



**MINUTES
BOARD OF TRUSTEES MEETING
MARCH 17, 2020
TUESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Edward Phillips

BOARD MEMBERS ABSENT:

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

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m.

MINUTES: Mr. Phillips motioned to approve the board meeting minutes of February 18, 2020. Mr. Marquart seconded.

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

FINANCIAL REPORT:

Operating Account #2 Checking	\$	12,493.39
Payroll Account Checking		-
Capital Money Market Savings		87,644.58
Operating Money Market Savings		651,052.14
Operating CD – Main Street Bank B		109,997.65
Operating CD – First Choice A		106,697.60
Capital CD – United Bank #1		108,468.25
TOTAL	\$	1,076,353.61

Revenue received: February 2020

County Commission	\$	19,501.86
Board of Education		66,617.00
State Basic Grants-in-aid		-
Fines		614.29
Photocopies		692.10
Contributions		63.16
Interest Earned		421.58
Book Sale		103.00

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Out of State Patrons		75.00
Other: Operating Supply CR – 22.00, Book CR – 280.00,		302.00
TOTAL	\$	88,389.99

OPERATING CONTRIBUTIONS

Anonymous – For Adult Programming	\$	20.00
Anonymous		43.16
TOTAL	\$	63.16

INVOICES

February 2020 Operating #2 Account	\$	59,316.71
February 2020 Operating #2 ACH WesBanco BillPay		35.40
February 2020 Transfer to Payroll		40,656.88
February 2020 EFTPS Deposit		12,592.14
February 2020 ACH Debit (Retirement)		12,331.71
February 2020 EFT (WV State Tax)		2,618.00
February 2020 EFT (OH State Tax)		585.00
TOTAL	\$	128,135.84

WARRANTS

February 2020 Operating #2 Account	\$	59,316.71
Warrants #30831 - #30883		
February 2020 Operating #2 ACH WesBanco BillPay		35.40
February 2020 Transfer to Payroll		40,656.88
February 2020 EFTPS Deposit		12,592.14
February 2020 ACH Debit (Retirement)		12,331.71
February 2020 EFT (WV State Tax)		2,618.00
February 2020 EFT (OH State Tax)		585.00
TOTAL	\$	128,135.84

VERIFICATIONS

Total Operating Balances as of January 2020	\$	703,339.61
+ February 2020 Revenue		88,389.99
-February 2020 Expenditures		128,135.84
SUBTOTAL	\$	663,593.76
Operating CD Main Street Bank B		109,997.65
Operating CD First Choice A		106,697.60
Capital CD United Bank #1		108,468.25

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	CD SUBTOTAL	\$	325,163.50
Capital Balances as of January 2020			87,596.35
	TOTAL	\$	1,076,353.61

Ms. Thomas distributed the February 2020 investment statements from WesBanco and Security National Trust. Mrs. McCamic stated that a designated savings account was opened at Main Street Bank for the Archives Department with the recent donations from the Hyer and the Hoffman Foundations as discussed at last month’s board meeting. Mr. Marquart motioned to approve the February 2020 Financial Report. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

Due to the COVID-19 virus, the West Virginia Library Association cancelled their Annual Spring Fling Conference that was to be held on April 2nd and 3rd at the Holiday Inn and Suites in Charleston.

OCPL will be adding READSquared, an online reading software designed for both summer reading programs and other book reading programs, to this year’s Summer Reading program. This software will allow children and adults who have difficulty getting to the Library to participate online. Ms. Thomas said the Library will not be using the National Collaborative’s Summer Reading Program theme this year. The National Collaborative is an organization of most of the states to plan and promote Summer Reading throughout the United States. She said OCPL will be using a “Neighborhood” theme based on Mr. Roger’s focus on neighborhoods. READSquared will add a mobile app that be can be configured to complement OCPL’s unique programming.

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Another incident with OCPL’s plumbing occurred on Friday, February 28. The basement floor drains in the lower level restrooms began to back-up. Bob Workman, Custodian, called Johnson Boiler Works to investigate the issue since they do all the plumbing repair work at the Library. She said Johnson Boiler Works snaked the drains and were able to open it up so the water flowed out again, but they could not go further than the inside flapper on the backwater valve located in the storage room, and they did not believe they were able to really snake it as well as it needed. As a result, A.E. Pelley was called to inspect the flappers on Monday, March 2. Ms. Thomas said that they first inspected the outside flapper which was fine. Then, Mr. Workman asked them to inspect the inside flapper. When they opened that up, they found that a large blockage had formed around the inside flapper. She said Pelley was able to clear the blockage and the Library has not experienced another issue with the basement floor drains backing-up. She said Johnson Boiler has offered to check the flappers regularly if the Library would like them to do that.

The first draft of OCPL’s 2020-2021 Annual Budget will be presented at the April board meeting.

Ms. Thomas distributed the February 2020 Monthly Service Report and the WV Deli Statistical Report.

OLD BUSINESS

APPOINTMENT OF NEW TRUSTEE TO FILL UNEXPIRED TERM

Ms. Thomas noted that according to OCPL’s special law, Sister Mary Clark’s replacement must be a woman, but she could be either a Democrat or Republican. She said that according to the special law, the Board of Trustees makes the appointment of a new trustee to fill any unexpired terms.

Mr. Werner motioned to enter Executive Session at 4:33 p.m. Mr. Marquart seconded.

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

Mr. Marquart motioned to exit Executive Session at 4:38 p.m. Mr. Werner seconded.

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

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Mr. Phillips YES

Mr. Marquart motioned to appoint Cheryl Harshman to fill Sister Mary Clark’s unexpired term.
Mr. Werner seconded.

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

NEW BUSINESS

ELECTION OF OFFICERS

Mrs. McCamic agreed to continue as Chairman, and Mr. Marquart agreed to continue as Secretary/ Treasurer. Mr. Phillips motioned to continue with the current slate of officers. Mr. Werner seconded.

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

RENEWAL OF PROPERTY, LIABILITY, AND AUTO INSURANCE

Ms. Thomas said she contacted Jim Williams from WesBanco Insurance Services regarding the annual renewal of the Library’s property and liability insurance as well as its auto insurance which renew on March 18. Mr. Williams informed her that State Auto, OCPL’s current insurance provider, is still currently offering the best rates. She said a copy of the Library’s current policy, and the proposed policy renewal from State Auto were included in this month’s board packet. Mr. Williams said State Auto initially increased the building limit to \$6,489,600, however, he said the company was willing to reduce the building limit to the current level of coverage at \$6,240,000. Ms. Thomas said Mr. Williams also included a proposal for an enhanced property endorsement for the trustees to consider. The cost for the enhanced coverage limits would raise the annual premium cost by \$63.00. After discussion, Mr. Werner motioned to approve the renewal of the property and liability policy and the auto policy from State Auto with the decrease of the building coverage to \$6,240,000 and without the suggested Premier Property Plus Endorsement. Mr. Marquart seconded.

VOTE: Mrs. McCamic YES

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Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

EPIDEMIC AND PUBLIC EMERGENCY POLICY

With the recent outbreak of COVID-19 cases in the United States, Ms. Thomas said she received an e-mail from Karen Goff, WVLC Executive Secretary, recommending that all West Virginia libraries adopt an Epidemic and Public Emergency Policy. Ms. Thomas distributed a draft of the Epidemic and Public Emergency Policy to the trustees and said she would like to alter the third level of operation procedures which pertains to various procedures implemented once a health emergency is declared. She recommended altering that section of the policy by eliminating the step of accepting returned materials during a health emergency. At this time, Ms. Thomas said it has not been possible to purchase the equipment and necessary supplies needed for employees to check-in and sanitize the returned materials safely. She said OCPL's book return has been blocked and a statement has been posted on it and on the Library's website directing patrons to keep their materials until the Library resumes regular operations with no overdues being charged. Ms. Thomas said the Library will be renewing patrons' materials and waiving fees while OCPL is closed. After discussion, Mr. Werner motioned to temporarily accept and implement the proposed Epidemic and Public Emergency Policy as modified by Ms. Thomas until the subject can be further deliberated and a permanent policy implemented. Mr. Marquart seconded.

VOTE:

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

Due to the COVID-19 virus, Ms. Thomas said the trustees' decision to close OCPL until further notice was made on the evening of Sunday, March 15 and as a result the staff were notified on Monday, March 16. She said that after meeting with the staff, it was apparent that most of the staff did not wish to be out and do not feel safe coming into work. Ms. Thomas said arrangements have been made for several staff members to work from home and Bob Workman, Custodian, has agreed to pick up the Library's mail and check on the building daily throughout the week. Ms. Thomas said she and Ms. Berisford will continue to work on-site as needed. Mrs. McCamic asked if the staff will continue to be paid as if they are still working since it is not their fault that the Library is closed. Mr. Werner said that since it is a state of emergency, the staff should continue to be paid as if they are working. He suggested developing a formal policy to address the Library's response if another public emergency were to occur that would also provide the Library Director with the discretion needed to operate the Library as needed during the event.

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In the event the Library is reopened by mid-April, Mrs. McCamic recommended moving the April board meeting to Tuesday, April 14th rather than the third Wednesday as called for in the bylaws because of the lack of available parking due to the VITA tax service. The trustees agreed to hold the next meeting on Tuesday, April 14, 2020.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:15 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper