MINUTES
BOARD OF TRUSTEES MEETING
JUNE 17, 2026
WEDNESDAY, 4:15 P.M.

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm.

MINUTES: Mrs. McCamic moved to approve the Board Meeting Minutes of May 20, 2026, as tendered. Mr. Marquart seconded the motion.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking		$	16,786.98
WesBanco Payroll Account Checking			0.00
WesBanco Capital Money Market Savings			304,595.82
WesBanco Operating Money Market Savings			525,782.74
WesBanco UOVHR Fund Account Checking			7,305.28
Main Street Bank Archive Nonprofit Savings			49,857.58
WesBanco Operating CD			126,470.35
Main Street Bank Operating CD			126,277.77
Main Street Bank Capital CD			122,721.19
	TOTAL	**$**	**1,279,797.71**

Revenue received: May 2026

County Commission	$	105,813.39
Board of Education		0.00
State Basic Grants-in-aid		55,817.00
Overdue Fees		50.97
Photocopies		485.95

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Contributions			1,051.67
Interest Earned			1,387.15
Endowment Interest			0.00
Book Sale			74.00
Out of State Patrons			70.00
Retail Items			67.50
Archive Fund Interest (April 2026)			4.09
CNX Interest			418.92
Operating CD Interest			988.16
	TOTAL	**$**	**166,228.80**

CONTRIBUTIONS:
General Contributions

Widow's Mite Fund		$	1,000.00
Anonymous			51.67
	TOTAL	**$**	**1,051.67**

INVOICES: May 2026

Operating #2 Account		$	113,107.08
Transfer to Payroll			53,395.18
Capital Fund			708.05
Operating #2 Account Voided Check		-	130.00
	TOTAL	**$**	**167,080.31**

WARRANTS: May 2026

Operating #2 Account		$	148,315.64
Warrants #35103 - #351710			
Transfer to Payroll			50,768.71
Capital Fund			600.00
Warrants #730 - #731			
Operating #2 Account Voided Check		-	11,983.01
Warrants #35105			
	TOTAL	**$**	**187,701.34**

VERIFICATIONS:

Total **Operating Balances** as of April 2026		$	545,057.99
+ May 2026 Revenue			166,228.80
- May 2026 Expenditures			167,080.31
	SUBTOTAL	**$**	**544,206.48**
WesBanco Bank Operating CD			124,807.13
Main Street Bank Operating CD			126,277.77
Main Street Bank Capital CD			122,721.19
	CD SUBTOTAL	**$**	**373,806.09**
Capital Balance as of April 2026			**304,626.37**
Archive Fund Balance as of April 2026			**49,853.49**

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UOVHR Fund Balance as of April 2026			**7,305.28**
	TOTAL	**$**	**1,279,797.71**

INVOICES AND WARRANTS: Mr. Marquart moved to approve the May Financial Report as written. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATIONS: There were no public input/presentations.

ANNOUNCEMENTS: There were no announcements.

DIRECTOR'S REPORT: Ms. Kastigar reported on the following:

The April distribution from the Ohio County Commission in the amount of $36,956.23 has been received. The Board of Education's April distribution, totaling $30,860.52, has also been received.

A $5,000 donation from Mr. Rouzbeh Yassini-Fard in memory of his uncle, Dr. Hossein Yassini-Fard, a longtime Library patron and dedicated supporter of the Library's Lunch with Books program has been received. The donation is intended to support future programs in the Dr. H. Yassini Memorial Lecture Series, which is modeled after the Library's Ann Thomas Memorial Lecture Series and is intended to become an annual event honoring Dr. Yassini-Fard's legacy. The inaugural lecture will be held in September 2026 and, contingent upon continued interest and success, is expected to continue each September thereafter. The full donation has been recognized as revenue during the current fiscal year. However, consistent with the donor's intent, the funds will be designated within the Operating Fund and carried forward for use during the fiscal year ending June 30, 2028, to support expenses associated with future memorial lecture programs.

The 2026 Summer Reading program, "Unearth a Story," kicked off with a carnival on June 6. Unfortunately, due to the weather, the event had to be moved inside to the Children's Department. Thanks to all the help, the change in location was addressed quickly and 150 children registered for the program that afternoon. The number of participants increased to 333 by Monday, and Ms. Leib, Youth Services Specialist, believes they will reach the 400 mark by the coming weekend. Last week, at the Dinosaur Obstacle Course event, 35 children participated. The first storytime at the park was also well attended with 85 participants. The adult summer reading program has also boasted some well-attended programs that have been on a wide range of subjects such as foraging and how to research your home's history.

The water fountain located in the basement outside the auditorium has begun leaking badly and can no longer be repaired. A quote from Rusty McClure of Johnson Boiler Works has been received to replace the damaged fountain, which can be addressed during New Business.

The next installment of the People's University series entitled "Revolution and Constitution" will begin next week on June 25. The featured topic of this series is the celebration of America's 250th anniversary. Classes will run on Thursdays at 7pm, except for the Finale. The final August 13th program, held at noon, will feature members of the public reading from the Declaration of Independence and the U.S. Constitution.

The new server has arrived, and all files are currently being transferred from the old server, apart from the Library's ILS system. The Library Corporation's integrated library software is not compatible currently with Microsoft's 2025 operating system. Until TLC updates their software, the ILS system will remain on the old server.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

ANNUAL BUDGET

Ms. Kastigar said copies of the proposed 2026–2027 Annual Budget were distributed to the trustees in the month's board packet. She reported that there have been no changes to the budget since the May 20 board meeting. Regarding OCPL's health insurance renewal, no adjustments were made as there was not sufficient time to evaluate all the Library's options. The budget was adjusted last month to account for the possibility that an alternative plan could not be identified within the limited timeframe.

Ms. Berisford said the consultation with Michael Caruso of McCoy Consulting Services was productive and provided valuable insight into potential strategies for controlling future healthcare costs.

The trustees reviewed the proposed budget and discussed several factors affecting the Library's financial outlook, including employee compensation, healthcare expenses, the addition of a full-time Archivist position beginning January 2027, and anticipated capital expenditures associated with the upcoming elevator and restroom renovation project. Discussion focused on the proposed cost-of-living adjustment for staff. Trustees weighed the importance of maintaining competitive compensation and supporting employee retention against the need to preserve financial flexibility for future years as construction-related expenses are incurred.

Following discussion and review of projected revenues and expenditures, the trustees expressed support for providing a 4% cost-of-living increase for fiscal year 2026–2027 while recognizing that future budget decisions may be influenced by the financial impact of the planned construction project. Mr. Phillips moved to approve the 2026–2027 Annual Budget as presented, including the 4% cost-of-living increase. Mr. Marquart seconded the motion.

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

DIRECTORS & OFFICERS/EMPLOYMENT PRACTICES RENEWAL
Ms. Kastigar said she contacted WesBanco Insurance Services regarding the renewal of the Library's Directors & Officers Insurance from Great American Insurance Company. OCPL's account manager Barb Eikleberry said the policy would expire on July 1, 2026. Ms. Kastigar reported that the coverage will remain the same; however, there will be an overall premium increase of $35.20. Mr. Marquart moved to confirm the renewal of the Directors & Officers and Employment Practices Liability insurance from Great American Insurance Company in the amount of $1,229.73. Mr. Phillips seconded.

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

RECOMMENDATION FOR THE REAPPOINTMENT OF ANTHONY WERNER
Mr. Werner agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2026, through June 30, 2031. Mr. Phillips moved to recommend Mr. Werner's reappointment. Mr. Marquart seconded the motion.

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

PAID TIME OFF POLICY
As part of the Library's Employee Handbook Modernization Project, Ms. Kastigar recommended the adoption of a Paid Time Off (PTO) policy to replace the current Vacation Leave and Sick Leave policies. She explained that the proposed policy consolidates existing vacation and sick leave into a single leave bank while maintaining current annual leave amounts based on years of service. The change is intended to provide employees with greater flexibility while simplifying leave administration.

Ms. Kastigar further explained that the proposal addresses concerns identified during Align HR's policy review regarding the unlimited accumulation of leave, which creates administrative challenges and long-term financial liability. The proposed policy establishes rollover limits and eliminates future payouts of unused leave upon separation or retirement. Employees hired prior to July 1, 2015, who remain eligible under state law, will continue to have excess leave preserved in a retirement service credit bank for use at retirement. Employees hired on or after that date are not eligible for this benefit.

Following discussion, Mr. Marquart moved to repeal the existing Vacation Leave and Sick Leave Policy and adopt the Paid Time Off (PTO) Policy as presented effective immediately. Mrs. McCamic seconded the motion.

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

HOLIDAY POLICY

The current policy has served the Library well; however, the review process provided an opportunity to establish more consistent guidelines and clarify existing practices. The revised policy clarifies the observance of holidays that fall on weekends, establishes consistent procedures for holiday scheduling and compensation, and more clearly defines employee eligibility and expectations regarding holiday leave. These revisions are intended to reduce confusion, improve consistency in administration, and ensure employees have a clear understanding of available holiday benefits. Mrs. Harshman moved to adopt the revised Holiday Leave Policy as presented. Mr. Phillips seconded.

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

WATER FOUNTAIN REPLACEMENT PROPOSAL

Ms. Kastigar presented a proposal to replace a malfunctioning drinking fountain located in the basement of the Library, near the Vitalie Auditorium. The existing fountain is believed to be original to the building. The unit has been repaired numerous times and replacement parts are no longer available. The proposed replacement is a bi-level drinking fountain with an integrated bottle filling station at a cost of $3,950. After discussion, Mr. Marquart moved to approve the purchase and installation of the bi-level drinking fountain with bottle filling station at a cost of $3,950. Mr. Phillips seconded the motion.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:10pm. Mr. Phillips seconded the motion.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant