Booksale, the remaining unsold items were either donated or recycled as they had gone through several sales. Ms. Kastigar said the spring Booksale had a completely new stock of materials to sell. With the Friends of the Library preview sale on May 1, the Booksale generated \$2,698.06.

Promotional flyers for the children's summer reading activities were included in this month's board packet. Ms. Kastigar said there were three flyers, each detailing activities for children by age group.

The annual meeting of the Friends of the Library was conducted on April 23. Michael Hires accepted the position of Secretary, replacing Dave Javersak, and two new directors were elected, Kimberly Adams-Frances and Georgia Tambasis. The Friends will be hosting a fundraiser on

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June 7, from 1pm until 4pm. They will be conducting an adult spelling bee, and openings for two teams of four to six people are still available.

Dr. William Mercer has kindly loaned the Library a portion of his extensive collection of Peanuts memorabilia. The collection will be on display throughout the Summer Reading Program. Yesterday's Lunch with Books program featured a WV Humanities characterization of Charles Schultz. Dr. Mercer attended and was very complimentary of both the presentation and of the displays developed by Nannette Troyan, Circulation Manager, for various areas of the Library.

Sean Duffy, Adult Programming Coordinator, has dismantled the Wheeling Glass exhibit. Mr. Duffy is currently preparing a display about Memorial Day.

Julia Bachmann, Outreach Services Specialist, and Makayla Carney, Publicity Manager, represented OCPL at Mount St. Joseph's Earth Day Celebration this past Sunday, May 18. Ms. Bachmann and Ms. Carney passed out information on the Library's Summer Reading programs, the Library of Things Collection, and how to obtain a library card. They also displayed OCPL's Seed Library and distributed heirloom seeds for planting. Ms. Bachmann estimated that approximately one hundred people visited OCPL's information table.

The new shelves for the Young Adult area and the new Reference Desk were installed. Ms. Kastigar said she has received a steady stream of compliments, both in person and online, about how nice the Library looks with the new carpeting, displays, and furniture on the main floor.

Logan Seidler has been hired to fill the part-time Circulation Clerk position that has been vacant since Jobi Yahnke retired. After the COVID-19 pandemic, the position was not filled because it was felt that the existing staff could cover the hours. However, with the increase in services, displays, programs, and patron traffic, the Library staff was becoming overtaxed, additional coverage was needed, and the position was advertised. Mr. Seidler is a musician and private teacher, very enthusiastic about OCPL, and a welcome addition to the staff.

The final class in the People's University series on the Vietnam War will be held on Thursday, May 22. Plans are already underway for the next installment in the series. Mr. Duffy is contemplating several scientific possibilities, including a series on evolution, large mammals, or primates.

**OLD BUSINESS:** There was no old business.

**NEW BUSINESS:**

**REVISION OF BYLAWS**

Due to recent issues with the mail delivery of the Library's payments to vendors, Ms. Kastigar said she would like to pursue the option of transitioning from paper checks to electronic funds transfers (EFTs) to pay our invoices in a timely manner. For this to happen, she said the Bylaws

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would need to be revised. Ms. Kastigar stated that a draft of the revision was included in this month's board packet, and she invited the trustees to share their suggestions for the change to Article IV of the Bylaws. Mr. Werner stated that he felt the change was necessary and stated that Mr. Marquart concurred that it was a good idea. Mr. Werner suggested an addition to the revision stating that all EFT transactions would require prior documented approval by the Chairman and Secretary-Treasurer. Mrs. McCamic moved to approve the revision of Article IV of the Bylaws with the recommended wording change. Mr. Phillips seconded.

<b>VOTE:</b>	Mr. Werner	YES
	Mrs. McCamic	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

**ANNUAL BUDGET**

Ms. Kastigar stated that copies of the preliminary 2025-2026 Annual Budget were included in this month's board packet. She reviewed the proposed income and said the draft of the Annual Budget provides a good representation for the funds needed for acquisitions, operating supplies, building maintenance, and activities. Mr. Werner asked the trustees to review the information for the June board meeting to share their thoughts, suggestions, and recommendations for the 2025-2026 Annual Budget.

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:33 pm. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Werner	YES
	Mrs. McCamic	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

Respectfully submitted,

*Amanda Berisford*

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Administrative Assistant