



**MINUTES  
BOARD OF TRUSTEES MEETING  
FEBRUARY 16, 2022  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:** Cheryl Harshman

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:16 p.m.

**MINUTES:** Mr. Phillips motioned to approve the January 19, 2022 board meeting minutes as presented. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Phillips	YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	2,166.17
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		391,811.53
WesBanco Operating Money Market Savings		606,672.77
Main Street Bank Archive Nonprofit Savings		15,128.78
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Capital CD - B		111,225.38
<b>TOTAL</b>	<b>\$</b>	<b>1,349,248.63</b>

**Revenue received: January 2022**

County Commission	\$	6,178.41
Board of Education		49,141.25
State Basic Grants-in-aid		56,600.00
Fines		302.11
Photocopies		566.50
Contributions		4,503.75
Interest Earned		1.29
Book Sale		37.00

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Out of State Patrons		20.00
Other: Operating Supply CR – 12.00, Book CR – 25.74, Operating CD Int – 58.74, Capital CD Int – 112.06, Health/Life Insurance CR – 1785.39		1,993.93
	<b>TOTAL</b>	<b>\$ 119,344.24</b>

**OPERATING CONTRIBUTIONS**

Elizabeth Milligan – In memory of Jon Quinlisk	\$	100.00
Elicia Verderber & Marcia Troese– In memory of Jon Quinlisk		100.00
Judge & Mrs. Frederick P. Stamp, Jr - \$2000 for Adult Programming & \$2000 for General Contribution		4,000.00
U.S. Charitable Gift Trust – General Contribution		250.00
Anonymous – Adult Programming Donation		5.00
Anonymous		48.75
	<b>TOTAL</b>	<b>\$ 4,503.75</b>

**INVOICES**

January 2022 Operating #2 Account	\$	48,691.12
January 2022 Transfer to Payroll		45,517.26
January 2022 EFTPS Deposit		15,242.72
January 2022 ACH Debit (WesBanco BillPay)		37.00
January 2022 ACH Debit (Retirement)		12,611.99
January 2022 EFT (WV State Tax)		2,613.00
January 2022 EFT (Unemployment Security)		142.26
January 2022 EFT (WV Combined Sales & Use Tax)		109.11
January 2022 EFT (OH State Tax)		489.00
January 2022 Capital Fund		3,682.93
January 2022 Operating #2 Account Voided Checks	-	702.76
	<b>TOTAL</b>	<b>\$ 128,433.63</b>

**WARRANTS**

January 2022 Operating #2 Account	\$	48,691.12
Warrants #32055 - #32097		
January 2022 Transfer to Payroll		45,517.26
January 2022 EFTPS Deposit		15,242.72
January 2022 ACH Debit (WesBanco BillPay)		37.00
January 2022 ACH Debit (Retirement)		12,611.99
January 2022 EFT (WV State Tax)		2,613.00
January 2022 EFT (Unemployment Security)		142.26

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January 2022 EFT (WV Combined Sales & Use Tax)		109.11
January 2022 EFT (OH State Tax)		489.00
January 2022 Capital Fund		3,682.93
Warrants #634 - #635		
January 2022 Operating #2 Account Voided Checks	-	702.76
Warrant #32054		
	<b>TOTAL</b>	<b>\$ 128,433.63</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of December 2021	\$	614,417.49
+ January 2022 Revenue		119,344.24
-January 2022 Expenditures		128,433.63
	<b>SUBTOTAL</b>	<b>\$ 605,328.10</b>
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,813.40
First Choice America Operating CD – B		111,113.32
	<b>CD SUBTOTAL</b>	<b>\$ 333,298.58</b>
<b>Capital Balances as of December 2021</b>		<b>395,494.46</b>
<b>Archive Fund Balances as of December 2021</b>		<b>15,127.49</b>
	<b>TOTAL</b>	<b>\$ 1,349,248.63</b>

**INVOICES AND WARRANTS**

Mr. Marquart motioned to approve the January Financial Report as presented. Mr. Phillips seconded.

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

**PUBLIC INPUT/PRESENTATIONS**

Mrs. McCamic presented thank you notes to the trustees from Erin Rothenbuehler who resigned on February 11 to accept the position of Library Director at the Bellaire Public Library.

Mrs. McCamic shared a thank you card with the trustees from Lisa Robinson for her holiday gift card.

**ANNOUNCEMENTS**

There were no announcements.

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**DIRECTOR'S REPORT**

Ms. Kastigar reported on the following:

Laura Carroll has accepted the full-time position of Head of Adult Services/Assistant Director. On February 21, Ms. Carroll will begin working 40 hours per week from 8am to 4pm.

Savannah Fedczak has been hired to fill the open Circulation Clerk position. Ms. Fedczak has an associate degree in Building Preservation and Restoration and a bachelor's degree in Museum Studies. Ms. Kastigar said that Ms. Fedczak's first day will be March 2.

An advertisement for the Web Administrator/Publicity Coordinator will be posted in the newspaper this weekend. Ms. Kastigar stated the full-time position has been posted on the Library's website and one candidate has already interviewed for the position. However, she said she hopes to expand the pool of applicants by also advertising the position in the newspaper.

Advantage Archives, the company that specializes in digitizing OCPL's local newspaper collection, recently attempted to update their site and as a result the site was temporarily unavailable to patrons. Ms. Kastigar reported that the microfiche of the Wheeling Intelligencer from January 1983 to June 1985 will not be able to be digitized. She said Advantage Archives was unsuccessful in its attempt to obtain clear copies of the newspapers and thus they were not able to digitize the microfiche. Ms. Kastigar stated she will begin investigating alternate ways to make those issues of the Wheeling Intelligencer available on the Library's website.

Mr. Werner arrived to the meeting at 4:31pm.

The West Virginia Library Association will be holding its annual Spring Fling Conference virtually this year on April 7 & 8. Ms. Kastigar said that several staff members will be able to complete their annual Continuing Education requirements by attending the virtual sessions.

The WV Deli Consortium will be adding Universal Class, a downloadable database that provides over 500 classes on a wide variety of subjects such as Arts, Crafts, and Hobbies to Accounting and Computers. Ms. Kastigar said the classes are designed for beginners to serious students. She added that many of the courses in Universal Class also offer continuing education certificates which could also be utilized by Library staff for their continuing education hours.

Ms. Kastigar said she spoke with Gail Adams, who oversees Ohio County Schools Adult Education program. Until WV Northern Community College adjusts their COVID testing guidelines, OCS Adult Education will continue to hold their in-person classes at the Library. Ms. Kastigar said the group of students meets almost every weekday from 10am to 3 pm.

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OCPL has been selected by the Martin Luther King Jr. Committee to host an original oil painting of Dr. Martin Luther King Jr. for the next year. Ms. Kastigar said the painting was donated to the Martin Luther King Jr. Committee by Frank Calabrese with the stipulation that every year on Martin Luther King Day, the portrait changes venue. She added the portrait will be on display near the Circulation Desk where all the Library's patrons will be able to view it.

Due some recent disruptions in the Library, Ms. Kastigar said she has requested a new daytime security guard from McKeen Security and his name is Mike Wetzell. Ms. Kastigar stated that she has met with Melissa Adams, the Homeless Liaison for the City of Wheeling, and Wheeling Police Chief Shawn Schwertfeger to address the issues happening at OCPL with the larger than usual influx of transient patrons this year. She said Chief Schwertfeger has suggested the police make periodic walkthroughs of the Library and added that the Wheeling Police may decide to hold their Staff Training in the Library's meeting rooms. Ms. Kastigar stated Chief Schwertfeger also offered to teach safety training to the Library's employees.

Johnson Boiler Works completed the installation of the backflow preventer's on OCPL's water service lines. Since the water service needed to be shut off in order to install the backflow preventers, Ms. Kastigar said OCPL had to close on Monday, February 14<sup>th</sup> so the necessary plumbing work could be completed. She added that the City of Wheeling Water Department also installed a new valve on the Library's service line

Mr. Marquart referred to the January Archives Report and noted the recent acquisition of 16mm films donated by Ellen Gano which depict various places and events in Ohio County during the 1930s and 1940s. He said he will be excited to see the films once they have been digitized.

**OLD BUSINESS**

**UPDATE ON OCPL'S LIBRARY SERVICES PLAN**

Ms. Kastigar reported that she has no plans to change the Library's services at this time. She said OCPL expanded its hours on Thursday evenings for the popular People's University Series. Ms. Kastigar said the series on the Cold War concluded a few weeks ago and the newest People's University Series on Fairy Tales for Adults will begin on February 17. Ms. Kastigar said the Library stays open until 9pm on these evenings. She stated that she has been monitoring the attendance at the People's University programs with the hopes that OCPL may be able to further expand its hours of operation in the spring.

**ELIZABETH STARKEY BEQUEST**

Mr. Werner stated that there was nothing to report on the oil and gas interests OCPL inherited from Elizabeth E. Starkey

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**NEW BUSINESS**

**DISCUSSION OF THE MARCH ELECTION OF OFFICERS**

Mrs. McCamic stated that she would be willing to continue as Chairman, and Mr. Marquart said that he would be willing to continue as Secretary/ Treasurer.

**REQUEST LETTERS TO THE OHIO COUNTY COMMISSION AND THE BOARD OF EDUCATION**

Ms. Berisford said a copy of the funding request letter sent to the Ohio County Commission was included in this month's board packet. Mrs. McCamic stated a draft of the funding request letter to the Ohio County Board of Education was included with the handouts distributed prior to the meeting. After discussion, the trustees agreed to review the draft of the funding letter and share their suggestions in time for the next board meeting.

**PROPERTY & LIABILITY INSURANCE AND AUTO INSURANCE RENEWAL**

Ms. Kastigar said she met with Jim Williams from WesBanco Insurance Services to discuss the annual renewal of the Library's property and liability insurance as well as its auto insurance, both of which will renew on March 18. She said copies of the policy renewals were included with the handouts distributed prior to the meeting. The renewal quote for the commercial package insurance, which includes auto coverage, is \$14,697.00, a 3% increase over the expiring premium. Ms. Kastigar said that the renewal premium for the umbrella coverage is \$965.00, which is a 9% increase over this year's premium. Mr. Williams informed Ms. Kastigar that OCPL's current insurance provider, Encova, continues to offer the most competitive rates and recommended approving the renewals. After discussion, Mr. Werner motioned to approve the renewal of the commercial package policy and the commercial umbrella policy from Encova. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

There being no further business, Mr. Phillips motioned to adjourn the meeting at 5:17 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Mr. Phillips	YES

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Respectfully submitted,

Amanda Berisford  
Office Manager