



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 18, 2021
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: None

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. Marquart motioned to approve the July 21, 2021 board meeting minutes as presented. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,502.10
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		446,239.55
WesBanco Operating Money Market Savings		254,691.81
Main Street Bank Archive Nonprofit Savings		15,121.15
United Bank Operating CD - #2		112,147.25
First Choice America Operating CD - A		109,040.09
First Choice America Capital CD - B		111,001.37
TOTAL	\$	1,049,743.32

Revenue received: July 2021

County Commission	\$	3,705.42
Board of Education		-
State Basic Grants-in-aid		56,603.00
Fines		574.62
Photocopies		573.80
Contributions		744.68

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 18, 2021**

Interest Earned	1.24
Book Sale	111.50
Out of State Patrons	10.00
Other: Operating Supply CR – 14.00, Capital CD Int – 110.62, Operating CD Int – 562.31	686.93

TOTAL \$ 63,011.19

OPERATING CONTRIBUTIONS

MaryLu Hutchins, Ed.D. – In memory of James & Ellen McGuier	\$ 100.00
The Rice Family – In memory of Mrs. Betty Prince	25.00
Bonnie Thurston – \$200 for poetry books, \$300 for Adult Programming	500.00
Robyn Ruttenberg – For WV Deli	100.00
Anonymous	19.68

TOTAL \$ 744.68

INVOICES

July 2021 Operating #2 Account	\$ 68,653.84
July 2021 Operating #2 ACH WesBanco BillPay	33.20
July 2021 Transfer to Payroll	42,374.54
July 2021 EFTPS Deposit	19,259.54
July 2021 ACH Debit (Retirement)	8,389.98
July 2021 EFT (WV State Tax)	1,737.00
July 2021 EFT (OH State Tax)	334.00
July 2021 ACH Debit (Unemployment Security)	1,174.84
July 2021 Capital Account	2,673.36

TOTAL \$ 144,630.30

WARRANTS

July 2021 Operating #2 Account	\$ 68,653.84
Warrants #31746 - #31795	
July 2021 Operating #2 ACH WesBanco BillPay	33.20
July 2021 Transfer to Payroll	42,374.54
July 2021 EFTPS Deposit	19,259.54
July 2021 ACH Debit (Retirement)	8,389.98
July 2021 EFT (WV State Tax)	1,737.00
July 2021 EFT (OH State Tax)	334.00
July 2021 ACH Debit (Unemployment Security)	1,174.84
July 2021 Capital Account	2,673.36

Warrant #632

TOTAL \$ 144,630.30

VERIFICATIONS

Total Operating Balances as of June 2021	\$ 335,813.83
---	---------------

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 18, 2021**

+ July 2021 Revenue			63,011.19
-July 2021 Expenditures			144,630.30
	SUBTOTAL	\$	254,194.72
United Bank Operating CD - #2			111,978.18
First Choice America Operating CD - A			108,646.85
First Choice America Operating CD – B			110,890.75
	CD SUBTOTAL	\$	331,515.78
Capital Balances as of June 2021			448,912.91
Archive Fund Balances as of June 2021			15,119.91
	TOTAL	\$	1,049,743.32

Ms. Thomas said that the July and August 2021 tax revenue from the Ohio County Board of Education was received in the amount of \$98,282.50. She said it will be reflected in next month’s Financial Report. Mr. Marquart motioned to approve the July Financial Report as presented. Mr. Werner seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS

There was no public input and no presentations.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

OCPL hired Madison Lancaster to fill one of the advertised twenty hour weekly part-time Library Clerk positions. Ms. Thomas said that Ms. Lancaster is a nursing student at West Virginia Northern Community College. Her first day of work will be Monday, August 23.

A staff member is currently on Emergency Paid Sick Leave due to a positive COVID-19 test. The person will be returning to work after self-isolating for fourteen days on August 23. Ms. Thomas reported that all library staff have been vaccinated, including the staff member who just contracted COVID-19.

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 18, 2021**

The Children's Department resumed in-person Storytimes and Toddler Times on August 2. Lee Ann Cleary, Children's Specialist, will be participating in Ritchie Elementary's Block Party Back to School event on Tuesday, August 24. The Children's Department will also be holding a special in-person program featuring performer Tony M. Music on September 9 at the Schwertfeger Shelter at Wheeling Park to allow for proper social distancing.

The Adult Fiction and Nonfiction collections continue to be weeded and shifted.

OCPL's Outreach Service has expanded its deliveries to include a total of eleven daycares and preschools in the county.

Due to the recent rise of COVID-19 case numbers in the area, library staff have returned to wearing masks. Ms. Thomas said the PPE barriers have also been returned to the Circulation and Reference Desks.

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Thomas stated that all library services have resumed and returned to normal following the outbreak of the COVID-19 pandemic. She said live, in-person programming has resumed. She said she had hoped to return to the Library's original hours of operation, with the exception of weekends, after Labor Day. However, with the growing number of COVID-19 cases in the area, Ms. Thomas said she now recommends holding off on expanding evening and weekend hours for the immediate future. She added that several years ago, the Library reevaluated its hours of operation to determine if there were any unnecessary hours based on library traffic. She said the decision was made then to continue to remain open until 9 p.m. due to the use of the meeting rooms for community groups. Ms. Thomas added that the larger groups which met in the evenings have not yet contacted the Library about reserving meeting rooms, so the real need to expand the evening operating hours still doesn't exist. She said OCPL is currently open Monday through Thursday from 9 a.m. to 6 p.m.; Friday from 10 a.m. to 5 p.m.; and Saturday from 10 a.m. to 3 p.m. She added that it will not be necessary to hire the unfilled Library Clerk position until OCPL returns to its original hours of operation. After discussion, the trustees agreed to postpone expanding OCPL's operating hours. Ms. Thomas said she will monitor the COVID-19 cases in the area closely and advise trustees of any changes to the Library's services as circumstances warrant.

REQUEST FROM OHIO COUNTY COMMISSION - UPDATE

Ms. Thomas said she contacted Toni Chieffalo of the Ohio County Commission offices regarding the Commission's request that the Library serve as an alternative location for the

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 18, 2021**

voting precinct currently located in Ohio County’s City-County Building. She explained that Ms. Chieffalo, Randy Russell, and Rod Archey visited OCPL to inspect the Classroom to determine if it would be a suitable location for the polling place. There are space, entry, exit, and other specifications for a polling space that must be met. She said they were satisfied that the Classroom met the requirements and they approved of the suitability of the room for a new polling place. Ms. Thomas stated that some adjustments would need to be made to accommodate the request, such as a lock change on the interior main floor hallway door to limit access to the Library before regular operating hours, and the need of a separate data line for the Classroom installed for internet access directly to County Commission offices. Ms. Chieffalo informed Ms. Thomas that a meeting would be held on August 25 at the Commission offices to discuss the possible relocation of the voting precinct and that a formal decision would be made a few weeks after that.

NEW BUSINESS

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

Mrs. Harshman moved to enter Executive Session at 4:43 p.m. to discuss a personnel matter.
Mr. Phillips seconded.

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

Mr. Phillips moved to exit Executive Session at 5:08 p.m. Mr. Werner seconded.

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

There being no further business, Mrs. Harshman motioned to adjourn the meeting at 5:09 p.m.
Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 18, 2021**

Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper