



**MINUTES
BOARD OF TRUSTEES MEETING
AUGUST 14, 2019
WEDNESDAY, 4:15 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; Amanda Berisford, Secretary/Bookkeeper

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

MINUTES: Sr. Mary Clark motioned to approve the June 21, 2019 board meeting minutes as presented. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

JUNE FINANCIAL REPORT:

Operating Account #2 Checking	\$	6,419.83
Payroll Account Checking		-
Capital Money Market Savings		87,175.82
Operating Money Market Savings		704,583.63
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
TOTAL	\$	1,119,496.48

Revenue received: June 2019

County Commission	\$	6,735.08
Board of Education		63,845.00
State Basic Grants-in-aid		-
Fines		638.25
Photocopies		465.30
Contributions		82.94

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

Interest Earned		105.86
Book Sale		260.00
Out of State Patrons		50.00
Other: Operating Supply CR – 302.30, Book CR – 5.72, Postage CR – 68.31, Adult Prog CR – 5.00, DVD CR – 13.00, Bldg Maint CR – 527.50, Telephone CR – 63.88		985.71
	TOTAL	\$ 73,168.14

OPERATING CONTRIBUTIONS

Roseanna Keller – For meeting room use	\$	50.00
Anonymous		32.94
	TOTAL	\$ 82.94

INVOICES

June 2019 Operating #2 Account	\$	75,777.67
June 2019 Operating #2 ACH WesBanco BillPay		32.20
June 2019 Transfer to Payroll		41,964.97
June 2019 EFTPS Deposit		12,605.14
June 2019 ACH Debit (Retirement)		8,262.17
June 2019 EFT (WV State Tax)		1,686.00
June 2019 EFT (OH State Tax)		363.00
	TOTAL	\$ 140,691.15

WARRANTS

June 2019 Operating #2 Account Warrants #30305 - #30368	\$	75,777.67
June 2019 Operating #2 ACH WesBanco BillPay		32.20
June 2019 Transfer to Payroll		41,964.97
June 2019 EFTPS Deposit		12,605.14
June 2019 ACH Debit (Retirement)		8,262.17
June 2019 EFT (WV State Tax)		1,686.00
June 2019 EFT (OH State Tax)		363.00
	TOTAL	\$ 140,691.15

VERIFICATIONS

Total Operating Balances as of May 2019	\$	778,533.96
+ June 2019 Revenue		73,168.14
-June 2019 Expenditures		140,691.15
	SUBTOTAL	\$ 711,010.95

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

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
	CD SUBTOTAL	\$ 321,317.20
Capital Balances as of May 2019		87,168.33
	TOTAL	\$ 1,119,496.48

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

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

JULY FINANCIAL REPORT:

Operating Account #2 Checking	\$	18,779.95
Payroll Account Checking		21,581.95
Capital Money Market Savings		85,741.99
Operating Money Market Savings		583,460.88
Operating CD – Main Street Bank B		108,905.22
Operating CD – First Choice A		106,264.84
Capital CD – United Bank #1		107,382.60
	TOTAL	\$ 1,032,117.43

Revenue received: July 2019

County Commission	\$	5,073.01
Board of Education		-
State Basic Grants-in-aid		56,600.00
Fines		806.44
Photocopies		749.75
Contributions		33.01
Interest Earned		95.49
Book Sale		134.50
Out of State Patrons		50.00
Other: Operating Supply CR – 44.00, Book CR – 9.50, Adult Prog CR – 10.00,		1,298.96
Capital CD Int – 533.05, Operating CD Int – 702.41		
	TOTAL	\$ 64,841.16

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

OPERATING CONTRIBUTIONS

Anonymous		\$	33.01
	TOTAL	\$	33.01

INVOICES

July 2019 Operating #2 Account		\$	79,307.01
July 2019 Operating #2 ACH WesBanco BillPay			32.20
July 2019 Transfer to Payroll			43,381.01
July 2019 EFTPS Deposit			13,269.58
July 2019 ACH Debit (Retirement)			8,229.29
July 2019 EFT (WV State Tax)			1,687.00
July 2019 EFT (OH State Tax)			357.00
July 2019 ACH Debit (Unemployment Security)			1,086.17
July 2019 EFT (Workers Comp)			3,961.00
July 2019 Capital Account			1,441.00
July 2019 Operating #2 Voided Checks		-	531.05
	TOTAL	\$	152,220.21

WARRANTS

July 2019 Operating #2 Account		\$	79,307.01
Warrants #30369 - #30446			
July 2019 Operating #2 ACH WesBanco BillPay			32.20
July 2019 Transfer to Payroll			43,381.01
July 2019 EFTPS Deposit			13,269.58
July 2019 ACH Debit (Retirement)			8,229.29
July 2019 EFT (WV State Tax)			1,687.00
July 2019 EFT (OH State Tax)			357.00
July 2019 ACH Debit (Unemployment Security)			1,086.17
July 2019 EFT (Workers Comp)			3,961.00
July 2019 Capital Account			1,441.00
Warrant #610			
July 2019 Operating #2 Voided Checks		-	531.05
Warrants #30257, #30372, #30394 - #30395			
	TOTAL	\$	152,220.21

VERIFICATIONS

Total Operating Balances as of June 2019		\$	711,003.46
+ July 2019 Revenue			64,841.16
-July 2019 Expenditures			152,220.21
	SUBTOTAL	\$	623,624.41
Operating CD Main Street Bank B			108,374.83
Operating CD First Choice A			106,092.82

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

Capital CD United Bank #1		106,849.55
	CD SUBTOTAL	\$ 321,317.20
Capital Balances as of June 2019		87,175.82
	TOTAL	\$ 1,032,117.43

Ms. Thomas distributed the July 2019 investment statements from WesBanco and Security National Trust. Mr. Phillips motioned to approve the July 2019 Financial Report as presented. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

PUBLIC INPUT/PRESENTATION:

There was no public input.

ANNOUNCEMENTS:

Ms. Thomas stated there would be a presentation on the Library’s WesBanco Endowment Trust at the September board meeting. She distributed an updated copy of the trustee contact list.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

OCPL’s Summer Reading Program, “A Universe of Stories,” was very successful this year. Ms. Thomas said 147 adults, 14 staff members, 90 children, and 57 children from Holy Family Daycare participated in the program. She said 116 patrons attended the Children’s Summer Reading Finale Pool Party held at Wheeling Park. Ms. Thomas stated this year’s Adult Summer Reading finale program, an international food festival, also had record attendance with over 70 people attending, the largest ever for the program. With the conclusion of the Summer Reading program, she added that story times and toddler time would be taking a hiatus until September 3.

OCPL’s new website platform is scheduled for launch at the end of August. Ms. Thomas said Erin Rothenbuehler, Web Administrator, is currently working on the finishing touches and content for the website and she would update the trustees with the official launch date as soon as it is available.

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

Ms. Thomas said both she and Amy Kastigar, Reference Librarian, attended the quarterly WV Deli meeting held in Clarksburg on July 16. She stated that during the meeting a presentation was given by Scott Coning, a Baker & Taylor representative, on the company's Axis 360 downloadable collection, a rival product to Overdrive's downloadable collection currently used by WV Deli. Ms. Thomas said Baker & Taylor is offering to convert the consortium's entire Overdrive collection to their Axis 360. However, she stated Axis 360 limits the types of e-reader devices that can be used with their platform. Ms. Thomas said only backlit devices such as tablets, smartphones, and Kindle Fires can be used with Axis 360. She stated that e-readers such as the Kindle, Kindle Paperwhite, and Nook are not compatible with Axis 360's e-books. Ms. Thomas said both she and Ms. Kastigar have serious concerns about the e-book issue because most of OCPL's e-book circulation occurs on devices that are not backlit. Also, Ms. Thomas stated that backlit devices are harder on the eyes and for anyone with sight issues and OCPL has many older patrons who use the devices that are not backlit. She said both she and Ms. Kastigar do not want to leave OCPL's e-book patrons in the predicament of not having compatible e-book readers. Ms. Thomas stated Mr. Coning will be sending a link to the WV Deli libraries for a demonstration of the Axis 360 collection as well as a quote for moving the current Overdrive collection in preparation for the next quarterly meeting in October. Ms. Thomas said she would know more after the October meeting. She added that with the recent Bylaws revision, the consortium members could vote to leave Overdrive and it no longer requires a unanimous vote. Ms. Thomas said if OCPL does not want to make the switch with the consortium other options would be available.

A planning committee for both the Northern Library Network and the Mountain Library Network will meet on September 2 at the Clarksburg-Harrison County to discuss the merging of the two catalog software consortiums. Ms. Thomas said OCPL has been invited to participate to see if there is any interest in joining the newly merged consortium. She said the impetus for the merger is to save costs in case the federal funding to the West Virginia Library Commission through the Institute of Museum and Library Services is cut or reduced. She said that WVLC currently pays all costs for participating public libraries in the state for internet connectivity and online card catalog software with federal funds provided to states through this agency.

The weeding project has now progressed to the 920s in the adult nonfiction collection. Once the project has been completed, Ms. Thomas said the entire nonfiction collection will be shifted to accommodate the expansion of the adult fiction collection.

Amy Kastigar, Reference Librarian, will be returning to work next week after her recent surgery.

Ms. Thomas distributed the annual report from Unique Management, the Library's collection agency, on the materials and fees that have been recovered through the service.

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

OLD BUSINESS

OCPL'S CYBER SECURITY AND DATA BREACH INSURANCE

Ms. Thomas distributed copies of the riders available from State Auto and a comparison chart of the stand-alone policies available through BCS and Hiscox to the trustees. She also shared a spreadsheet listing all the options for OCPL's cyber security insurance that Ms. Berisford developed. Ms. Thomas said she met with Jim Williams, the Library's insurance agent, to discuss the policies. She said Mr. Williams recommended the riders available through State Auto if the trustees choose not to obtain a stand-alone policy. Mr. Werner said that after reviewing the information, he recommended adding the riders from State Auto to the Library's current policy. Mr. Marquart stated that given the nature of library business there is no loss of sales and no danger of exposing patrons' private information if a data breach occurs so stand-alone policy coverage is not necessary. Ms. Thomas said OCPL's current policy already includes coverage for any computer hardware that is damaged by a cyber-attack, but with the addition of the riders, the Library would be able to recuperate the cost of the technical support to restore data in the event of another ransomware attack. After discussion, Mr. Marquart motioned to add the Cyber Liability and Data Breach insurance riders to OCPL's current State Auto insurance policy. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

OCPL POLICY REVIEW – PERSONNEL, PATRON AND ONLINE PRIVACY

Ms. Thomas stated copies of the proposed changes to OCPL's Patron Policies were included in this month's board packet. She said the suggested revision is for Policy #11 that pertains to animals allowed in the Library. Ms. Thomas said the policy needs to be revised to include all service animals. Sr. Mary Clark motioned to approve and adopt the updated Patron Policies. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

Ms. Thomas said a draft of OCPL’s Online Privacy Policy was also included in this month’s board packet. Mrs. McCamic stated she reviewed the policy and noticed several grammatical errors. She said she also needed some clarity regarding the disclaimer on the policy. Mr. Werner stated that he recommended the addition of the disclaimer to make clear that this policy does not create, recognize, or accept any legal duty on the part of the Library that does not already currently exist. Mr. Werner reviewed the disclaimer for the trustees and suggested a modification to the last line. Mr. Marquart motioned to approve and adopt the Online Privacy Policy with the needed grammatical corrections and suggested revision. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Mrs. McCamic stated that the revised draft of the Personnel Policies Part 2-Sections 3 thru 8, which pertains to employees’ leave, was included in this month’s board packet. Ms. Thomas said the final draft includes suggested revisions discussed by the trustees at the May 15, 2019 board meeting which include updates to Section 6 – Workers’ Compensation and Section 7 – Civil Leave. Ms. Berisford said the Section 6 revision updates the Workers’ Compensation claim process. Ms. Thomas stated the suggested change to Section 7 would allow all staff members to be granted pay while performing jury duty during their regularly scheduled work hours. After discussion, Mr. Marquart motioned to approve and adopt the revised Personnel Policies Part 2 – Sections 3 thru 8 as amended. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Ms. Thomas said that copies of the Personnel Policies Part 3 – Sections 1 thru 3 were included in this month’s board packet. She said the original copy included suggested revisions from herself and Mrs. McCamic. Ms. Thomas then distributed an amended copy of the draft which incorporated the suggested revisions. After discussion, Mrs. McCamic suggested taking another look at these policies and the suggested changes and then review the policies at the next board meeting.

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

Ms. Thomas asked the trustees which of the remaining sections of the Personnel Policies they would like to review for the September board meeting. After discussion, the trustees agreed to review Part 3 – Section 4 – Disciplinary Action/Causes and Procedures and Part 4 – Grievance Procedures for the September board meeting.

NEW BUSINESS

TRANSFER OF FUNDS TO CAPITAL ACCOUNT

Ms. Thomas said the Capital Account currently has sufficient funds to cover upcoming capital expenses and suggested postponing the discussion to transfer additional funds from the Library's Operating Account to the Capital Account until October or November. The trustees agreed to postpone discussion of this agenda item.

PROPOSAL FROM ARCHIVES FOR PURCHASE OF SHELVING AND PHOTO DISPLAY HARDWARE

Ms. Thomas said the August board packet included two proposals from the Archives Department. She said the first proposal was to purchase three additional mobile shelving units for use in the Archives Room at a cost of \$370. Ms. Thomas stated that the second proposal was to purchase a gallery display system and frames to be displayed on the left side of the basement hallway across from the current J. J. Young B & O Railroad photo exhibit. She said that those photos are in frames attached to the wall, but the proposed display system would not be attached to the wall. She said the new system would be utilized to feature rotating exhibits of photographs from the archives collection. Mr. Marquart motioned to approve the purchase of three mobile shelving units for the Archives Department in the amount of \$370.00. Sr. Mary Clark seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

After discussion, the trustees agreed that they would like some additional information on the proposed gallery display system as well as some other options that could be used in place of the proposed display system. Ms. Thomas said she would speak with Laura Carroll, Archivist, and Erin Rothenbuehler, Web Administrator & Archives Assistant, to explain the trustees' concerns and have them prepare additional options and detailed information on the proposed photograph display system for the next board meeting.

**BOARD OF TRUSTEES MEETING
MINUTES
AUGUST 14, 2019**

There being no further business, Sr. Mary Clark motioned to adjourn the meeting at 5:35 p.m.
Mr. Marquart seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper