



**MINUTES  
BOARD OF TRUSTEES MEETING  
JUNE 21, 2019  
FRIDAY, 4 P.M.**

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

**BOARD MEMBERS ABSENT:**

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

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:10 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**

After the discussion at May's board meeting, Ms. Kastigar said she contacted our representative at Advantage Preservation, Michelle Maltas, to inquire if it would be possible to lock in the price listed in the company's original quote to digitize all the reels of microfilm for \$120 each. The quote was based on having all the reels done at one time, but since the trustees want to spread the digitization project over a five year period the price of digitization per roll would need to be verified. Based on a five year completion period for the entire project, Ms. Kastigar said that Ms. Maltas offered to lock in the Library's current rate of \$120 for this coming year but for the remaining four years the price would be \$125 per reel. Ms. Kastigar said this increased rate still includes a discount as Advantage Preservation's current rate for new customers is \$139 per reel for digitization. She said she also asked Ms. Maltas if it would be possible to obtain a hard copy of the digitized microfilm and Advantage Preservation agreed as long as OCPL purchases the hard drives. She said Ms. Maltas said the company would upload the Library's content to a hard drive for a fee of \$75 per drive. Ms. McCamic stated that there are currently 2,000 rolls of microfilm that need to be digitized. Mr. Marquart suggested sending 500 reels per year to complete the digitization project. Ms. Kastigar said Advantage Preservation has been keeping the Library's microfilm that was infected with Vinegar Syndrome in cold storage. She asked the trustees if they would like to have the infected reels returned after the digitization process. Ms. Thomas said it would be nice to keep as much of the microfilm as possible until it is no longer useable. Mr. Werner asked if there was a benefit to keeping the degrading microfilm. Mr. Marquart said it could be beneficial to retain the infected microfilm reels just in case the

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digitization company goes out of business. He said OCPL would then have the reels, digital copies, and hard media copies of the newspapers. Ms. Thomas added that OCPL's patrons still like using the regular microfilm reels and those with Vinegar Syndrome may still have several usable years yet. After discussion, Mr. Werner motioned to approve the proposal to complete the digitization of OCPL's microfilm collection at a cost of \$120 per year for the first year, then \$125 for the following four years, and to provide hard drives to Advantage Preservation for the hard media copies of the newspapers for a fee of \$75 per hard drive, and also to retrieve the Library's stored microfilm from Advantage Preservation. Sr. Mary Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mrs. McCamic thanked Ms. Kastigar for investigating the options for OCPL. Ms. Kastigar left the meeting at 4:27 p.m.

**MINUTES:** Mrs. McCamic noted a wording change in the board meeting minutes of May 15, 2019. Mr. Phillips motioned to approve the board meeting minutes as amended. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mrs. McCamic stated an emergency board meeting was held on Monday, June 10, 2019. She said the emergency meeting minutes were also included in this month's board packet. Sr. Mary Clark motioned to approve the June 10, 2019 emergency board meeting minutes. Mr. Phillips seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

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**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	2,490.19
Payroll Account Checking		-
Capital Money Market Savings		87,168.33
Operating Money Market Savings		776,043.77
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
<b>TOTAL</b>	<b>\$</b>	<b>1,187,019.49</b>

**Revenue received: May 2019**

County Commission	\$	22,851.07
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		568.97
Photocopies		697.50
Contributions		47.63
Interest Earned		108.45
Book Sale		1,350.00
Out of State Patrons		25.00
Other: Operating Supply CR – 190.20, Book CR – 4.25, Postage CR – 4.19, Adult Prog CR – 5.00		203.64
<b>TOTAL</b>	<b>\$</b>	<b>89,697.26</b>

**OPERATING CONTRIBUTIONS**

Compulsive Eaters Anonymous – For meeting room use	\$	25.00
Anonymous		22.63
<b>TOTAL</b>	<b>\$</b>	<b>47.63</b>

**INVOICES**

May 2019 Operating #2 Account	\$	69,318.47
May 2019 Operating #2 ACH WesBanco BillPay		32.20
May 2019 Transfer to Payroll		42,121.45
May 2019 EFTPS Deposit		12,662.98
May 2019 ACH Debit (Retirement)		8,235.04
May 2019 EFT (WV State Tax)		1,686.00
May 2019 EFT (OH State Tax)		359.00
May 2019 Capital		2,472.00
May 2019 Operating #2 Voided Checks	-	347.86
<b>TOTAL</b>	<b>\$</b>	<b>136,539.28</b>

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**WARRANTS**

May 2019 Operating #2 Account Warrants #30251 - #30304	\$	69,318.47
May 2019 Operating #2 ACH WesBanco BillPay		32.20
May 2019 Transfer to Payroll		42,121.45
May 2019 EFTPS Deposit		12,662.98
May 2019 ACH Debit (Retirement)		8,235.04
May 2019 EFT (WV State Tax)		1,686.00
May 2019 EFT (OH State Tax)		359.00
May 2019 Capital Warrant #609		2,472.00
May 2019 Operating #2 Voided Checks Warrant #30292	-	347.86
<b>TOTAL</b>	<b>\$</b>	<b>136,539.28</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of April 2019	\$	822,918.10
+ May 2019 Revenue		89,697.26
-May 2019 Expenditures		136,539.28
	<b>SUBTOTAL</b>	<b>\$ 776,076.08</b>
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
	<b>CD SUBTOTAL</b>	<b>\$ 321,317.20</b>
<b>Capital Balances as of April 2019</b>		<b>89,626.21</b>
	<b>TOTAL</b>	<b>\$ 1,187,019.49</b>

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

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**PUBLIC INPUT/PRESENTATION:**

Ms. Thomas said she was contacted by United Bank to see if the trustees would be interested in seeing a presentation on their financial services.

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**ANNOUNCEMENTS:**

There were no announcements.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

Mr. Marquart graciously agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five year term beginning July 1, 2019 through June 30, 2024. Ms. Thomas said she spoke with Brenda Miller, Ohio County Circuit Clerk, and she confirmed Mr. Marquart's re-appointment and stated an official letter would be forthcoming.

OCPL's Summer Reading Program, "A Universe of Stories," has been going well. Ms. Thomas said the Adult and Children's Department programs have combined to "read our way to the moon" in honor of the 50<sup>th</sup> Anniversary of the Apollo 11 moon landing. She said every minute of reading will count as one mile closer to the moon. Ms. Thomas stated that as participants turn in their weekly reading logs, the daily distance is being tracked by a display on the main floor of the Library near the Circulation Desk. She added that several space-themed events are also being held to coordinate with the program

The Ohio County Commission May 2019 tax revenue check has been received in the amount of \$6,735.08. Ms. Thomas said that this is the last revenue check that the Library will receive from the County Commission for this fiscal year since the June revenue is always included in the next fiscal year's revenue. She said the Library has received 12 monthly revenue checks this fiscal year.

OCPL received a check from Change Inc. in the amount of \$591.38 reimbursing the Library for the expenses incurred during the VITA tax season.

Ms. Thomas said she received a letter from United Way thanking the Library for being a participating organization.

On May 15, 2019 VITA's annual dinner was held at Generations to thank all the volunteers that helped the service during tax season. Ms. Thomas said that she, Mr. Phillips, OCPL's trustee and VITA volunteer, Lori Nicholson, OCPL Operations Manager, and Bob Workman, OCPL Custodian, attended the dinner. She said the group reported that this year the free tax service completed 2,974 federal E-file returns, 12 federal paper returns, 3,206 E-file state returns, and 48 paper state returns. Ms. Thomas said the amount of refunds totaled \$3,950,00 and saved tax filers an estimated \$937,000 in tax preparation fees.

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Ms. Thomas reported that after OCPL’s recent network issues all the computers and databases are back up and running. She said the only capability not yet enabled on all the public access computers is printing. She said that with the addition of the Datto storage device, which takes snap shots of the Library’s data over the course of the day, OCPL should be able to restore services in a timelier manner if another event were to occur in the future. She said TSG recommended the purchase of the Datto device at the emergency board meeting. The purchase was approved at that meeting.

**OLD BUSINESS**

**OCPL POLICY REVIEW**

Due to the remaining items on the agenda, Mrs. McCamic suggested postponing the discussion of OCPL Policy Review until the July board meeting. The trustees agreed to continue the discussion at next month’s board meeting.

**OCPL ANNUAL BUDGET – 2019-2020**

Ms. Thomas stated that copies of the proposed 2019-2020 Annual Budget were included in this month’s board packet. She said that since last month, some additional changes have been made to the 2019-2020 budget. Ms. Thomas said the proposed operating budget reflects the recommended salary and cost of living increases. She said the line item for rebinding of books has been increased to \$1,500 which is the same amount as this year’s budget. The reason for increasing rebinding from the original proposed amount of \$1,000 was that another group of books had to be sent for rebinding just this past month so expenditures this year will be over \$1,000. Ms. Thomas said the amount budgeted for Technology has also been increased to \$73,000 to accommodate the monthly cost of the new Datto Storage Device and to increase the weekly visits from TSG’s technician from 3 to 5 hours per week because of the need for more tech support assistance. She stated the Audit line item was reduced by \$400 since we are still in a three year contract and know exactly how much will need to be expended this coming fiscal year to have the audit completed. Ms. Thomas added that she increased the budgeted amount for insurance by \$1,000 to accommodate the possible addition of cyber security insurance.

Mr. Marquart moved to enter Executive Session at 5:06 p.m. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

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Mr. Marquart moved to exit Executive Session at 5:25 p.m. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mr. Phillips moved to approve the proposed Annual Budget for 2019-2020 as amended. Sr. Mary Clark seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mrs. McCamic changed the order of the agenda to discuss the renewal of OCPL's Directors and Officers Insurance before addressing the other items in New Business.

**NEW BUSINESS**

**RENEWAL OF OCPL'S DIRECTORS AND OFFICERS INSURANCE**

Mrs. McCamic stated that an e-mail was shared by Ms. Thomas from Jim Williams, OCPL's insurance agent, regarding the renewal of the Library's Directors and Officers Insurance. Ms. Thomas said that Great American is once again offering a two year rate guarantee if the trustees are interested in locking in the premium. After discussion, Mr. Marquart motioned to approve the proposal from Great American for the Directors and Officers and Employment Practices Liability insurance for the next two years for \$1,026 per year. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**BUSINESS CREDIT CARDS FOR OCPL**

Recently, OCPL has been experiencing issues with its current credit card company and Ms. Berisford said she has begun researching other options for the Library's credit cards. She said a

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fact sheet listing the three possible options for the Library’s credit cards was included in this month’s board packet. Ms. Berisford then reviewed the credit card companies for the trustees. After discussion, the trustees agreed to open new business credit card accounts at First Choice America Community Federal Credit Union for the library employees who have a library credit card.

**OCPL’S INSURANCE RIDERS FOR PROPERTY & LIABILITY INSURANCE**

Mrs. McCamic suggested postponing discussion of OCPL’s insurance riders for cyber security and data breach in the property & liability insurance until next month’s board meeting. The trustees agreed to continue the discussion at the July board meeting.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:37 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper