



MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 15, 2023
WEDNESDAY, 4:15 PM

BOARD MEMBERS PRESENT: Greg Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Jimmie McCamic, Board Chairman; Tony Werner

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

CALL TO ORDER: Mr. Marquart called the meeting to order at 4:55 pm.

MINUTES: Mr. Phillips motioned to approve the October 18, 2023, board meeting minutes as presented. Mrs. Harshman seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,669.30
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		357,057.03
WesBanco Operating Money Market Savings		612,716.58
WesBanco UOVHR Fund Account Checking		10,987.84
Main Street Bank Archive Nonprofit Savings		37,175.50
United Bank Operating CD		114,314.95
Main Street Bank Operating CD		112,420.07
Main Street Bank Capital CD		112,930.08
TOTAL	\$	1,359,271.35

Revenue received: October 2023

County Commission	\$	-
Board of Education		55,822.58
State Basic Grants-in-aid		55,816.00
Fines		184.40
Photocopies		750.10
Contributions		152.89
Interest Earned		829.78
Endowment Interest		15,292.38
Book Sale		1,998.90
Out of State Patrons		70.00
Other:		25,489.66
Operating Supply CR		73.00

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Capital CD Interest	1,148.42		
Book CR	31.76		
Adult Programming CR	36.54		
LSTA Grant	22,412.90		
Internet CR	1,727.04		
UOVHR CR	60.00		
		TOTAL	\$ 156,406.69

CONTRIBUTIONS:

General Contributions

OA Group – Meeting room use		\$	100.00
Anonymous			52.89
		TOTAL	\$ 152.89

INVOICES:

October 2023 Operating #2 Account		\$	98,875.31
October 2023 Transfer to Payroll			44,652.90
October 2023 Operating #2 Account Voided Checks		-	1,670.00
		TOTAL	\$ 141,858.21

WARRANTS:

October 2023 Operating #2 Account		\$	98,875.31
Warrants #33339 - #33397			
October 2023 Transfer to Payroll			44,652.90
October 2023 Operating #2 Account Voided Checks		-	1,670.00
Warrant #33364			
		TOTAL	\$ 141,858.21

VERIFICATIONS:

Total Operating Balances as of September 2023		\$	601,351.88
+ October 2023 Revenue			156,406.69
-October 2023 Expenditures			141,858.21
		SUBTOTAL	\$ 615,900.36
United Bank Operating CD			114,314.95
Main Street Bank Operating CD			112,420.07
Main Street Bank Capital CD			111,781.66
		CD SUBTOTAL	\$ 338,516.68
Capital Balances as of September 2023			356,754.03
Archive Fund Balances as of September 2023			37,172.44
UOVHR Fund Balances as of September 2023			10,927.84
		TOTAL	\$ 1,359,271.35

INVOICES AND WARRANTS: Mrs. Harshman motioned to approve the October Financial Report as presented. Mr. Phillips seconded.

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

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PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared an email from Dr. Scott A. McNamara regarding his recent visit to the Library to see the McNamara Drugstore Exhibit. She said Dr. McNamara travelled from Washington D.C. to see the exhibit and revisit his childhood memories of Warwood and Wheeling. Dr. McNamara also shared that Nathan Knapp, Reference Assistant, and Chuck Works, Security Guard, were very helpful and accommodating during his visit.

Mrs. Harshman said she was contacted by Reverend Paul Barker of the Highland Educational Project in McDowell County regarding the possibility of obtaining children's books that may have gone unsold during OCPL's Fall Booksale. Mrs. Harshman stated that the Library then donated six boxes of children's books to the Highland Educational Project. HEP will then distribute the books to the children in McDowell County. Mrs. Harshman said Reverend Barker wished to express his thanks for OCPL's generous donation.

ANNOUNCEMENTS: The 14th Annual Awesome Author Creative Writing award ceremony will be held on Thursday, November 30, at 7 pm in the Library's Auditorium. The Fall contest was open to all fifth and sixth-grade students who live in or attend school in Ohio County. Invitations to the finalists will be delivered next week, and Ms. Kastigar said the trustees will receive their invitations via email.

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

The grant from the Library Section of the WV Department of Art, Culture, and History for OCLC's TLC and OCLC automation costs from 2022-2023 in the amount of \$22,412.90 has been received. OCPL also qualified for a grant to offset the decrease in Ohio County's population which lowered the Library's annual Grants-In-Aid. The Library Section population grant totaling \$3,138.00 has also been received.

As part of OCPL's Library of Things Collection, the Seed Library was launched on October 25, with a seed swap event. Ms. Kastigar said twenty-three people attended the event, including members of OVGrow and the WVU Extension Master Gardeners. The goal is to grow the Seed Library throughout the winter in preparation for all our spring gardeners.

The newest installment in OCPL's Halloween video series, "The Hempfield Vampyre," made its debut on the Library's YouTube channel and was also screened at the Lunch with Books program held on October 31.

Regarding the recall of the Firestone roof overlaps, Ms. Kastigar said she contacted Mansuetto Roofing for an update. She said she spoke with Jim, and he reported that the claim is still proceeding, however, the Library is to call if the roof continues to leak or if we experience any further issues.

Johnson Boiler Works was on-site this week to clear the drains. Typically, Ms. Kastigar explained that this occurs every six months. Due to the check valve located in the Storage Room, the drains tend to back up regularly as there is not sufficient water pressure to fully open the check valve.

The first round of interviews for the open Children's Specialist position concluded this week. Ms. Kastigar said she and Laura Carroll, Assistant Director, interviewed the top applicants and are in the process of determining which candidates to invite back to do a story time and final interview, tentatively scheduled for the week of November 27.

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On Friday, November 10, OCPL was closed for Veterans Day to hold its annual staff in-service training. A variety of topics were addressed during the training. Library staff watched a video by Ryan Dowd on the de-escalation of tense situations involving the transient population. With new collections and technologies being added to OCPL, staff began work on a library-wide procedures manual to help current and new staff members. All departments reported on their accomplishments over the past year and shared their plans for the coming year. Ellery McGregor, Marketing Director, petitioned to include team-building activities interspersed with the in-service training and these activities were most enjoyable for the staff.

OLD BUSINESS:

REPLACEMENT OF PUBLIC SEATING ON THE MAIN FLOOR

Ms. Berisford presented the Wheeling Office Supply public seating quotes to the trustees. She said Rodd Haller, President of Wheeling Office Supply, was also kind enough to provide a sample of each chair style for the staff and trustees to inspect. After discussion, Mr. Phillips moved to approve the purchase of 86 National Public Seating 8500 Series Sled Base Stack Chairs, with the color to be chosen by Library staff, totaling \$7,931.00 to be paid from the Capital Account. Mrs. Harshman seconded.

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

NEW BUSINESS:

AUDIT REPORT, FY 2021-2022, BY AIMEE TICKERHOOF

Mr. Marquart reported that the presentation on the Library's Audit Report for Fiscal Year 2021-2022 has been postponed.

EMPLOYEE GIFT CERTIFICATES

After discussion of the holiday gift certificates for staff, Mrs. Harshman motioned to approve the purchase of the Kroger gift certificates for all full-time and part-time staff. Mr. Phillips seconded.

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

EXECUTIVE SESSION

Mrs. Harshman motioned to enter Executive Session at 5:10 pm. Mr. Phillips seconded.

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

Mr. Phillips moved to exit Executive Session at 5:25 pm. Mrs. Harshman seconded.

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:27 pm.
Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford
Administrative Assistant