



**MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 20, 2021
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Edward Phillips

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

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

MINUTES: Mr. Marquart motioned to approve the board meeting minutes of November 18, 2020, as presented. Mr. Werner seconded.

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

NOVEMBER FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,755.00
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		71,255.62
WesBanco Operating Money Market Savings		1,022,088.73
Main Street Bank Archive Nonprofit Savings		15,010.13
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,646.30
First Choice America Operating CD - A		107,864.62
TOTAL	\$	1,439,721.65

Revenue received: November 2020

County Commission	\$	82,117.60
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		139.53
Photocopies		270.30
Contributions		132.53
Interest Earned		147.89

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Book Sale		19.00
Out of State Patrons		10.00
Other: Operating Supply CR – 3.00, Miscellaneous CR – 146.91		149.91
TOTAL	\$	158,680.43

OPERATING CONTRIBUTIONS

Sean Duffy – Donation of royalties from Arcadia Publishing	\$	83.66
Anonymous		48.87
TOTAL	\$	132.53

INVOICES

November 2020 Operating #2 Account	\$	62,343.28
November 2020 Operating #2 ACH WesBanco BillPay		33.20
November 2020 Transfer to Payroll		42,056.07
November 2020 EFTPS Deposit		13,056.48
November 2020 ACH Debit (Retirement)		8,348.38
November 2020 EFT (WV State Tax)		1,793.00
November 2020 EFT (OH State Tax)		334.00
TOTAL	\$	127,964.41

WARRANTS

November 2020 Operating #2 Account	\$	62,343.28
Warrants #31289 - #31343		
November 2020 Operating #2 ACH WesBanco BillPay		33.20
November 2020 Transfer to Payroll		42,056.07
November 2020 EFTPS Deposit		13,056.48
November 2020 ACH Debit (Retirement)		8,348.38
November 2020 EFT (WV State Tax)		1,793.00
November 2020 EFT (OH State Tax)		334.00
TOTAL	\$	127,964.41

VERIFICATIONS

Total Operating Balances as of October 2020	\$	993,152.31
+November 2020 Revenue		158,680.43
-November 2020 Expenditures		127,964.41
SUBTOTAL	\$	1,023,868.33
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,646.30
First Choice America Operating CD - A		107,864.62

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	CD SUBTOTAL	\$	329,612.17
Capital Balances as of October 2020			71,232.93
Archive Fund Balances as of October 2020			15,008.22
	TOTAL	\$	1,439,721.65

Mr. Marquart moved to approve the November Financial Report. Mrs. Harshman seconded.

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

DECEMBER FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,722.16
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		71,267.30
WesBanco Operating Money Market Savings		928,580.70
Main Street Bank Archive Nonprofit Savings		15,011.98
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,646.30
First Choice America Operating CD - A		107,864.62
	TOTAL	\$ 1,346,194.31

Revenue received: December 2020

County Commission	\$	18,073.48
Board of Education		75,693.67
State Basic Grants-in-aid		-
Fines		224.16
Photocopies		168.95
Contributions		287.72
Interest Earned		171.84
Book Sale		15.50
Out of State Patrons		25.00
Other: Operating Supply CR – 3.00, DVD CR – 61.94, Adult Programming Grant – 900.00		964.94
	TOTAL	\$ 95,625.26

OPERATING CONTRIBUTIONS

Susan Haddad – For Adult Programming	\$	20.00
Bonnie Thurston – For Adult Programming		200.00

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McMechen Church of Christ Members – In memory of Don Nolte		30.00
Anonymous		37.72
	TOTAL	\$ 287.72

INVOICES

December 2020 Operating #2 Account	\$	80,630.39
December 2020 Operating #2 ACH WesBanco BillPay		33.00
December 2020 Transfer to Payroll		63,032.22
December 2020 EFTPS Deposit		19,575.30
December 2020 ACH Debit (Retirement)		20,745.69
December 2020 EFT (WV State Tax)		4,301.00
December 2020 EFT (OH State Tax)		835.00
	TOTAL	\$ 189,152.60

WARRANTS

December 2020 Operating #2 Account	\$	80,630.39
Warrants #31344 - #31400		
December 2020 Operating #2 ACH WesBanco BillPay		33.00
December 2020 Transfer to Payroll		63,032.22
December 2020 EFTPS Deposit		19,575.30
December 2020 ACH Debit (Retirement)		20,745.69
December 2020 EFT (WV State Tax)		4,301.00
December 2020 EFT (OH State Tax)		835.00
	TOTAL	\$ 189,152.60

VERIFICATIONS

Total Operating Balances as of November 2020	\$	1,023,843.73
+December 2020 Revenue		95,625.26
-December 2020 Expenditures		189,152.60
	SUBTOTAL	\$ 930,316.39
United Bank Capital CD - #1		110,101.25
United Bank Operating CD - #2		111,646.30
First Choice America Operating CD - A		107,864.62
	CD SUBTOTAL	\$ 329,612.17
Capital Balances as of November 2020		71,255.62
Archive Fund Balances as of November 2020		15,010.13
	TOTAL	\$ 1,346,194.31

Mrs. McCamic referred to the Ohio County Schools Expenditure Chart and noted that many of the schools have taken advantage of the Library's program. Mr. Marquart asked if the Library has

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continued to receive orders from the schools. Ms. Kastigar stated OCPL has continued to receive orders and there are several boxes of materials waiting to be picked up in Technical Services. She stated that she will be contacting the schools this week to remind them to pick up their orders and provide an update on their budget. Mr. Marquart asked if the schools have made requests to assist with online learning. Ms. Kastigar answered that she has received several requests for eBooks and online databases to assist with teacher instruction. She said the Library has also received requests for supplemental materials to help with the teachers' curriculum, such as globes and lab equipment. Mr. Marquart moved to approve the December Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

Mrs. McCamic presented thank you notes from OCPL staff for their holiday gift cards to the trustees.

Ms. Kastigar shared a thank you note from Charles Julian, former OCPL board member and current State Library Commissioner. In the note, Mr. Julian thanked Lee Ann Cleary, Children's Specialist, for the distribution of the Children's Department holiday gift boxes and to share that he greatly appreciates all the good work being done by OCPL in the community.

Ms. Kastigar shared a thank you note from Jennie Freitag for the Children's Department holiday gift boxes as well. Ms. Freitag stated that her grandchildren and her friend's grandchildren greatly benefited from the treat boxes and she also included a donation of \$25.00 to show her appreciation.

Ms. Kastigar said she also received a thank you sent to the Library through the website by Chuck Gruber. In the email, Mr. Gruber, who now resides in Bridgeport, WV, stated that he grew up in Wheeling and resided in Warwood for many years. He said he really enjoyed the January 7th program on Wheeling streetcars and to keep up the good work.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Kastigar reported on the following:

Ms. Thomas is planning to return from sick leave by mid-February.

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The digitization of the older microfilm reels of the Wheeling Intelligencer has been completed and they are now available on OCPL's website. Ms. Kastigar said she had previously reported that digitized content of the newspapers dated after 1970 was not browsable at the November board meeting. She said the issue has now been corrected and the entirety of the Wheeling Intelligencer is now searchable on the Library's website except for the newspapers dated from January 1983 – June 1985. Ms. Kastigar explained that those newspapers are currently on microfiche instead of microfilm and the process to digitize the content is slightly different. She said the Intelligencer microfiche will be sent to Advantage Archives for digitization and next year the Library will begin sending the reels of the Wheeling News-Register to be digitized.

Ms. Kastigar reported that as of December 30, 2020, RBDigital would no longer be providing digital content to libraries. She said the company is a part of Recorded Books and they have decided to refocus their priorities back to recording audiobooks for manufacturing. Ms. Kastigar stated that RBDigital provided OCPL's patrons with access to digital magazines, Qello, Acorn TV, plus audiobooks and more. Ms. Kastigar stated that the content would be moving to Overdrive. The quarterly WV Deli meeting is scheduled for next week and Ms. Kastigar said she is hoping to find out more details on the move of the digital content. She said she would keep the trustees updated as she learns more about the specifics.

Due to the COVID 19 pandemic, the VITA (Volunteer Income Tax Assistance) Program will be held this year by appointment only. Ms. Kastigar said the IRS will begin accepting electronically filed tax returns on February 12. However, she said the volunteers would like to start accepting returns next week to get a head start on the upcoming tax season. Ms. Kastigar stated that they are still in the process of working out all the details and she would keep the trustees apprised of any changes.

Mr. Werner asked if Ms. Kastigar has contacted any local companies to replace the Library's phone system. Ms. Kastigar stated that she is waiting on a quote from Technology Services Group for a voice over internet phone system. She said she has also found a phone system that looks very promising. Ms. Kastigar stated that she plans to reach out to Advanced Communication and Staley Communication to acquire quotes for the new phone system as well. She explained that she was hoping to present all the information to Ms. Thomas when she returns from sick leave.

OLD BUSINESS

UPDATE ON OCPL'S RE-OPENING PLAN

Ms. Kastigar reported that the Library's re-opening has continued to do well. She stated that she has continued to monitor the spread of the COVID-19 cases in Ohio County and she feels

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comfortable with OCPL’s current level of service at this time. Mr. Marquart asked how the Library appointments have been going. Ms. Kastigar answered that the appointments are gaining in popularity and yesterday was a remarkably busy day due to the Library being closed on Monday in observance of Martin Luther King Jr. Day. She said she will continue to monitor the spread of the Coronavirus in the local area and notify the trustees if any changes may need to be made before the next board meeting.

NEW BUSINESS

REVIEW OF MONTHLY INVOICES

Ms. Kastigar explained that, as part of normal protocols, Ms. Thomas usually reviews and initials all the Library’s monthly invoices. Initially, Ms. Thomas thought she would be able to work part-time during her sick leave, but she was unable to do so and there is a four-month backlog of invoices to be reviewed. Ms. Kastigar said Ms. Berisford contacted Kozicki Hughes Tickerhoof, OCPL’s auditing firm, to determine if Ms. Kastigar could review the monthly invoices until Ms. Thomas is able to return from sick leave. She said the auditors will accept this change in the interim if the board makes a formal motion approving the temporary change. Mr. Marquart motioned to allow Ms. Kastigar to review the monthly invoices until Ms. Thomas returns from sick leave. Mrs. Harshman seconded.

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

EMERGENCY PAID SICK LEAVE

When developing and revising the Library’s Epidemic and Public Emergency Policy all mentions of Emergency Paid Sick Leave (EPSL) were removed from the policy. However, Ms. Kastigar stated that the EPSL was part of the Families First Coronavirus Response Act, a federal mandate, that was effective April 1, 2020, through December 31, 2020. She said the mandate included a provision that certain employers must provide up to 10 days of paid sick leave to employees unable to work or telework because of circumstances caused by the coronavirus. Ms. Kastigar said the mandate did not renew at the end of the year. Mrs. McCamic said she investigated the issue on the Department of Labor’s website and confirmed that after 12/30/2020 an employer was not required to provide the additional sick leave. Mr. Werner asked how this affected the staff that was required to quarantine or self-isolate due to the coronavirus. Ms. Kastigar said the affected employees used their provided sick leave from the Library. She explained that most of the Library staff has an adequate accumulation of sick leave, however, a newly hired employee could be negatively affected if they would need to quarantine or self-isolate due to the pandemic. Mr. Werner asked if any of the affected staff were left unpaid. Ms.

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Kastigar said that all staff were paid and their sick leave balance was docked. Mrs. McCamic said that it would then only be necessary to reinstate the affected employees' sick leave. After discussion, Mr. Werner motioned to correct the accounting for sick leave for the employees who were affected by the coronavirus and reinstate their paid sick time up to 10 days per event and continue to offer the additional emergency paid sick leave to all employees until the epidemic subsides. Mr. Marquart seconded.

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

Ms. Kastigar reported that she is seeking an alternative option for OCPL's annual Staff Continuing Education Day. She said initially the training was postponed until spring, however, due to COVID-19 and the necessary social distancing measures it will not be possible for staff to hold the meeting safely in person. Ms. Kastigar explained that library directors need to complete 6 hours annually, but other library staff members only need to complete 3 hours per year. She said that several staff members have already been able to complete their continuing education hours since this year's Annual Fall Conference was held online. Ms. Kastigar stated the WV Library Commission offers webinars that staff who still need to complete their continuing education hours could attend. She said she plans to contact Karen Goff, WV Library Commission Executive Secretary, to determine if the requirement could be waived if staff members are unable to complete the necessary training.

There being no further business, Mr. Marquart motioned to adjourn the meeting at 4:47 p.m. Mr. Werner seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper