

**MINUTES
BOARD OF TRUSTEES MEETING
MARCH 19, 2025
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Jimmie McCamic

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

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 February 19, 2025, as presented. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,760.32
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		303,540.38
WesBanco Operating Money Market Savings		708,191.73
WesBanco UOVHR Fund Account Checking		8,971.30
Main Street Bank Archive Nonprofit Savings		48,796.68
WesBanco Operating CD		120,874.49
Main Street Bank Operating CD		119,608.62
Main Street Bank Capital CD		118,132.85
TOTAL	\$	1,429,876.37

Revenue received: February 2025

County Commission	\$	-
Board of Education		60,560.00
State Basic Grants-in-aid		-
Overdue Fees		222.88
Photocopies		591.60
Contributions		245.51
Interest Earned		2,301.79
Endowment Interest		-
Book Sale		598.00
Out of State Patrons		55.00
CNX Royalties		255.65
Retail Items		225.00

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Building CR			1,948.21
Activities CR			1,542.00
Other Grants			1,032.30
	TOTAL	\$	69,577.94

CONTRIBUTIONS:

General Contributions

Nancy Stewart – Banned books	\$	100.00
Anonymous		145.51
	TOTAL	\$ 245.51

INVOICES:

February 2025 Operating #2 Account	\$	105,498.35
February 2025 Transfer to Payroll		48,380.51
February 2025 Capital Fund		38,910.00
February 2025 UOVHR Fund		209.00
	TOTAL	\$ 192,997.86

WARRANTS:

February 2025 Operating #2 Account	\$	105,498.35
Warrants #34215 - #34259		
February 2025 Transfer to Payroll		48,380.51
February 2025 Capital Fund		38,910.00
Warrant #704		
February 2025 UOVHR Fund		209.00
Warrants #116-#117		
	TOTAL	\$ 192,997.86

VERIFICATIONS:

Total Operating Balances as of January 2025	\$	796,246.78
+ February 2025 Revenue		69,577.94
- February 2025 Expenditures		192,997.86
	SUBTOTAL	\$ 672,826.86
WesBanco Bank Operating CD		119,397.57
Main Street Bank Operating CD		119,608.62
Main Street Bank Capital CD		118,132.85
	CD SUBTOTAL	\$ 357,139.04
Capital Balance as of January 2025		341,937.63
Archive Fund Balance as of January 2025		48,792.54
UOVHR Fund Balance as of January 2025		9,180.30
	TOTAL	\$ 1,429,876.37

INVOICES AND WARRANTS: Mr. Phillips moved to approve the February Financial Report as presented. Mr. Marquart seconded.

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

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

ANNOUNCEMENTS: There were no announcements.

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

The March 2025 tax revenue distribution from the Ohio County Board of Education, in the amount of \$60,560, has been received.

Wheeling Heritage launched its Wheeling Live Here brochure on February 19. The brochure aims to attract people and businesses to the Wheeling area by pointing out local amenities, housing options, and job opportunities. Unfortunately, OCPL and its free programming were not mentioned in the brochure. The brochure contains a QR code on page nine that lists the Library's program schedule if anyone searches for it. Ms. Kastigar contacted Scott Schenerlein concerning the omission, and he assured her that Wheeling Heritage has taken note of the oversights and will correct them in the next printing of Wheeling Live Here. OCPL has begun the process of designing its own brochure focusing on all that the Library offers to the community that can be displayed at the new Visitor's Center and local attractions like Oglebay Park.

The Children's Department's contest to name its beta fish has concluded. After polling all the children who have visited the Library, the name Bluey won handily. Bluey's companion snails have been named Bingo and Bandit.

Attendance at Children's Programming has doubled between January and March of this year. Storytime attendance has increased from 359 in January to 605 for the month of February. Ms. Kastigar reported that Carrie Leib, Head of Youth Services, has restructured the department and she is incredibly pleased with the quality of the work the Youth Services team is doing. Michael Brambila, Youth Services Specialist, has begun visiting classrooms, the Children's book groups are getting great attendance, and evening programs are often being held four nights a week.

The Summer Reading Program will begin on May 31. Due to the popularity of last year's kick-off event, a carnival will be held in the Eoff Street parking lot. This year's carnival will feature games, inflatables, and a popcorn machine.

The carpeting installation on the main floor of the Library is almost complete. Zambito Flooring America will be returning this week to complete the installation by replacing the carpet in the administrative offices and main entrance. The installers will then complete the finishing touches on the main floor.

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The day after the February board meeting, one of our smaller HP printers in technical services ceased working. While working out a replacement plan, Ms. Berisford reported that the Konica Minolta color printer in the back office has also been malfunctioning and needed a repair kit. The Konica Minolta repair kit would cost just as much as or more than a new printer. Since the color printer is used to print our in-house flyers, pamphlets, signs, etc., and rather than replacing two printers, when we consulted with Hughes, they suggested one workhorse printer that could be networked to the entire office. Ms. Kastigar contacted the trustees via email regarding the replacement of the two printers with a Xerox C625 color printer that also included a photocopier. After the quote had been circulated to the trustees, they approved the quote to purchase the Xerox Versalink C625 multifunction printer at a cost of \$2,700 to be paid from the Capital Account. Hughes delivered and installed the C625 the following week in the Technical Services Office.

Erb Electric was called to evaluate the flickering of the newly installed lighting in the Vitalie Auditorium. After replacing the dimmer switches again, the issue continued. Erb's electricians have decided to order a different brand of dimmer switch in the hopes that they can correct the issue for good.

On Friday, March 14, President Trump issued an executive order to reduce the budget and staffing of the Institute for Museum and Library Services (IMLS) except for the parts strictly mandated by law. While the IMLS receives a small amount of the Federal Budget, approximately 0.003%, they provide libraries across the U.S. with countless resources to assist their communities and electronically connect libraries. The American Library Association issued a statement urging people to contact their lawmakers and express their concerns about the IMLS budget cut. Ms. Kastigar said the Library shared this information on its Facebook page. Although OCPL's services will not be directly affected by the IMLS budget cut, all of our neighboring county libraries will be impacted by the loss of resources from the IMLS. Ms. Kastigar said the smaller libraries throughout the state will likely need to rely on the larger libraries' assistance to serve their patrons. OCPL will likely receive more Interlibrary Loan requests, research requests, etc. Mr. Marquart stated that he has received several calls regarding OCPL's Facebook post. Ms. Kastigar said that she would be happy to explain the issue and answer any questions and welcomed Mr. Marquart to refer the patrons to her if he receives any further phone calls.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

ELECTION OF OFFICERS

At the February Board Meeting, Mr. Werner and Mr. Marquart stated they would be willing to continue to serve as Chairman of the Board of Trustees and Secretary/Treasurer, respectively. Mr. Phillips moved to continue the existing slate of officers, with Mr. Werner as Chairman and Mr. Marquart as Secretary/Treasurer for 2025-2026. Mrs. Harshman seconded.

VOTE: Mr. Werner YES

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Mr. Marquart	YES
Mr. Phillips	YES
Mrs. Harshman	YES

PROPOSAL FOR STAINED GLASS PIECE BY KELLIE AHMAD

OCPL will be participating in the city-wide, “Glass Takes Over Wheeling Project” in April. Sean Duffy, Adult Programming Coordinator, has prepared a proposal for the trustees to purchase a custom stained-glass piece by local artist Kellie Ahmad of Rust Belt Stained Glass Works. Ms. Kastigar said a diagram of the piece was included with the proposal. The piece will be three feet in diameter and will feature inner oval shapes representing Wheeling’s glass companies. Round shapes will surround the ovals and be the color of molten glass to represent glass blowing. The outer circle of the piece will contain a segment of the poem “A Memoir in Praise of Public Libraries” by Bonnie Thurston, local poet, and long-time patron. After being a part of the main exhibit, Ms. Kastigar said the stained glass piece would be put on permanent display as part of OCPL’s growing collection of art from local artists, which currently includes Vondel Bell’s mural, “Colors and Thoughts,” Bob Villamanga’s “Mill Rat,” JJ Young’s photographs of the B&O Railroad, and the paintings by John Joseph Owens of Old Wheeling. Mrs. Harshman stated she is familiar with Kellie Ahmad. She said Ms. Ahmad is just beginning her art career and the work she has seen has been particularly good. Mrs. Harshman added that glass is an expensive medium to work with and she found the cost of the piece to be reasonable. Ms. Kastigar said Mr. Duffy has received donations in the amount of \$400 to go towards the purchase of the stained-glass art. Mr. Julian stated that he said he would need to speak with the Friends of the Library Executive Committee, but he believes they would be willing to contribute \$500 toward the purchase as well. Mr. Marquart noted that it would be great if the Friends were able to assist with the purchase of the art piece. Mr. Marquart moved to approve the quote from Kellie Ahmad for the stained-glass piece of art totaling \$2,110, with the donation received in the amount of \$400 and the possible contribution from the Friends of the Library, and OCPL would pay the remainder of the cost. Mr. Phillips seconded.

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

PROPOSAL FOR YOUNG ADULT SHELVING

Ms. Kastigar stated that the Hess Family Foundation has recently contributed \$10,000 toward the purchase of furnishings for OCPL’s new Young Adult space. She said the staff have worked to carve out an area located between the Children’s Department and Fiction shelving. To separate the space, Carrie Leib, Head of Youth Services, has submitted a quote to purchase shelving for the Young Adult area. The quote from Demco to purchase ColorScape modular shelving units from Demco was included in this month’s packet. The quote includes two ColorScape curved mobile shelving units. These units were selected to complement the ColorScape shelving purchased for the Children’s Department in 2023 & 2024. The ColorScape shelving units are

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interchangeable and, if the design of the Young Adult Area changes in the future, the shelves could easily be added to the Children's Department's units. After discussion, Mrs. Harshman moved to approve the purchase of the ColorScape shelving units from Demco in the amount of \$6,004.44 to be paid from the Capital Account, utilizing the donation from the Hess Family Foundation. Mr. Marquart seconded.

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

CONFIDENTIALITY OF PATRON RECORDS POLICY

Ms. Kastigar stated that a draft of the proposed changes to Patron Policies #10 – Confidentiality of Patron Records was included in this month's board packet and an editable draft was circulated to the trustees via email. After reviewing and discussing the proposed changes, Mr. Phillips moved to approve Patron Policies #10 – Confidentiality of Patron Records as presented with the discussed amendments. Mr. Marquart seconded the motion.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 4:52 pm. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant