



**MINUTES  
BOARD OF TRUSTEES MEETING  
JULY 20, 2022  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager; Robert Becerra and Janet Shelburne of WesBanco Investment Services

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

Mrs. McCamic changed the order of the meeting so that Robert Becerra and Janet Shelburne of WesBanco Trust and Investment Services could give their presentation on the Library's Endowment Trust.

**NEW BUSINESS**

**WESBANCO TRUST PRESENTATION**

Mr. Becerra presented the annual report on the Library's Endowment Trust Fund. He distributed an Economic Summary Report and a Performance Summary and Detail Report of the Library's portfolio from 1/1/08 to 6/30/2022. Mr. Marquart arrived at the meeting at 4:23p.m.

Mr. Becerra then reviewed the Library's portfolio performance and holdings for the trustees. Mr. Marquart asked for Mr. Becerra's outlook for the next twelve months. Mr. Becerra said he does not anticipate any significant changes until the economy begins to recover. He said the Federal Reserve has raised interest rates to slow the economy and reduce the risk of a recession. However, Mr. Becerra added that this "soft landing" approach has almost always been unsuccessful in the past at preventing a recession. Current economic forecasts show the likelihood of a recession to occur in mid to late 2023. Mr. Becerra said he anticipates that there will be a push to make the economy look better as the midterm elections grow closer, with a focus on the low unemployment rates and increase in service industry business activity. He added that, so far, consumer and retail sales have not slowed and that also bodes well for the economy.

Per the account agreement for the Endowment Fund, Ms. Shelburne stated that the Library is required to resume taking income from the investment account. She said Mr. Becerra has generated a list of payout options for the annual income. Based upon the 12-quarter average fair market value, Ms. Shelburne said the trustees may choose to take a disbursement of 3%, 4%, or

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

5%. She distributed a copy of the Library’s disbursement rates from 7/31/1999 to 7/31/2022. Mr. Marquart commented that, since more investment income may be needed in the future, it may be wise to minimize how much will be drawn from the account now. Mrs. McCamic recommended the trustees review the information that Ms. Shelburne and Mr. Becerra have provided to decide on which income payout option would be best for OCPL at this time. She asked how soon the decision would need to be made on the investment income. Ms. Shelburne said that a determination would need to be made by September. Mrs. McCamic invited Ms. Shelburne and Mr. Becerra to the September 21, 2022, board meeting to continue the discussion of the annual distribution rates of the Endowment Fund. She then thanked Mr. Becerra and Ms. Shelburne for their presentation. Mr. Becerra and Ms. Shelburne left the meeting at 4:48 p.m.

**MINUTES:** Mrs. McCamic recommended a wording change in the first paragraph of the May Financial Report on page 3 of the May 18, 2022, board meeting minutes. She also suggested language to simplify the motion to approve the 2022-2023 Annual Budget on page 9. Mr. Phillips moved to approve the May board meeting minutes as amended. Mr. Marquart seconded.

**VOTE:**

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	24,631.38
WesBanco Payroll Account Checking		19,553.20
WesBanco Capital Money Market Savings		459,092.13
WesBanco Operating Money Market Savings		445,134.38
Main Street Bank Archive Nonprofit Savings		15,136.28
United Bank Operating CD - #2		112,502.44
First Choice America Operating CD - A		109,897.82
First Choice America Capital CD - B		111,446.19
<b>TOTAL</b>	<b>\$</b>	<b>1,297,393.82</b>

**Revenue received: June 2022**

County Commission	\$	5,932.78
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		213.09
Photocopies		591.45

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

Contributions		212.77
Interest Earned		174.55
Book Sale		74.20
Out of State Patrons		15.00
Other: Operating Supply CR – 236.62, Book CR – 28.78, Postage CR – 6.00, Operating CD Int – 41.09, Capital CD Int – 111.07		423.56
	<b>TOTAL</b>	<b>\$ 56,778.65</b>

**OPERATING CONTRIBUTIONS**

Sheli & Ronald Bernstein - Donation	\$	50.00
Mary Abbott Bolte – Donation		50.00
Anonymous		112.77
	<b>TOTAL</b>	<b>\$ 212.77</b>

**INVOICES**

June 2022 Operating #2 Account	\$	128,514.80
June 2022 Transfer to Payroll		39,049.42
June 2022 EFTPS Deposit		11,596.04
June 2022 ACH Debit (WesBanco BillPay)		33.00
June 2022 ACH Debit (Retirement)		7,825.22
June 2022 EFT (WV State Tax)		1,538.00
June 2022 EFT (OH State Tax)		338.00
June 2022 Capital Account		11,890.18
June 2022 Operating #2 Account Voided Checks	-	1,959.42
	<b>TOTAL</b>	<b>\$ 198,825.24</b>

**WARRANTS**

June 2022 Operating #2 Account Warrants #32306 - #32407	\$	128,514.80
June 2022 Transfer to Payroll		39,049.42
June 2022 EFTPS Deposit		11,596.04
June 2022 ACH Debit (WesBanco BillPay)		33.00
June 2022 ACH Debit (Retirement)		7,825.22
June 2022 EFT (WV State Tax)		1,538.00
June 2022 EFT (OH State Tax)		338.00
June 2022 Capital Account Warrants #641 - #642		11,890.18

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

June 2022 Operating #2 Account Voided Checks	-	1,959.42
Warrants #32294, #32307, #32337, #32387		
<b>TOTAL</b>	<b>\$</b>	<b>198,825.24</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of May 2022	\$	620,583.56
+ June 2022 Revenue		56,778.65
-June 2022 Expenditures		198,825.24
<b>SUBTOTAL</b>	<b>\$</b>	<b>478,536.97</b>
United Bank Operating CD - #2		112,502.44
First Choice America Operating CD - A		109,856.73
First Choice America Operating CD – B		111,335.12
<b>CD SUBTOTAL</b>	<b>\$</b>	<b>333,694.29</b>
<b>Capital Balances as of May 2022</b>		<b>470,028.81</b>
<b>Archive Fund Balances as of May 2022</b>		<b>15,133.75</b>
<b>TOTAL</b>	<b>\$</b>	<b>1,297,393.82</b>

**INVOICES AND WARRANTS**

Mr. Marquart motioned to approve the June Financial Report as presented. Mr. Werner seconded.

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

**PUBLIC INPUT/PRESENTATIONS**

Ms. Kastigar shared a thank you card with the trustees from the family of R. Michael Baker, former OCPL Board Chairman and Trustee, who passed away on June 15. In the note, Mr. Baker’s family thanked the Library for the flowers sent to Mr. Baker’s funeral.

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR’S REPORT**

Ms. Kastigar reported on the following:

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

The May 2022 tax revenue from the Ohio County Commission has been received in the amount of \$5,932.78 and was included in the June Financial Report.

Edward Phillips has been reappointed to the Ohio County Public Library Board of Trustees for another term. Ms. Kastigar said a copy of Mr. Phillips' reappointment letter from Brenda Miller, Ohio County Circuit Court Clerk, was included in this month's board packet.

The Library's Summer Reading Program, *Read Beyond the Beaten Path*, concluded on July 15. Ms. Kastigar said a total of 254 children, 26 teens, and 154 adults participated in the program this year. The Children's staff will be taking a short summer break and story time and toddler time programs will be on hiatus until August 1.

The report for the Community Foundation of the Ohio Valley's grant of \$7000.00 received from the Wheeling Automobile Club has been completed. Ms. Kastigar said a copy of the letter sent to Debbie Stanton, Program Officer, was included in this month's board packet. The grant funds were utilized to add The New York Times and iVox books for children to our digital collection. Ms. Kastigar said the iVox books for children may be accessed directly through a link on OCPL's website which will make the digital items easily accessible for both teachers and parents. The Wall Street Journal will also be added to the Library's digital collection. However, there are authentication issues that need to be resolved to allow for patron access. Ms. Kastigar said OCPL's technology firm, Technology Services Group, is currently working on the authentication procedures and the digital newspaper should be available soon.

The new People's University lecture series on dinosaurs will begin on July 21. The first class entitled "What is a Dinosaur" will be taught by Lindsay Kastroll, a paleontology student and Carnegie Museum volunteer. Ms. Kastigar recommended that the trustees follow the Library on social media to see the roaming patterns of OCPL's very own dinosaurs, a Tyrannosaurus Rex, a Triceratops, and a Pterosaur. She said the costumed characters are being used to promote the People's University series and have recently visited the Public Market and Centre Market.

OCPL's required three-year strategic plan for the library has been submitted to the WV Library Commission. Ms. Kastigar stated that a copy of the strategic plan was included in this month's board packet. She said she attempted to make it a useable document, however, as the trustees read through the plan, some of the project completion dates may vary within the stated three-year schedule.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

The Heinz History Center display “Civic Empathy through History” will soon be installed in the display area on the Main Floor of the Library. In addition, several of the cases currently display items to celebrate the 45<sup>th</sup> anniversary of Jamboree in the Hills. Ms. Kastigar said a variety of Jamboree memorabilia are on display and include posters, Roy Clark’s suit, and a dress worn by Janie Fricke.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

**FIRST CHOICE AMERICA OPERATING CD “A” MATURING 7/26**

Ms. Berisford said the First Choice America CD will mature on July 26<sup>th</sup> and, unless otherwise instructed, the certificate of deposit will renew for a term of seven months with an interest rate of 0.10%. She distributed a chart to the trustees listing the various rates and terms for Certificate of Deposits at the local banks. Ms. Berisford stated that Main Street Bank is currently offering the best rates and terms for CDs. After reviewing the rates and terms, Mr. Marquart motioned to allow the First Choice America CD to mature and use the funds to open a new Certificate of Deposit at Main Street Bank for a term of six months with an interest rate of 1.0%. Mr. Werner seconded.

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

**COMPUCOM PRINTER QUOTES**

Ms. Berisford said a quote from Compucom to purchase new Konica Minolta printers for the Office Manager’s Office and Reference Desk was included in this month’s board packet. She said both current Konica Minolta printers, which are eight years old, are used frequently and have reached the end of their serviceable life. Ms. Berisford said Compucom is based out of Pittsburgh, PA and currently services all the Library’s Konica Minolta printers and microfilm machines. She said the model recommended for her office is the same as the Konica Minolta printer purchased for the Technical Service Office in October 2021, a Bizhub C3300i. The printer recommended for the Reference Desk, which also serves as the printer for the public access computers, is a Bizhub C4000i. Ms. Berisford stated that this model has a longer duty cycle and includes an option for wireless printing. A small HP desktop printer is currently being

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

used at the Reference Desk to enable patrons to print wirelessly from their devices, however, it malfunctions frequently and is often difficult for the public to use. The Bizhub C4000i will allow for patrons to print color copies as well. Ms. Berisford said the quote from Compucom includes installation and the first annual maintenance agreement for both machines. After reviewing the quote, Mrs. Harshman motioned to approve the quote from Compucom in the amount of \$2,951.00 to purchase the Konica Minolta Bizhub C3300i and Bizhub C4000i to be paid from the Capital Account. Mr. Werner seconded.

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

**CAPITAL IMPROVEMENTS FOR FY 2022-2023**

While preparing OCPL’s three-year Strategic Plan for the WV Library Commission, Ms. Kastigar stated she also compiled a list of Capital Improvements for the current fiscal year to share with the trustees. She said the lighting in the Storage Room and the carpeting in the Children’s Department need to be replaced soon due to safety concerns. An access panel needs to be added in the Wheeling Room to enable the maintenance and replacement of the recessed lights in the ceiling. Ms. Kastigar said the list also includes the replacement of staff office chairs and the chairs in the Board Room. She stated that the remaining items on the list were originally a part of the Library’s request for the American Rescue Plan grant money from the City of Wheeling, and since the request has not yet been accepted, they have been added to the Capital Improvements list. Ms. Kastigar said these items include upgrading the sound system in the auditorium, adding stationary cameras and a projector, and upgrading the ceiling lights to LED dimmable fixtures. She said these additions will improve the quality of the Library’s recorded programs and allow for the programs to be streamed more easily. Upgraded signage for OCPL is also being proposed for the exterior of the building, paying particular attention to 16<sup>th</sup> Street and Eoff Street. Ms. Kastigar asked the trustees if they had any suggestions, revisions, or recommendations for Capital Improvements for this fiscal year. Mr. Marquart recommended adding additional lighting over the wheelchair ramp in the Auditorium. He suggested addressing the safety concerns first by seeking quotes to replace the carpeting in the Children’s Department and requesting bids to replace the lighting in the Storage Room. Ms. Kastigar said she would request quotes for both the carpeting and needed light replacement.

**BUDGET AMENDMENT DISCUSSION**

Mrs. McCamic said that the trustees would need to enter Executive Session to discuss a personnel matter relating to the 2022-2023 annual budget.

**BOARD OF TRUSTEES MEETING  
MINUTES  
JULY 20, 2022**

Mr. Werner moved to enter Executive Session at 5:20 p.m. Mr. Marquart seconded.

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

Mr. Werner motioned to exit Executive Session at 5:29 p.m. Mr. Marquart seconded.

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

Mr. Marquart motioned to amend the 2022-2023 Annual Budget as recommended and increase the Professional Services line-item budget from \$55,000 to \$63,000 to allow for the Library to accept the proposal from Security America for security guard services, beginning in August, with the additional \$8,000 to be deducted from the Annual Budgeted Transfer to Capital. Mr. Phillips seconded.

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

There being no further business, Mr. Werner moved to adjourn the meeting at 5:36 p.m. Mr. Marquart seconded.

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



Respectfully submitted,

Amanda Berisford  
Office Manager