



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 22, 2023
TUESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager

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

MINUTES: Mr. Phillips motioned to approve the July 19, 2023, board meeting minutes as presented. 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	\$	1,641.69
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		444,428.82
WesBanco Operating Money Market Savings		347,428.37
WesBanco UOVHR Fund Account Checking		10,835.84
Main Street Bank Archive Nonprofit Savings		37,166.13
United Bank Operating CD - #2		113,745.85
Main Street Bank Operating CD - A		111,285.57
First Choice America Capital CD - B		111,781.66
TOTAL	\$	1,178,313.93

Revenue received: July 2023

County Commission	\$	-
Board of Education		55,822.58
State Basic Grants-in-aid		-
Fines		128.78
Photocopies		796.70

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Contributions		135.99
Interest Earned		713.59
Book Sale		109.00
Out of State Patrons		35.00
Other: Operating Supply CR – 140.00, Operating CD Int – 813.75, City of Wheeling/ARPA Funds – 75,800, UOVHR CR – 174.00		76,927.75
	TOTAL	\$ 134,669.39

CONTRIBUTIONS:

General Contributions

Thomas Cain	\$	20.00
Mark Kemp – Genealogy research		100.00
Anonymous		15.99
	TOTAL	\$ 135.99

INVOICES:

July 2023 Operating #2 Account	\$	125,150.36
July 2023 Transfer to Payroll		44,256.15
July 2023 Capital Fund		2,378.87
	TOTAL	\$ 171,785.38

WARRANTS:

July 2023 Operating #2 Account Warrants #33160 - #33221	\$	125,150.36
July 2023 Transfer to Payroll		44,256.15
July 2023 Capital Fund Warrant #660		2,378.87
	TOTAL	\$ 171,785.38

VERIFICATIONS:

Total Operating Balances as of June 2023	\$	460,883.66
+ July 2023 Revenue		134,669.39
-July 2023 Expenditures		171,785.38
	SUBTOTAL	\$ 423,767.67
United Bank Operating CD - #2		113,745.85
Main Street Bank Operating CD - A		110,471.82
First Choice America Operating CD – B		111,781.66
	CD SUBTOTAL	\$ 335,999.33
Capital Balances as of June 2023		370,722.24
Archive Fund Balances as of June 2023		37,162.85
UOVHR Fund Balances as of June 2023		10,661.84
	TOTAL	\$ 1,178,313.93

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INVOICES AND WARRANTS: Mr. Marquart motioned to approve the July Financial Report as presented. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar said she received a letter from Debbie Stanton, Program Officer of the Community Foundation for the Ohio Valley along with a check for \$7,000. The contribution for general support was made on behalf of the Wheeling Automobile Club Fund, a component fund of the Community Foundation of the Ohio Valley.

The Ohio County school principals and media specialists have been contacted to remind them of the Library's School Purchasing Program. Ms. Kastigar stated she has already received replies from two school principals, Becky Sancomb of Wheeling Central Catholic High School, and Adrienne Manning of St. Michael Parish School. Ms. Sancomb wished to express her thanks to OCPL's Board of Trustees for continuing the program again this year. Ms. Manning was formerly the school contact at Wheeling Middle School and is now the principal at St. Michael Parish School. She thanked the Library for continuing the program to serve all the students of Ohio County. In addition, Ms. Kastigar said Ms. Manning has already placed the first order of the school year.

ANNOUNCEMENTS: There were no announcements.

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

The Ohio County Commission June tax distribution has been received in the amount of \$3,421.60. The July and August tax distributions, totaling \$55,822.58 each, have also been received from the Ohio County Board of Education.

Last month, the Cabell County Board of Education voted unanimously to approve their budget for the new school excess levy that will be on the ballot in May 2024. Ms. Kastigar stated that the budget that was approved reduced the funding for the Cabell County Libraries from their allotment of \$1.4 million, in the current excess levy, to roughly \$195,000 and eliminate funding for the Cabell County Parks Department entirely. With the loss of almost forty percent of their budget, Ms. Kastigar explained that Cabell County will be forced to close many of its branches and lay off staff members because they will not be able to afford to operate all their locations. She added that the Parks Department is considering litigation against the Cabell County Board of Education for the funding cut, however, the final decision may now be in the hands of the voters next May.

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The Wheeling Area Genealogical Society met in July to discuss the future of their organization. At the meeting, it was decided that they would combine their group with the Civil War Round Table and they continue as a partnership. Ms. Kastigar informed the trustees that she plans to meet with the WAGS members to determine what the consolidation of the groups means for the Library moving forward.

The Library's Summer Reading Program, *A Neighborhood of Stories*, concluded on July 29. Ms. Kastigar said interest in the program was high this year with participants totaling 325 children, 27 young adults, and 79 adults.

Bibliostat, OCPL's annual statistical report, has been completed and submitted to the state. Ms. Kastigar stated that as she compiled the data for the report, she began examining the Service Reports that are compiled every month and included in the trustees' board packets. She said she is seeking to streamline and reorganize the monthly Service Reports. Currently, Ms. Kastigar explained that OCPL has been collecting information and statistics that are now irrelevant and not required by either the federal or state government. Ms. Kastigar said most of the data pertains to the Library's social media accounts, and those numbers rarely vary from month to month. However, if the annual report requires this in the future, the statistics can always be accessed from the social media sites themselves. She added that to save printing and mailing costs, the monthly Service Report and Department Reports could easily be emailed to the trustees if they so choose.

OCPL has received the ARPA funds awarded by the City of Wheeling in the amount of \$75,800. The Library is required to submit monthly and quarterly reports to the City as the money is expended.

The RFID conversion project continues to progress. Ms. Kastigar informed the trustees that the Adult Fiction and Large Type collections have been completed, and half of the Non-Fiction collection has also been tagged. Diane Rhodes, Library Clerk and Genealogist, has been tagging the Wheeling Room collection. The Children's Department staff have tagged all their materials except for the juvenile picture books, which may be completed by the end of this month. Ms. Kastigar said that if all goes well, Envisionware may be able to begin the construction phase of the project by the end of September.

The annual financial compilation for the fiscal year ending June 30, 2022, has been completed and will be shared with OCPL's auditing firm, Kozicki Hughes Tickerhoof. As the Library is currently in the last year of its three-year contract with the auditing firm, Ms. Kastigar said the Library has requested to be added to the WV State Auditor's next Bid List to obtain a new contract with a State-approved auditing firm.

The newest installment in the People's University series on Climate Change began on Thursday, August 10. The first program had 46 in-person attendees and 8 online participants. The current series was planned to complement the current Wheeling Reads Program featuring the novel

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“Heat & Light” by Jennifer Haigh. The Wheeling Reads Finale Festival will be held on Saturday, September 9, where Ms. Haigh will be the featured guest speaker. During the day, there will also be workshops held at the Library on art, poetry, and writing for young adults. Ms. Kastigar said the program will also feature local Wheeling writers who will be reading from their work.

The unveiling of OCPL’s new mural by local graphic artist Vondel Bell was held at today’s Lunch with Books program. Ms. Kastigar shared that over 70 people attended the program which also featured music by Ezra Hamilton. She said a time-lapse video of Mr. Bell’s process of painting the new mural will also be available on the Library’s YouTube Channel.

OLD BUSINESS:

UPDATE ON ELIZABETH STARKEY BEQUEST

Mr. Werner said he has been in contact with Christian Turak regarding OCPL’s lease settlement agreement with CNX Resources for the oil and gas rights inherited from Elizabeth E. Starkey. He stated that Mr. Turak is currently corresponding with CNX Resources’ legal counsel, and the settlement agreement may be ready for consummation at the September board meeting.

NEW BUSINESS:

AUDITORIUM AUDIO-VISUAL PROPOSALS

A portion of the ARPA funds awarded by the City of Wheeling totaling \$60,800 has been designated to renovate the Auditorium’s audio/visual system, with the remaining \$15,000 designated for the tablet lending station pilot program. Ms. Kastigar said she received proposals from Yahn Electric and Dagostino Electronic Services for the audio/visual renovations. She then met with Sean Duffy, Adult Programming Coordinator, to review and compare the quotes to ensure their completeness. Upon review, Ms. Kastigar noted that DES had neglected to include the Blu-Ray player OCPL requested in their original proposal. However, they highly recommended installing a digital mixer instead of the analog mixer requested in the RFP. Ms. Kastigar contacted DES for a corrected proposal that included the Blu-Ray player. She also requested an updated proposal from Yahn Electric that also included a digital mixer instead of an analog one. Ms. Kastigar shared the new proposals with the trustees. Unfortunately, since the Library submitted its ARPA Fund request to the City to upgrade the Auditorium sound system, prices have increased due to inflation. Ms. Kastigar explained that it would be necessary to use funds from the Library’s Capital Account to complete the renovations. Upon reviewing the proposals, Mr. Marquart noted that DES provided a list of references in and around Ohio County. He recommended contacting Yahn Electric to also obtain references. After further discussion, Mrs. Harshman moved to accept the proposal from Yahn Electric in the amount of \$68,400 to upgrade the Auditorium Audio-Visual system, contingent upon positive references, with the additional \$7,600 needed to be paid from the Capital Account. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES

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

RENEWAL OF MAIN STREET BANK OPERATING A CERTIFICATE OF DEPOSIT

Ms. Berisford said a chart listing the current Certificate of Deposit rates and terms from local area banks was included in this month's board packet. The current Main Street Bank CD has a term of seven months and will mature on September 16, 2023, before the September board meeting. The Certificate of Deposit will be automatically renewed at Main Street Bank at the current interest rate in effect at the time. Ms. Berisford said the term would remain seven months, however, the interest rate would increase from 3.01% to 4.18%. However, she added that the Library would have ten days after the maturity date to make other arrangements. After discussion, Mr. Marquart recommended postponing the decision on the renewal of the Main Street Bank until the September 20 board meeting.

There being no further business, Mr. Werner moved to adjourn the meeting at 4:57 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager