



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

BOARD MEMBERS PRESENT: Jimmie Ann McCamic (via Zoom), Chairman; Greg Marquart, Secretary/Treasurer (via Zoom), Anthony Werner (via Zoom), Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

Mrs. McCamic stated that since she, Mr. Marquart, and Mr. Werner were unavailable to attend today's board meeting in person and were participating via Zoom, she had asked Mr. Phillips to conduct today's board meeting and he had graciously consented.

CALL TO ORDER: Mr. Phillips called the meeting to order at 4:21 p.m.

MINUTES: Mrs. McCamic motioned to approve the board meeting minutes of June 17, 2020. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,371.06
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		153,237.63
WesBanco Operating Money Market Savings		727,363.96
Main Street Bank Archive Nonprofit Savings		14,997.24
Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78
United Bank Capital CD - #1		109,007.90
TOTAL	\$	1,224,609.54

Revenue received: June 2020

County Commission	\$	8,683.96
Board of Education		66,617.00

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State Basic Grants-in-aid		-
Fines		25.94
Photocopies		51.30
Contributions		50.30
Interest Earned		218.29
Book Sale		-
Out of State Patrons		-
Other: Operating Supply CR – 10.00, Book CR – 4.47		14.47
TOTAL	\$	75,661.26

OPERATING CONTRIBUTIONS

Anonymous		\$ 50.30
TOTAL	\$	50.30

INVOICES

June 2020 Operating #2 Account	\$	126,301.29
June 2020 Operating #2 Account Transfer to Capital	-	66,255.00
June 2020 Operating #2 ACH WesBanco BillPay		33.20
June 2020 Transfer to Payroll		41,526.53
June 2020 EFTPS Deposit		12,816.60
June 2020 ACH Debit (Retirement)		8,228.58
June 2020 EFT (WV State Tax)		1,750.00
June 2020 EFT (OH State Tax)		320.00
TOTAL	\$	124,721.20

WARRANTS

June 2020 Operating #2 Account	\$	126,301.29
Warrants #31006 - #31048		
June 2020 Operating #2 Account Transfer to Capital	-	66,255.00
June 2020 Operating #2 ACH WesBanco BillPay		33.20
June 2020 Transfer to Payroll		41,526.53
June 2020 EFTPS Deposit		12,816.60
June 2020 ACH Debit (Retirement)		8,228.58
June 2020 EFT (WV State Tax)		1,750.00
June 2020 EFT (OH State Tax)		320.00
TOTAL	\$	124,721.20

VERIFICATIONS

Total Operating Balances as of May 2020	\$	845,072.06
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+ June 2020 Revenue		75,661.26
-June 2020 Expenditures		124,721.20
	SUBTOTAL	\$ 796,012.12
Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78
United Bank Capital CD - #1		109,007.90
	CD SUBTOTAL	\$ 326,639.65
Capital Balances as of May 2020		86,960.53
Archive Fund Balances as of May 2020		14,997.24
	TOTAL	\$ 1,224,609.54

Mr. Marquart motioned to approve the June 2020 Financial Report. Mrs. Harshman seconded.

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

ANNOUNCEMENTS

Mrs. Thomas shared a thank you note with the trustees from Julia Bachmann, Outreach Services Specialist. In the note, Ms. Bachmann thanked the trustees for continuing to pay all library staff during OCPL’s temporary closure due to the COVID-19 outbreak.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

The VITA tax service collected their last tax returns on Tuesday, July 7 for drop-off service. Ms. Thomas said the volunteers will continue to meet with clients through the end of this week to distribute their completed returns. She added that due to the COVID-19 outbreak, the tax service’s furniture and equipment in the Meeting Room would not be dismantled and returned to the Storage Room this year unless circumstances change and the room is needed for meeting space.

Johnson Boiler Works was onsite June 16 through June 18 to install a new bearing on the Library’s air handler unit located in the boiler room. Ms. Thomas said the company had to

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fabricate and install two braces to mount the new bearing unit. The total cost of the repair was \$2,685.89 and will be charged to the Building Maintenance portion of the annual budget.

Mrs. McCamic has agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2020 through June 30, 2025. Ms. Thomas said the Library received the official reappointment letter from Brenda Miller, Ohio County Circuit Clerk. Mrs. McCamic said she also received her copy in the mail.

Advanced Lock and Security will be replacing the locks on the Library's two main entrance doors. Ms. Thomas said these locks are custom-made, heavy-duty deadbolts and the cost to replace both sets will be \$1,181.00. The replacement of the locks will be charged to Building Maintenance in the annual operating budget.

OCPL's Directors and Officers and Employment Practices insurance policy from Great American has automatically been renewed. Ms. Thomas said that last year Great American offered a two-year rate guarantee that locked in the premium at \$1,031 for each year.

OCPL's three-year contract with Kozicki Hughes Tickerhoof to perform the annual audit has expired. The Library sent requests for proposals to six CPA firms from the West Virginia State Auditor's approved list. The Library must receive at least three proposals from firms on the list. OCPL sent out six RFPs and received a request from a firm making a total of seven RFPs. Ms. Thomas said the RFPs are due back by July 29. Once the proposals have been received, she said OCPL's audit committee, consisting of herself, Ms. Berisford, and Mr. Marquart, will meet to review the proposals and select the best firm for the Library's audit. The finalized report and selection must then be approved by the State Auditor's office.

The weeding of the adult nonfiction collection is continuing to progress. Ms. Thomas said that Laura Carroll, Archivist, has begun to weed the adult fiction collection and Amy Kastigar, Reference Librarian, has begun to weed the large type collection in the Storage Room. She added that Lee Ann Cleary, Children's Specialist, will also be weeding the children's fiction collection.

The quarterly WV Deli meeting will be held on July 21 via Zoom. Ms. Thomas said that she and Ms. Kastigar are planning to attend.

OLD BUSINESS

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UPDATE ON OCPL'S CURBSIDE SERVICE

Ms. Thomas reported that the Library's curbside services are going well. Mr. Marquart asked how OCPL's services compare to the services being offered by other libraries in the area. Ms. Thomas answered that she has been closely monitoring other libraries throughout the Upper Ohio Valley and shared that along with OCPL, Mary H. Weir Public Library in Weirton is also still restricting service to curbside service only. She said that the Moundsville-Marshall County Public Library is planning to reopen its doors to patrons by appointment only in the near future. Ms. Thomas added that the Martins Ferry Public Library and the Public Library of Steubenville and Jefferson County have reopened their doors to the public, but in a limited capacity in order to follow social distancing guidelines.

Mr. Marquart asked if there have been any requests from patrons to use the public access computers. Ms. Thomas said that she and the staff recently decided to expand curbside services and offer access to a public computer by appointment only. Mr. Marquart said he was concerned with patrons not being able to access the public computers. Mr. Werner asked what percentage of staff are currently still working from home. Ms. Thomas answered that only two employees have continued to work from but they both have positions with duties that can be completed remotely.

Ms. Thomas stated that the new routine has been going smoothly but the temporary hours of operation may need to be adjusted. Currently, she said the Library is offering curbside service on Mondays, Wednesdays, and Fridays from 10 a.m. to 3 p.m. and on Tuesdays and Thursdays from 10 a.m. to 7 p.m. Ms. Thomas said the evening hours have been quite slow, but the afternoon hours may need to be expanded. Mr. Werner asked if the Library's openness needed to be tweaked to a greater or lesser degree. Ms. Thomas answered that she saw no reason to pull back on the current services being offered. She added that many of the staff are still not comfortable with the prospect of opening the doors to the public. Mrs. Harshman said that the number of positive coronavirus cases continues to grow in the area. She shared that her daughter works in an urban public library in Connecticut where, due to a large increase in COVID-19 cases, the library only allows a certain number of employees to work in the building and also limits the number of patrons allowed in the facility. Mrs. Harshman added that she thinks Ms. Thomas and the OCPL staff are doing a great job. Ms. Thomas asked the trustees if they wished to make any changes to the current mode of service before the next board meeting scheduled for August 19. None of the trustees saw any need to make current changes. Ms. Thomas said the topic of library services will be on each month's board meeting agenda and decisions will be made as circumstances warrant.

QUOTE TO REPLACE GARAGE DOORS

Ms. Thomas said she contacted Wheeling Door Company to get the specifications for the replacement garage doors and to share the trustees' questions raised at last month's board meeting. She said Wheeling Door Company has provided a new quote for a commercial grade garage door system along with a sample of the door. Ms. Thomas said the new quote is an increase of \$1,290 over the original quote. Mr. Marquart stated that he also spoke with

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Wheeling Door Company and explained that the new quote for the commercial grade steel garage doors also includes the same operators, track, and torsion system used by the City of Wheeling for their garages. He said the newly quoted garage door system would be very durable and it should be quite easy to get replacement parts if needed. After reviewing the proposal for the trustees, Mr. Marquart motioned to accept the quote from Wheeling Door Company to replace the garage doors at a cost of \$9,710.00. Mrs. Harshman seconded.

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

NEW BUSINESS

QUOTE TO REPLACE EXTERIOR LOADING DOCK DOOR

Ms. Thomas reported that the exterior loading dock door has become increasingly difficult to open and shut. She said she contacted Walters Construction to obtain a quote to replace the door. Mr. Marquart said the exterior steel door and frame are original to the building and, after 47 years of use, the door has begun to rust and warp causing the door to not function properly. He said that in order to replace the door, the old one would need to be cut out of the masonry and the new frame and door would then be bolted into place. Mr. Marquart said the quoted price is within the expected price range. Mr. Marquart motioned to accept the quote from the Walters Construction in the amount of \$4,372 to remove and replace the exterior loading dock door. Mrs. Harshman seconded.

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

EPIDEMIC AND PUBLIC EMERGENCY POLICY REVIEW

Due to the increasing numbers of COVID-19 cases in certain areas of the United States, Ms. Thomas is recommending updating OCPL's Epidemic and Public Emergency Policy to outline procedures for employees who will be returning to work after visiting CDC defined "hot spots" and areas of rising cases of the virus. Ms. Thomas stated that a copy of the self-quarantining policy from the Toledo-Lucas County Public Library was included in this month's board packet. She said that policy clearly outlines procedures for employees who need to self-quarantine after traveling internationally. She said she recommends adopting a similar protocol for OCPL staff

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who have traveled to “hot spots” and areas with rising cases. She said the policy needs some wording changes to suit OCPL’s situation, however, she would like the board to officially adopt the policy and she would make the required edits to suit OCPL’s operational and personnel policies. Mrs. Harshman said she thinks the addition of this policy is a good idea, and it is being very proactive on OCPL’s part. Mr. Marquart asked how long an employee would need to self-quarantine after vacationing at one of these designated areas. Ms. Thomas said she spoke with Howard Gamble, Ohio County Health Department Administrator, and asked about the length of time needed to self-quarantine. She said he indicated that while most individuals test positive for COVID-19 in the first 2 to 7 days after exposure, it can take some individuals up to 14 days to contract the virus after exposure. Mr. Marquart stated that his workplace is requiring employees to self-quarantine for two days, then get tested. He said that his co-workers who do not wish to get tested have to self-quarantine for 2 weeks. Mrs. McCamic said that there seems to be a lot of differing opinions when it comes to self-quarantining. She shared that her daughter-in-law is required to only self-quarantine for seven days. Ms. Thomas said she expressly asked Mr. Gamble what his recommendation would be for self-quarantining and he said that in order to be completely safe, one would need to self-quarantine for 14 days before being tested. Mr. Werner recommended adding language to the policy that would clarify any inconsistencies between governmental and local/public authorities. He said that this policy needs to state that any higher governmental authority would supersede the local/public authority if there is any inconsistency between the local authority and a higher-level governmental authority. He used the current example of the difference of opinions regarding self-quarantine guidelines. Mrs. McCamic asked if Ms. Thomas would like to make the suggested changes for the board to review at the next board meeting. Ms. Thomas stated that soon several library staff would be traveling on vacation to CDC designated “hot spots.” She said she would feel better if the policy were in place before that happens to outline the procedures for self-quarantining and testing as recommended by the Ohio County Health Department along with Mr. Werner’s suggestion. Mr. Werner motioned to accept and implement the proposed changes to the Epidemic and Public Emergency Policy as modified until the subject can be further reviewed. Mrs. McCamic seconded.

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

There being no further business, Mrs. McCamic motioned to adjourn the meeting at 4:58 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper