OCPL BOARD MEETING
Wednesday, September 16, 2026
4:15 P.M.

I. **Call to Order** - The monthly meeting of the Ohio County Public Library Board of Trustees was held Wednesday, September 16, 2026 in the Board Room. Anthony Werner called the meeting to order at 4:20 p.m. Board members present were Anthony Werner, Gregory Marquart, Jimmie McCamic, Edward Phillips, and Cheryl Harshman. Director Amy Kastigar, Administrative Assistant Amanda Berisford, and Charles A. Julian, President of the Friends of the Ohio County Library, were also present.

II. **Minutes and Financial Report**
   a. Mrs. McCamic made a motion to approve the Board Meeting Minutes of July 15, 2026, as tendered, followed by a second from Mr. Marquart. Motion carried unanimously.
   b. Mr. Marquart made a motion to approve the July-August Financial Report as presented, followed by a second from Mrs. Harshman. Motion carried unanimously.

III. **Public Input/Presentations** - Following up on a patron's initial request by phone in July, Ms. Kastigar reported that the Library had received their letter requesting reconsideration of their Library privileges. Following discussion, the trustees determined that their request cannot be accommodated at this time and that their current restriction from the Library and Library property will remain in effect.

IV. **Announcements** - There were no announcements.

V. **Director's Report**
   a. **Financial Distributions** - The Library received the July distributions from the Ohio County Board of Education and the Ohio County Commission in the amounts of $31,884.64 and $32,862.30, respectively.

   b. **Water Intrusion and Flooding** - On August 11, water intrusion was discovered in the boiler room and near the emergency exit in the Children's Department. Eric Matyskiela of M&G Architects and Engineers reviewed the affected areas and identified several contributing factors. Roof and perimeter debris was cleared, the exhaust shaft pan and drain above the boiler room were cleaned, and a sizable opening in the pan was repaired. Quarterly roof and drain cleaning will be incorporated into routine maintenance. Subsequent investigation identified a damaged drainage pipe in the Eoff Street parking lot that was crushed and angled upward; this issue is being considered as part of the Library's broader drainage work.

   c. **August 20 Sewer/Drain Backup** - OCPL experienced a significant sewer/drain backup affecting multiple lower-level areas. The Library closed while staff responded. Epic Restoration performed water extraction, sanitizing, cleaning, and drying from August 20 through August 24. OCPL opened a claim with Encova, which is currently being processed.

d. **Outreach Services** - Julia Bachmann resigned from her position as Outreach Coordinator after nearly 20 years of service. Her last day was August 28. The Board and staff expressed appreciation for her years of work building OCPL's Outreach program and wished her well as she relocates to Florida. The search for her replacement will be launched next week.

e. **Employee Handbook** - The Library continues to partner with AlignHR on a comprehensive review and modernization of personnel policies and the Employee Handbook, including separating formal Board policy from personnel and administrative procedures where appropriate and updating provisions for current law and Library practice.

f. **Investment Review** - WesBanco Trust & Investment Services' annual account review has been rescheduled for the October 21 Board meeting because Julie Shank and Robert Becerra were unable to attend the September meeting.

g. **Programs and Friends** - The next People's University, "Forgotten Women," begins October 1. The Friends of the Library approved funding for the Youth Services Department's Teen Ukulele Club. The Fall Book Sale will be held October 9 and 10, with the Friends Preview on October 8.

h. **Staff Recognition** - Mr. Werner commended staff for their response to the August 20 flooding, specifically recognizing Laura Carroll and Amanda Berisford. He noted that the incident was managed appropriately and that necessary steps were taken promptly to address the flooding and protect the Library.

VI. **Old Business**

a. **Elevator / Family Restroom Project** - M&G has continued development of the elevator and restroom renovation project, which has progressed through City code review. Subject to M&G satisfying the necessary design, code, and permitting requirements, Mr. Marquart noted that the project can proceed to the next stage. Yahn Electric inspected the existing electrical service and verified conditions necessary for the project. An updated project estimate was compared with the preliminary budget; increases were identified in mechanical, plumbing, electrical, HVAC, restroom renovation, and concrete/canopy work. The Board was provided with a comparison of the estimates and approved proceeding with the revised proposal.

VII. **New Business:**

a. **Flooding Repairs & Prevention** - Ms. Berisford reviewed three water-related issues experienced during August and September: water intrusion in the boiler room, stormwater entering near the Children's Department emergency exit, and the August 20 sewer/drain backup. Several recommendations have been completed, including clearing roof drainage areas, cleaning the exhaust shaft pan and drain, repairing the opening above the boiler room, and establishing quarterly cleaning. Exterior drainage concerns include the damaged line associated with the large basin in the Eoff Street parking lot. Johnson Boiler Works is preparing to install a drain shut-off/backflow prevention device in the lower-level storage

area. Mr. Werner changed the order of New Business to consider the hand dryer proposal with the Library's broader water and plumbing issues.

b. **Hand Dryers for Public Restrooms** - The Board reviewed Yahn Electric's proposal to install nine XLERATOR hand dryers as an alternative to paper towels because of increasing paper costs, high public use, and concerns about materials being disposed of in toilets. Installation will use surface-mounted electrical conduit where necessary and is being coordinated with M&G because electrical work will also occur in these areas during the Elevator and Family Restroom Project.
Mr. Marquart made a motion to approve Yahn Electric's quote of $16,900 for the purchase and installation of nine hand dryers, followed by a second from Mrs. Harshman. Motion carried unanimously.

c. **Landscaping Estimates** - The Board reviewed proposals from Lehman's Landscaping, Blackstone Landscape Contracting, and Sneigle's Landscaping for improvements along the Eoff and 16th Street exteriors, including alternate lower-cost options from Lehman's and Blackstone. The proposals addressed both drainage and planned capital landscaping improvements. Blackstone proposed a catch basin beside the Children's Department emergency exit connected to the existing storm drain; Lehman's proposed approximately seventy feet of French drains; and Sneigle's proposed grading and drainage improvements, curb cuts, and a small retaining wall, with scalable landscaping using decorative stone or mulch, open sightlines, and durable low-maintenance plantings. The Board discussed adding a catch basin and underground drainage trench to Sneigle's approach.
Mr. Marquart made a motion to approve Sneigle's Landscaping's proposal of $15,875, contingent upon determining whether the additional catch basin and drainage trench work can be completed, with authorization for up to an additional $5,000 for that work. Mrs. Harshman seconded. Motion carried unanimously.

d. **Main Water Pressure-Reducing Valve** - As an additional item of New Business received after the Board packet was distributed, Ms. Berisford presented a $7,400 proposal from Johnson Boiler Works to install a three-inch pressure-reducing valve on the Library's main water line. The valve would regulate excessive incoming municipal water pressure before distribution throughout the building and help protect plumbing fixtures, valves, supply lines, seals, and other water-connected equipment. Installation was recommended as a preventative measure given the Library's aging plumbing infrastructure and recent water-related problems. Water service will need to be temporarily shut off during installation.
Mrs. Harshman made a motion to approve Johnson Boiler Works' $7,400 proposal for installation of the pressure-reducing valve, followed by a second from Mr. Phillips. Motion carried unanimously.

VIII. **Adjournment** - There being no further business, Mr. Marquart made a motion to adjourn the meeting at 5:21 p.m., followed by a second from Mr. Phillips. Motion carried unanimously.

IX. **Next Board Meeting –** Wednesday, October 21, 2026 at 4:15pm

Respectfully submitted,

Amanda Berisford

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Administrative Assistant