



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 15, 2021**  
**WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:** None

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Robert Becerra and Janet Shelburne of WesBanco Trust and Investment Services; Aimee Tickerhoof of Kozicki Hughes Tickerhoof PLLC

**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 REPRESENTATIVES TO DISCUSS LIBRARY'S ACCOUNT**

Mr. Becerra presented the Annual Report on the Ohio County Public Library's Endowment Trust Fund. He distributed to the trustees, director, and bookkeeper a Performance Summary Report and a Performance Detail Report from 1/1/2008 to 8/31/2021, a list of the Library's portfolio holdings as of 8/31/2021, and an Economic Overview Report as of September 2021 (see attachments). Mr. Becerra then reviewed the current Economic Overview Report, and the portfolio's performance and holdings. Mr. Becerra said the Library has a balanced portfolio and economic recovery appears to be underway with overall performance numbers looking healthy. Asset allocations in the Library's current portfolio, he said, are split with 40% invested in bonds and 60% invested in stocks. Mr. Becerra stated that this balanced objective allows for a happy medium for investment growth while still managing the potential risk.

Mr. Marquart asked for Mr. Becerra's outlook for the next six to twelve months regarding the continued impact the COVID-19 pandemic could have on the market. Mr. Becerra answered that since the outbreak of the coronavirus, the market has adjusted over time, and it should not negatively affect the economy overall. However, he added that economic outcomes continue to be difficult to predict due to the pandemic and there is still potential for volatility in certain sectors such as the hospitality and service industries. Mr. Becerra said the Federal Reserve continues to remain accommodative by keeping interest rates low. He added that he anticipates

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

that the Federal Reserve will postpone raising interest rates until late 2022 which would give the economy time to make a strong recovery from any lasting impacts from the coronavirus. Mrs. McCamic thanked Mr. Becerra and Mrs. Shelburne for their presentation. Mr. Becerra and Mrs. Shelburne left the meeting at 4:31 p.m.

Mrs. McCamic then changed the order of the agenda so that Aimee Tickerhoof of Kozicki Hughes Tickerhoof PLLC could give her presentation of OCPL’s annual audit.

**REVIEW OF ANNUAL AUDIT – KOZICKI, HUGHES, & TICKERHOOF**

Ms. Tickerhoof thanked the trustees for selecting their firm to perform the Library’s audit and apologized for the delay in presenting the audit this year due to the coronavirus pandemic. Due to these unusual circumstances she said the State Auditor’s office issued an extension. She stated that the final audit report will be submitted today. Ms. Tickerhoof then presented the annual audit for the fiscal year ending June 30, 2020. She said they were able to issue a clean audit opinion that the financial statements present fairly the financial condition of the Library in all material respects as of June 30, 2020. Ms. Tickerhoof then reviewed the audited financial statements and supplementary information for the trustees. Mrs. McCamic thanked Ms. Tickerhoof for her presentation and Ms. Tickerhoof left the meeting at 4:39 p.m.

**MINUTES:** Mr. Phillips motioned to approve the August 18, 2021 meeting Board Minutes as presented. Mr. Werner seconded.

**VOTE:**

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	1,502.81
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		446,277.58
WesBanco Operating Money Market Savings		225,278.13
Main Street Bank Archive Nonprofit Savings		15,122.44
United Bank Operating CD - #2		112,316.57
First Choice America Operating CD - A		109,040.09
First Choice America Capital CD - B		111,001.37
<b>TOTAL</b>	<b>\$</b>	<b>1,020,538.99</b>

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

**Revenue received: August 2021**

County Commission	\$	-
Board of Education		98,282.50
State Basic Grants-in-aid		-
Fines		322.76
Photocopies		342.25
Contributions		113.25
Interest Earned		64.06
Book Sale		52.50
Out of State Patrons		25.00
Other: Operating Supply CR – 25.00, Book CR – 38.29, Operating CD Int – 169.32, Telephone/Internet CR – 250.37, Workers Comp CR – 30.00		512.98
<b>TOTAL</b>	<b>\$</b>	<b>99,715.30</b>

**OPERATING CONTRIBUTIONS**

Roger Moore – Donation	\$	25.00
Beverly & Tom Musilli – In memory of Farley Minor		25.00
Ginger Wiedman Zappone		21.50
Anonymous		41.75
<b>TOTAL</b>	<b>\$</b>	<b>113.25</b>

**INVOICES**

August 2021 Operating #2 Account	\$	59,013.44
August 2021 Transfer to Payroll		41,638.87
August 2021 EFTPS Deposit		12,726.84
August 2021 ACH Debit (Retirement)		12,454.48
August 2021 EFT (WV State Tax)		2,585.00
August 2021 EFT (OH State Tax)		501.00
<b>TOTAL</b>	<b>\$</b>	<b>128,919.63</b>

**WARRANTS**

August 2021 Operating #2 Account Warrants #31796 - #31840	\$	59,013.44
August 2021 Transfer to Payroll		41,638.87
August 2021 EFTPS Deposit		12,726.84
August 2021 ACH Debit (Retirement)		12,454.48
August 2021 EFT (WV State Tax)		2,585.00
August 2021 EFT (OH State Tax)		501.00
<b>TOTAL</b>	<b>\$</b>	<b>128,919.63</b>

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

**VERIFICATIONS**

Total <b>Operating Balances</b> as of July 2021		\$	256,193.91
+ August 2021 Revenue			99,715.30
-August 2021 Expenditures			128,919.63
	<b>SUBTOTAL</b>	<b>\$</b>	<b>226,989.58</b>
United Bank Operating CD - #2			112,147.25
First Choice America Operating CD - A			109,040.09
First Choice America Operating CD – B			111,001.37
	<b>CD SUBTOTAL</b>	<b>\$</b>	<b>332,188.71</b>
<b>Capital Balances as of July 2021</b>			<b>446,239.55</b>
<b>Archive Fund Balances as of July 2021</b>			<b>15,121.15</b>
	<b>TOTAL</b>	<b>\$</b>	<b>1,020,538.99</b>

Mr. Marquart motioned to approve the August Financial Report as presented. Mr. Phillips seconded.

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

**PUBLIC INPUT/PRESENTATIONS**

There was no public input and no presentations.

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR’S REPORT**

Ms. Thomas reported on the following:

The July 2021 tax revenue was received from the Ohio County Commission in the amount of \$64,919.17.

Ms. Thomas said she was recently contacted by the Hoffman Foundation, and they are interested in making a donation to the Library. She said the foundation previously made a donation for OCPL’s Archives Department. Ms. Thomas said she has a meeting with Holly Planinsic of the Hoffman Foundation scheduled the week of September 27<sup>th</sup> to discuss the Library’s recent

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

funding cut from the Ohio County Board of Education and to discuss the cuts to programs and services the Library had to make as a result of the loss of funding.

OCPL has been granted an award in the amount of \$7,000 through the Wheeling Auto Club Fund.

Ms. Thomas stated that she contacted the Ohio County Schools' principals and media specialists to notify them that the School Purchase Program would continue this fiscal year, but the budget for the program was reduced by one third. She said she received several thank you emails and expressions of appreciation from principals and media specialists. She said they asked her to express their thanks and appreciation to the Library's trustees for their continued support and generosity in continuing the School Purchase Program.

OCPL hired Amy Dunbar to fill one of the open part-time Library Clerk positions on September 13. Madison Lancaster, Library Clerk, resigned on September 8.

Moundsville-Marshall County Public Library is opening a facility for Archives and Local History. It is located approximately one block from the Library.

**OLD BUSINESS**

**UPDATE ON OCPL'S LIBRARY SERVICES PLAN**

Due to the recent increase of COVID-19 case numbers in the area, library staff have returned to wearing masks, and Ms. Thomas said the PPE barriers have been returned to the Circulation and Reference Desks. She said that Sean Duffy, Adult Programming Coordinator, and LeeAnn Cleary, Children's Specialist, have resumed live, in-person programming. Due to the growing number of COVID-19 cases in the area, Ms. Thomas said the Children's outreach program to local schools has been delayed. She said Mrs. Cleary has been contacted by three local schools about the program, and school visits are tentatively scheduled to begin the week of October 18.

Ms. Thomas said Mr. Duffy is planning a People's University Series on the Cold War that will begin in October. She said Mr. Duffy was hoping to hold the programs in-person, but the Library would need to stay open until 9 p.m. Ms. Thomas said OCPL has not expanded its evening and weekend hours of operation since the larger groups, which normally meet in the evenings, have not yet contacted the Library about reserving meeting rooms, and there has been no real need to expand the evening operating hours based on library traffic. Mr. Marquart said that he would hate to see such a popular program curtailed and suggested staying open late one night per week to accommodate programming. Ms. Thomas said she would investigate the possibility of opening the Library one evening per week for the purpose of holding in-person programs. She stated that

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

she will continue to monitor the COVID-19 cases in the area closely and advise trustees of any changes to the Library's services as circumstances warrant.

**REQUEST FROM OHIO COUNTY COMMISSION - UPDATE**

Ms. Thomas said that a meeting among the Ohio County Commission staff was to be held on August 25 to discuss the possibility of relocating the voting precinct currently located in Ohio County's City-County Building to the Library. She stated that Toni Chieffalo, Election Coordinator for the Ohio County Commission, told her that a formal decision would be made a few weeks after the August 25<sup>th</sup> meeting. She said that she has not been informed of the Commission's final decision.

**NEW BUSINESS**

**RENEWAL OF UNITED BANK CERTIFICATE OF DEPOSIT**

Ms. Berisford said a chart listing the current Certificate of Deposit rates and terms from area banks was included with the handouts distributed prior to the meeting. After reviewing the rates and terms, Mr. Marquart motioned to let the current United Bank CD rollover on September 30 with an adjusted term of 7 months and an interest rate of 0.20%. Mrs. Harshman seconded.

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

**PURCHASE OF TATTLE-TAPE BOOKCHECK FOR CIRCULATION DESK**

Ms. Thomas said one of the bookchecks, a device that desensitizes the security strips located in library materials, recently stopped working. She said a quote to replace the bookcheck was included in this month's board packet. After reviewing the quote, Mr. Marquart motioned to approve the purchase of the Tattle-Tape Bookcheck in the amount of \$3,624.65 to be paid out of the Capital Account. Mr. Werner seconded.

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

**BOARD OF TRUSTEES MEETING  
MINUTES  
SEPTEMBER 15, 2021**

**EXECUTIVE SESSION TO DISCUSS PERSONNEL**

Mrs. Harshman moved to enter Executive Session at 5:08 p.m. to discuss a personnel matter.  
Mr. Phillips seconded.

**VOTE:**

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

Mr. Werner moved to exit Executive Session at 5:13 p.m. Mr. Marquart seconded.

**VOTE:**

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

Mrs. McCamic stated the next board meeting is scheduled for October 20.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:15 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  
Secretary/Bookkeeper