



**MINUTES
BOARD OF TRUSTEES MEETING
MAY 15, 2019
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Sister Mary Clark

ALSO PRESENT: Dottie Thomas, Director; Amy Kastigar, Reference Librarian; Amanda Berisford, Secretary/Bookkeeper

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

Mrs. McCamic changed the order of the agenda so that Amy Kastigar could give her presentation on the proposal from Advantage Preservation to digitize OCPL's microfilm.

OLD BUSINESS

ADVANTAGE PRESERVATION'S DIGITIZING OF MICROFILM

Ms. Thomas reported that OCPL has been budgeting an additional \$10,000 in the annual Operating Budget for periodicals to accommodate the digitization of the older microfilm reels of the newspaper collection. However, she said at the current rate it would take over twenty years to complete the project. Ms. Thomas said that because of that lengthy time frame she asked Ms. Kastigar to obtain a price quote to complete the entire backlog of the older microfilm. She said a copy of the quote was again included in this month's board packet. Ms. Thomas said that after last month's initial discussion of this project there were enough questions and needed clarifications that she asked Ms. Kastigar to attend this month's board meeting to provide the needed answers and clarifications. Ms. Kastigar shared that the quote from Advantage Preservation, in the amount of \$240,000, is merely to digitize OCPL's microfilm reels and does not include the production of new reels. She said almost all of the Library's microfilm collection that was produced before the mid-1980s has been infected by "vinegar syndrome." She said this syndrome is contagious to older acetate microfilm reels and eventually renders the microfilm unusable. Ms. Kastigar said it has been necessary to separate the deteriorating microfilm from the rest of the collection to stop the vinegar syndrome from spreading from reel to reel. She added that if the project takes up to twenty years to complete the microfilm may not be in good enough condition to digitize.

Ms. Thomas said that in order to digitize the current issues of newspapers, Advantage Preservation must first microfilm the newspapers and then digitize them from the microfilm.

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Therefore, OCPL will have the newer newspapers on microfilm as well as in digitized format. Ms. Kastigar added that the new microfilm being produced is a more stable product than the earlier reels produced on acetate which are susceptible to “vinegar syndrome.” Mr. Werner asked if there was a risk to having fewer of the reels digitized at a time. Ms. Kastigar answered that the affected microfilm is currently not in the condition of being unusable and she does not think it is necessary to have the entire backlog microfilmed at the same time. Ms. Thomas said that the trustees could choose how many rolls of microfilm they would like to digitize each year to be paid out of the Capital Account. Mr. Marquart asked if there are other companies that have the capability to digitize the Library’s microfilm collection. Ms. Kastigar said that another company, Newspaper Archives, has just begun offering the service, but because they are so new she cannot vouch for the reliability of their product or their service. Ms. Thomas added that OCPL’s previous microfilm supplier, ProQuest, had become unreliable which is why the Library switched to Advantage Preservation. Ms. Kastigar stated that Advantage Preservation has been extremely reliable. She said when sending the reels to be digitized, the company often completes the process within a month. She said they are also keeping the older microfilm reels infected with “vinegar syndrome” that OCPL sends for digitization in cold storage after digitizing them.

Mrs. McCamic asked how the microfilm is accessed once it has been digitized. Ms. Kastigar answered that the digital copy of the microfilm is accessible through the Library’s website. She said Advantage Preservation maintains this collection for OCPL free of charge. Mr. Werner asked if OCPL owns the content. Ms. Kastigar said the Library does own the content. Mr. Marquart asked if it would be possible to also receive a disc or hard drive in addition to the website access. Ms. Kastigar said that she could contact our representative at Advantage Preservation, Michelle Maltas, and inquire if it would also be possible to obtain a hard copy of the digitized microfilm. Mr. Werner also asked Ms. Kastigar to inquire whether it would be possible to lock in the price in the quote to digitize each reel for \$120. Ms. Kastigar said she would contact Ms. Maltas and ask if that would be possible and if not, for how long the price could be set at that amount. Mrs. McCamic thanked Ms. Kastigar for investigating the options for OCPL and asked her to attend the June board meeting to report her findings to the trustees. Ms. Kastigar left the meeting at 4:29 p.m.

MINUTES: Mrs. McCamic noted a wording change and formatting error in the April 17, 2019 board meeting minutes. Mr. Marquart motioned to approve the April board meeting minutes with the corrections named. Mr. Werner seconded.

VOTE:

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

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FINANCIAL REPORT:

Operating Account #2 Checking	\$	2,173.82
Payroll Account Checking		-
Capital Money Market Savings		89,626.21
Operating Money Market Savings		820,744.28
Operating CD – Main Street Bank B		108,374.83
Operating CD – First Choice A		106,092.82
Capital CD – United Bank #1		106,849.55
TOTAL	\$	1,233,861.51

Revenue received: April 2019

County Commission	\$	56,865.69
Board of Education		63,845.00 State
Basic Grants-in-aid		56,600.00
Fines		913.26
Photocopies		943.35
Contributions		349.19
Interest Earned		93.31
Book Sale		1,796.00
Out of State Patrons		60.00
Other: Operating Supply CR – 58.00, Operating CD Int – 703.52, Capital CD int – 524.60		1,286.12
TOTAL	\$	182,751.92

OPERATING CONTRIBUTIONS

Sean Duffy – “Legendary Locals of Wheeling” royalties	\$	110.80
Karen Grisell – For Lunch with Books		50.00
Robert Rine – Donation		100.00
Anonymous		88.39
TOTAL	\$	349.19

INVOICES

April 2019 Operating #2 Account	\$	64,566.68
April 2019 Operating #2 ACH WesBanco BillPay		32.20
April 2019 Transfer to Payroll		42,079.06
April 2019 EFTPS Deposit	12,596.66	
April 2019 ACH Debit (Retirement)		12,390.80
April 2019 EFT (WV State Tax)		2,539.00
April 2019 EFT (OH State Tax)		539.00

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April 2019 ACH (Unemployment Security)		2,720.72
April 2019 Capital		26,435.07
April 2019 Operating #2 Voided Checks	-	2,046.00
TOTAL	\$	161,853.19

WARRANTS

April 2019 Operating #2 Account Warrants #30194 - #30250	\$	64,566.68
April 2019 Operating #2 ACH WesBanco BillPay		32.20
April 2019 Transfer to Payroll		42,079.06
April 2019 EFTPS Deposit		12,596.66
April 2019 ACH Debit (Retirement)		12,390.80
April 2019 EFT (WV State Tax)		2,539.00
April 2019 EFT (OH State Tax)		539.00
April 2019 ACH (Unemployment Security)		2,720.72
April 2019 Capital Warrants #607 - #608		26,435.07
April 2019 Operating #2 Voided Checks Warrants #30168 & #30217	-	2,046.00
TOTAL	\$	161,853.19

VERIFICATIONS

Total Operating Balances as of March 2019	\$	776,827.89
+ April 2019 Revenue		182,751.92
-April 2019 Expenditures		161,853.19
SUBTOTAL	\$	797,726.62
Operating CD Main Street Bank B		107,841.18
Operating CD First Choice A		105,922.95
Capital CD United Bank #1		106,324.95
CD SUBTOTAL	\$	320,089.08
Capital Balances as of March 2019		116,045.81
TOTAL	\$	1,233,861.51

Ms. Thomas distributed the April 2019 investment statements from WesBanco and Security National Trust. Mr. Werner motioned to approve the April 2019 Financial Report as tendered. Mr. Marquart seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES

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Mr. Werner	YES
Mr. Phillips	YES

PUBLIC INPUT/PRESENTATION:

Ms. Thomas shared a thank you note she received from Janet Grubler a retired teacher and long-time patron of OCPL. She said Ms. Grubler was the contest winner of the \$100 Amazon gift card during OCPL Week. Ms. Grubler's note thanked the Library for the gift card and for the outstanding service provided by the Library's staff.

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

OCPL's Annual Book Sale was held this year during OCPL Week from April 27 through May 3. Ms. Thomas said this year sales totaled \$2,640.

On May 13, Hometown Movers assisted Bob Workman, Custodian, with moving the furniture and equipment for the VITA tax service from the Tax Room to the Storage Room.

The Wheeling 250 display on the main floor of the Library is continuing to grow. Ms. Thomas said that Erin Rothenbuehler, Web Administrator and Archives Assistant, recently installed a tree limb from Monument Place that she had inscribed with the initials "EZ" for Ebenezer Zane. She said Ms. Rothenbuehler told her this is how the early settlers marked the boundaries of their land.

Author Cheryl Harshman and artist Bill Villamanga recently presented a Lunch with Books program in which they provided a "sneak peek" of their upcoming book *Once Upon a Mouse*. This picture book will feature a mouse who lives in Wheeling. The book is designed to coordinate with the Wheeling 250 celebration and highlight Wheeling's history. Ms. Thomas said a copy of the newspaper article was included in this month's board packet. She said the Library will also be receiving free copies of the book once it has been published.

OCPL Week was once again a success this year. In addition to the Library's Annual Book Sale, and a fine free week, there were special programs including a family story time featuring children's entertainer, Tony M. Music. Ms. Thomas added that several special contests and a scavenger hunt were held for patrons.

The Library's weeding project has progressed to the 800s.

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Ms. Thomas said she and Susan Reilley, Director of the Moundsville-Marshall County Public Library, attended the WVLA Legislative Committee meeting on May 10. She said during the meeting, Karen Goff, Executive Secretary of the West Virginia Library Commission also discussed a recent meeting concerning the Library Commission's ability to continue to pay for the automation systems for both the Northern Library Network and Mountain Library Network. Because of declining state population, the federal funds for this service will decrease. Another concern is an increase in Grants-In-Aid per capita funding for public libraries in West Virginia because of the upcoming 2020 census. She stated the Legislative Committee recommended requesting a \$1 increase, but Karen Goff said they would only be recommending a \$0.50 per capita increase in GIA because other areas of funding for public libraries needed to be increased, such as funding to Service Center libraries for services provided to affiliate libraries.

Mrs. McCamic changed the order of the agenda to discuss the resurfacing of the Library's parking lots.

OLD BUSINESS

RESURFACING OF OCPL'S PARKING LOTS

Ms. Thomas distributed quotes she had received from Wilson Blacktop and Blackie & Son Excavating and Paving to resurface the Library's parking lots. She said the resurfacing of the Eoff Street parking lot is listed as an Add-Alternate on the quotations. Ms. Thomas reported that Blackie & Son recommended only milling out 4" around the drain in the Eoff Street parking lot, then paving the area to a level surface. Mr. Marquart said, given the age and condition of the Eoff Street lot, he recommends resurfacing the entire lot instead of only completing the area around the drain. Mr. Werner noted that the quotations were quite similar in price. After reviewing and discussing the quotes, Mr. Marquart motioned to accept the quote from Wilson Blacktop in the amount of \$28,700 to resurface the Library parking lots as presented to be paid out of the Library's Capital Account. Mr. Phillips seconded.

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

OCPL POLICY REVIEW

Ms. Thomas distributed copies of Mr. Werner's proposed changes to OCPL's Personnel Policies Part 2- Sections 3 through 8 which pertains to various types of employee leave. Ms. Thomas said she agreed with Mr. Werner's suggested revisions. She said Mr. Werner posed a question on Section 7, Civil Leave, which pertains to employees' leave being granted to full-time

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employees appearing as expert witnesses in court. Ms. Thomas said library employees may be called upon to testify in court regarding their professional or observed knowledge. Mr. Werner said that he questioned the statement because the first half of the sentence already covers leave being granted to employees appearing in court on behalf of the Library so in his opinion the remaining statement is no longer needed. He questioned the need to grant leave when employees are called upon to testify as expert witnesses since they would be paid for their expert testimony. Mr. Werner said he believes the Civil Leave policy should also include part-time staff being granted pay while performing jury duty. Mr. Marquart said that he is amiable to offering civil leave with pay for all employees, including part-time employees, when jury duty interferes with their regular schedule. Mr. Werner suggested revising Section 7 to accommodate these proposed changes for the next board meeting.

When reviewing Section 6 which pertains to Workers' Compensation leave, Mr. Werner stated that he did not attempt any revisions. Ms. Thomas said that she was unsure of when the policy for Worker's Compensation was last revised. After discussion, Mrs. McCamic suggested taking another look at these policies, making the suggested changes, and presenting the newly revised policies at the June board meeting.

Ms. Thomas asked the trustees which of the remaining sections of the Personnel Policies they would like to review for the June board meeting. After discussion, the trustees agreed to review Part 3 – Sections 1 through 3 for next month's board meeting.

OCPL ANNUAL BUDGET – 2019-2020

Ms. Thomas distributed copies of the revised proposed 2019-2020 Annual Budget. She also distributed copies of the updated 2019-2020 Budget Explanation Sheet. Ms. Thomas then reviewed the proposed changes to 2019-2020 Budget from last month's meeting. She said the new premium for health insurance has been confirmed from Highmark and is an increase of \$15,432 over the current fiscal year so that line item has been adjusted to accommodate the increase. Ms. Thomas said the telephone line has been increased to \$4,500 to allow for OCPL to upgrade its internet service from Premium level to Deluxe level with Comcast. She stated the increased bandwidth and speed is necessary because of the enhanced capabilities of OCPL's new website platform and to accommodate the increased use of streaming and downloadable services. With the proposed changes, she said the 2019-2020 Annual Transfer to Capital has been reduced to \$82,499 which is a decrease of \$15,319 over this year's transfer. The trustees agreed to continue the discussion of the 2019-2020 Annual Budget at the June board meeting.

NEW BUSINESS

There was no new business.

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Mrs. McCamic stated that the next board meeting is scheduled for June 12th. Mr. Werner said that he would be unable to attend a board meeting on that date. After discussion, the trustees agreed to reschedule the June meeting to Friday, June 21st at 4 p.m. Mrs. McCamic suggested that an email be sent to the trustees to remind them of the change in date before the meeting.

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

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper