



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 17, 2019
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Edward Phillips(arrived to meeting at 5:19 p.m.)

BOARD MEMBERS ABSENT: Sister Mary Clark

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:18 p.m.

MINUTES: Mr. Werner motioned to approve the March 12, 2019 board meeting minutes. Mr. Marquart seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	2,155.20
Payroll Account Checking		-
Capital Money Market Savings		116,045.81
Operating Money Market Savings		774,672.69
Operating CD – Main Street Bank B		107,841.18
Operating CD – First Choice A		105,922.95
Capital CD – United Bank #1		106,324.95
TOTAL	\$	1,212,962.78

Revenue received: March 2019

County Commission	\$	229,084.43
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		895.51
Photocopies		840.55
Contributions		110.12
Interest Earned		89.18
Book Sale		164.50
Out of State Patrons		50.00

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Other: Operating Supply CR – 45.00, DVD CR – 46.00 91.00

TOTAL \$ 295,170.29

OPERATING CONTRIBUTIONS

Roseanna Keller – For meeting room use \$ 50.00

Anonymous 60.12

TOTAL \$ 110.12

INVOICES

March 2019 Operating #2 Account \$ 81,378.44

March 2019 Operating #2 ACH WesBanco BillPay 32.20

March 2019 Transfer to Payroll 42,466.76

March 2019 EFTPS Deposit 18,967.18

March 2019 ACH Debit (Retirement) 8,277.70

March 2019 EFT (WV State Tax) 1,693.00

March 2019 EFT (OH State Tax) 363.00

March 2019 Capital 4,718.00

March 2019 Operating #2 Voided Check - 2,274.18

TOTAL \$ 155,622.10

WARRANTS

March 2019 Operating #2 Account \$ 81,378.44

Warrants #30137 - #30193

March 2019 Operating #2 ACH WesBanco BillPay 32.20

March 2019 Transfer to Payroll 42,466.76

March 2019 EFTPS Deposit 18,967.18

March 2019 ACH Debit (Retirement) 8,277.70

March 2019 EFT (WV State Tax) 1,693.00

March 2019 EFT (OH State Tax) 363.00

March 2019 Capital 4,718.00

Warrant #606

March 2019 Operating #2 Voided Check - 2,274.18

Warrants #29530, #29968, #30036, #30114 & #30162

TOTAL \$ 155,622.10

VERIFICATIONS

Total **Operating Balances** as of February 2019 \$ 632,576.21

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+ March 2019 Revenue		295,170.29
-March 2019 Expenditures		155,622.10
	SUBTOTAL	\$ 772,124.40
Operating CD Main Street Bank B		107,841.18
Operating CD First Choice A		105,922.95
Capital CD United Bank #1		106,324.95
	CD SUBTOTAL	\$ 320,089.08
Capital Balances as of February 2019		120,749.30
	TOTAL	\$ 1,212,962.78

Ms. Thomas distributed the March 2019 investment statements from WesBanco and Security National Trust. Mr. Marquart motioned to approve the March 2019 Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATION:

There was no public input.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

Johnson Boiler Works replaced the Library's hot water tank, located in the Boiler Room, on March 15, 2019. Ms. Thomas said the tank was last replaced in 2008.

The 2019 Awesome Author Awards Program was held on Tuesday, March 19. Ms. Thomas said that due to the program's popularity, two programs need to be held each year to accommodate the participating students. She said the spring writing contest is for the third and fourth grade students in Ohio County, and the fall contest and program, which was held in November 2018, was for the fifth and sixth grade students. Ms. Thomas said 154 people attended the March

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program. She said the overall winner was Austin Schwanker, a fourth-grade student from St. Vincent de Paul.

Ms. Thomas said that she and Amy Kastigar, Reference Librarian, attended a WV Deli meeting held in Bridgeport, WV on April 16. She stated the consortium made one important decision. Ms. Thomas said the members agreed that each library will contribute an additional \$4,000 per year to access Recorded Books' entire audiobook collection of 30,000 titles, a collection valued at \$1.8 billion. She explained that unlike audiobooks within WV Deli's Overdrive collection, the content from Recorded Books would always be accessible and patrons would not have to place reserves on the titles and wait for them to become available. Ms. Thomas said that Ms. Kastigar informed her that audiobooks are one of the most popular items checked out from OCPL's Hoopla service, whose downloadable materials are also always accessible to patrons.

Ms. Thomas shared a summary from the Public Library Association's 2017 survey on characteristics and trends in public libraries. She reviewed the survey for the trustees (see attached).

OCPL Week will be held this year from Saturday, April 27 thru Friday, May 3. Ms. Thomas said that during OCPL Week the Library will hold its annual book sale and observe a fine free week. She said special programming has also been planned during the week in addition to the People's University and Lunch with Books series. She said that Tony Music, a children's entertainer, will perform for a special family night program to be held on Monday, April 29. She said additional contests and games, such as scavenger hunts and guessing the number of UFO candies in a jar, have also been planned to celebrate OCPL Week.

Ms. Thomas reported that the Library's new website platform from TSG should be ready to test soon. She said the website will be made available to the Library staff to critique and test for bugs or glitches in its operation. Ms. Thomas said after this test phase the new website will be ready to launch for the general public.

OLD BUSINESS

OCPL POLICY REVIEW

Ms. Thomas distributed copies of the new Table of Contents for the trustee's handbooks along with the newly adopted School Purchase Policy. She also distributed copies of Mr. Werner's proposed changes to Part 2-Section 2 of the Personnel Policies, which pertains to employees'

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sick leave. After reviewing and discussing the suggested revisions, Mr. Marquart moved to accept the proposed changes to the policy as presented. Mr. Werner seconded.

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

Ms. Thomas asked the trustees which of the remaining sections of Part 2 of the Personnel Policies they would like to review for the May board meeting. Mr. Werner suggested reviewing all the remaining policies pertaining to employee leave for the next board meeting. The trustees agreed, and Mrs. McCamic asked the board members to review Part 2-Sections 3 thru 8 for the May board meeting.

NEW BUSINESS

RESURFACING OF OCPL'S PARKING LOTS

Ms. Thomas asked the trustees if they would like her to obtain quotes to patch and reseal the Library's parking lots or to resurface them. She said the main parking lot was patched this past fall, however, several of the potholes have come back. Mr. Marquart said the main parking lot has several spots that need to be patched. He recommended obtaining quotes to resurface the main parking lot. He said the driveway is still in good condition since it was replaced during the excavation for the basement waterproofing project in the spring of 2014. Mr. Marquart also suggested inspecting the Eoff Street parking lot to see if it is also in need of resurfacing. Mrs. McCamic said she thought OCPL had already received a quote to resurface the parking lots. Ms. Thomas said she did receive a quote last fall, however, she thought it only included the patching and resealing of OCPL's parking lots, not the resurfacing. She said she would double check the quote she has on file and contact additional companies to obtain quotes for the May board meeting for the trustees to review.

OCPL ANNUAL BUDGET – 2019-2020

Ms. Thomas distributed folders for the trustees containing copies of the proposed 2019-2020 Annual Budget. She reported that the Ohio County Commission's proposed revenue and expenditure budgets were published in the local newspaper. She said the budgeted amount for the Library is \$789,190. Ms. Thomas said the Ohio County Board of Education's revenue budget was also published in the newspaper. Based on OCBOE's total revenue, OCPL will receive \$799,409 if the Library's funding request is granted. Ms. Thomas stated OCPL will receive \$226,403 again this coming fiscal

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year in Grants-In-Aid from the West Virginia Library Commission. She stated that the Miscellaneous revenue for the coming fiscal was calculated based upon the Library's income in those categories to date in the current fiscal year. She said copies of the 2019-2020 Budget Explanation Sheet were also included in the trustees' folders. Ms. Thomas then reviewed the proposed changes in the 2019-2020 expenditures from the current fiscal year. Ms. Thomas said that the budget will continue to be reviewed until June when it will need to be finalized and approved. She told the trustees she welcomes any suggestions for revision to the proposed budget and asked them to contact her with their suggestions. The trustees agreed to review the information Ms. Thomas provided and continue the discussion of the 2019-2020 Annual Budget at the May board meeting.

Mr. Phillips arrived to the meeting at 5:19 p.m.

Mrs. McCamic stated she would be unable to attend the May 8th board meeting and asked the trustees if they would be able to reschedule the meeting. After discussion, the trustees agreed to meet on Wednesday, May 15, 2019. Mrs. McCamic suggested that an email be sent to the trustees to remind them of the change in date before the meeting.

ADVANTAGE PRESERVATION QUOTATION

Ms. Thomas said she had an addition to New Business. She distributed a quote from Advantage Preservation to scan and digitize the remaining 2000 microfilm reels in OCPL's collection that still need to be digitized. Ms. Thomas reported that in the past few years an additional \$10,000 was added to the periodical line item in the annual budget to accommodate the eventual digitization of the entire microfilm collection. However, she said at the current rate it would take 24 years to complete the project. Ms. Thomas stated she has removed the additional \$10,000 from the periodical line item in the proposed 2019-2020 annual budget because she is recommending that the digitization of the microfilm be paid for from the Capital account since it is a capital expenditure as defined by accounting principles. She said the quote from Advantage Preservation includes the cost to digitize the Library's entire current backlog of microfilm. Ms. Thomas reminded the trustees that many of the older reels of microfilm are continuing to deteriorate from "Vinegar Syndrome" which affects all the microfilm produced before the mid-1980s that was filmed on acetate. She said that as the film ages it begins to degrade and the reels begin to emit a vinegar-like smell. She said this syndrome is "contagious" to other older acetate microfilm reels and spreads from reel to nearby reel. This syndrome eventually renders the microfilm unusable, and she said it has been necessary to separate the deteriorating microfilm from the rest of the collection to stop this spreading from reel to reel. She stated that the trustees could choose how much of the microfilm they would like to digitize each year to be paid out of the Capital Account so that the project could be completed in a shorter time frame. Ms. Thomas said she understands the digitization of the microfilm would be a substantial expense and offered to ask Ms. Kastigar to attend the May board meeting to provide further information on the

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process for the trustees. The trustees agreed to continue to the discussion of the Advantage Preservation quote at next month's board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:28 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper