



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 9, 2019
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer, Sister Mary Clark

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Erin Rothenbuehler, Web Administrator; David Pauly, Library Patron

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. and changed the order of the meeting so that Erin Rothenbuehler, Web Administrator, could give an update on OCPL's new SmartSite website and app from TSG.

NEW BUSINESS

TSG PROPOSAL TO MODIFY OCPL'S APP

Ms. Thomas said OCPL's new website platform and smartphone app launched at the end of August. After the launch of the Library's app, Ms. Rothenbuehler said there were several issues with its functionality and overall design. Ms. Thomas said she, Ms. Rothenbuehler, and several staff members met to discuss the issues with the app. After the meeting, Ms. Rothenbuehler contacted TSG and outlined the corrections that needed to be made. Ms. Rothenbuehler said TSG indicated they were willing to make the requested changes. TSG did state, however, there would be a charge to make the requested changes. Ms. Rothenbuehler shared the quote for the requested modifications with the trustees. She also added that, unlike the website, OCPL staff had no opportunity to preview the app prior to its launch. After discussion of the proposal and taking into account the circumstances of the launch, the trustees suggested contacting TSG to ask if they would consider making the changes without any additional charges. Ms. Thomas said she would contact TSG about the request. Ms. Rothenbuehler left the meeting at 4:26 p.m.

MINUTES: Mrs. McCamic noted a wording change in the September board meeting minutes. Mr. Werner motioned to approve the September 11, 2019 board meeting minutes as modified. Mr. Phillips seconded.

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

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FINANCIAL REPORT:

Operating Account #2 Checking	\$	1,497.90
Payroll Account Checking		-
Capital Money Market Savings		81,941.75
Operating Money Market Savings		850,791.73
Operating CD – Main Street Bank B		108,905.22
Operating CD – First Choice A		106,264.84
Capital CD – United Bank #1		107,382.60
TOTAL	\$	1,256,784.04

Revenue received: September 2019

County Commission	\$	313,445.70
Board of Education		133,234.00
State Basic Grants-in-aid		-
Fines		870.95
Photocopies		780.75
Contributions		220.79
Interest Earned		80.53
Book Sale		120.50
Out of State Patrons		55.00
Other: Operating Supply CR – 271.90, CFOV		3,771.90
Wheeling Auto Club Grant – 3500.00		
TOTAL	\$	452,580.12

OPERATING CONTRIBUTIONS

Compulsive Eaters Anonymous – For meeting room use	\$	25.00
Chris & Linda Neuhart – In memory of Chad Henry		25.00
Robert Rine – Donation		100.00
Anonymous		70.79
TOTAL	\$	220.79

INVOICES

September 2019 Operating #2 Account	\$	61,869.04
September 2019 Operating #2 ACH WesBanco BillPay		35.80
September 2019 Transfer to Payroll		43,068.06
September 2019 EFTPS Deposit		13,197.80
September 2019 ACH Debit (Retirement)		12,761.69
September 2019 EFT (WV State Tax)		2,634.00
September 2019 EFT (OH State Tax)		564.00
September 2019 Capital Account		527.28
TOTAL	\$	134,657.67

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WARRANTS

September 2019 Operating #2 Account Warrants #30503 - #30556	\$	61,869.04
September 2019 Operating #2 ACH WesBanco BillPay		35.80
September 2019 Transfer to Payroll		43,068.06
September 2019 EFTPS Deposit		13,197.80
September 2019 ACH Debit (Retirement)		12,761.69
September 2019 EFT (WV State Tax)		2,634.00
September 2019 EFT (OH State Tax)		564.00
September 2019 Capital Account Warrant #612		527.28
TOTAL	\$	134,657.67

VERIFICATIONS

Total Operating Balances as of August 2019	\$	533,847.07
+ September 2019 Revenue		452,580.12
-September 2019 Expenditures		134,657.67
SUBTOTAL	\$	851,769.52
Operating CD Main Street Bank B		108,905.22
Operating CD First Choice A		106,264.84
Capital CD United Bank #1		107,382.60
CD SUBTOTAL	\$	322,552.66
Capital Balances as of August 2019		82,461.86
TOTAL	\$	1,256,784.04

Ms. Thomas distributed the September 2019 investment statements from WesBanco and Security National Trust. Mr. Werner motioned to approve the September 2019 Financial Report as submitted. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATION:

There was no public input.

ANNOUNCEMENTS:

There were no announcements.

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DIRECTOR'S REPORT

Ms. Thomas reported on the following:

In addition to Storytime and Toddler Time, the Children's Department will be holding several Family Programs this fall. The first program held on Monday, October 7, at Wheeling Park's Schwertfeger Shelter was well attended. A flyer listing the upcoming programs was included in this month's board packet.

The new People's University series, "Wheeling in Literature", will begin on November 5. The series was planned in partnership with the City of Wheeling Arts and Cultural Commission and the Upper Ohio Valley Festival of Books. The series celebrates the 250th anniversary of Wheeling's founding with five programs from November 5 through December 3. It focuses on the rich tradition of literature in The Friendly City. The format of the annual Festival of Books is being changed this year from a traditional Saturday program to this multi-part event that includes OCPL's People's University literature series and Wheeling's "One Book, One Community" series.

WVLA's Annual Fall Conference will be held October 16 -18 in Shepherdstown. At the Fall Conference, the State Office of Technology will be providing a "Question & Answer" session to discuss the recent transfer of the Library Commission's Network Services technicians and system administrators to their office. An e-mail from Karen Goff, WVLC Executive Secretary, detailing the transfer of technicians was included in this month's board packet.

The annual WV Deli Consortium meeting will be held on October 22 in Clarksburg. At the annual meeting, the election of officers will be held, and the members will discuss the proposal from Baker & Taylor to convert the consortium's entire collection to the company's Axis 360 platform.

The adult non-fiction weeding project has progressed to the 974s. Once the non-fiction collection has been weeded, the entire collection will be shifted to accommodate the expansion of the adult fiction collections. Ms. Thomas said she would also like to relocate the oversize collection, which is currently housed at the end of the non-fiction collection, to a more visible area where the materials are more likely to be browsed.

Ms. Thomas distributed the monthly Archives Report, Service Report, and WV Deli Statistics Report for the month of September.

To coincide with a recent Lunch with Books presentation by Dick Cress, a special exhibit of photographs taken by Mr. Cress and his father, William Cress, will be on display in the Library's

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auditorium through the end of the year. The Cress photographs feature the city of Wheeling from the 1930s through the 1960s.

OLD BUSINESS

OCPL POLICY REVIEW – PERSONNEL POLICIES & MATERIALS DONATION POLICY

Ms. Thomas said that copies of the Personnel Policies Part 3 – Section 4 – Disciplinary Action/Causes and Procedures and Part 4 – Grievance Procedures was included in this month’s board packet along with a copy of Parkersburg-Wood County Public Library’s Employee Dissatisfaction Procedures. She said she is in favor of changing OCPL’s Grievance Policy to one like Parkersburg’s policy. After the September board meeting, Ms. Thomas said she contacted Karen Goff, WVLC Executive Secretary, to determine if the Library needed to have a grievance policy in place because the state statutes consider the Library to be a quasi-governmental entity. Ms. Goff stated that the WVLC Administrative Rules and Regulations do not stipulate that grievance procedures need to be in place. However, Ms. Goff said she could see no reason not to have such a policy. Mr. Werner said he would like to see a copy of the Library Commission’s Administrative Rules & Regulations in regard to public libraries’ policies, specifically grievance policies to ensure OCPL’s policy is acceptable. Ms. Thomas said she would share the WVLC Administrative Rules and Regulations with Mr. Werner via e-mail. After discussion, Mr. Werner motioned to approve and adopt the proposed changes to Personnel Policies Part 3 -Section 4 - Disciplinary Action/Causes and Procedures as presented and table the discussion of Personnel Policies Part 4 – Grievance Policy until the November board meeting. Mr. Phillips seconded.

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

Ms. Thomas said a copy of OCPL’s Materials Donation Policy was included in this month’s board packet along with a copy of suggested revisions to the policy. In order to provide clear guidelines for both patrons and library staff, she recommends only accepting hardback and paperback books published within the last ten years as acceptable donations. After discussion, Mr. Werner motioned to revise the Materials Donation Policy with the recommended and discussed changes. Mr. Phillips seconded.

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

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There being no further business, Mr. Werner motioned to adjourn the meeting at 4:52 p.m.
Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper