



**MINUTES  
BOARD OF TRUSTEES MEETING  
October 15, 2025  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Gregory Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:** Anthony Werner, Chairman; Jimmie McCamic

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library; Libby Slater and Heather Johnson of Security National Trust Company.

**CALL TO ORDER:** Mr. Marquart called the meeting to order at 4:15 pm.

Mr. Marquart changed the order of the Agenda so that Libby Slater and Heather Johnson could give their presentation on the Library's Trust Account.

**NEW BUSINESS**

**PRESENTATION ON SECURITY NATIONAL TRUST ACCOUNT**

Ms. Slater introduced herself and stated that she is the Administrator of OCPL's investment account. Mr. Paras was unable to attend this evening's meeting, so she said Ms. Johnson would be providing an update on the market and reviewing the Library's investments for the trustees. Ms. Slater then distributed copies of the annual investment review of the Ohio County Public Library's account to the trustees (see attachments). Ms. Slater referred to the "snapshot" sheet of OCPL's investments from January 1, 2024, to October 15, 2025. She reported that the total return on the Library's investments was 13.95% during that period.

Ms. Johnson then reviewed the current state of the market. There was a recent decision by the Federal Reserve to lower interest rates, with the possibility of at least one additional rate decrease in the fourth quarter of 2025, and more in 2026. Ms. Johnson stated that inflation should begin to get closer to the Federal Reserve's target of 2.0%. She referred to OCPL's account profile, noting the account's current composition of fixed income, equity, and cash equivalent holdings. She then reviewed the Library's holdings and Asset Class Review Report from 12/1/2010 to the present. Ms. Slater thanked the trustees for inviting them to give their presentation and stated that they should feel free to reach out at any time they have questions regarding the investment account. She added that they would be able to attend additional meetings if requested. Mr. Marquart thanked Ms. Slater and Ms. Johnson for their presentation, and they left the meeting at 4:31pm.

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**MINUTES:** Mrs. Harshman moved to approve the Board Meeting Minutes of September 17, 2025, as presented. Mr. Phillips seconded the motion.

**VOTE:** Mr. Marquart YES  
Mr. Phillips YES  
Mrs. Harshman YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	3,026.37
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		330,385.40
WesBanco Operating Money Market Savings		648,732.80
WesBanco UOVHR Fund Account Checking		8,127.28
Main Street Bank Archive Nonprofit Savings		48,825.03
WesBanco Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
<b>TOTAL</b>	<b>\$</b>	<b>1,403,372.46</b>

**Revenue received: September 2025**

County Commission	\$	331,649.86
Board of Education		30,518.45
State Basic Grants-in-aid		-
Overdue Fees		250.32
Photocopies		1,092.10
Contributions		44.42
Interest Earned		613.51
Endowment Interest		-
Book Sale		80.60
Out of State Patrons		90.00
CNX Royalties		279.59
Retail Items		113.00
Archive Fund Interest (August 2025)		4.15
Bequest – Estate of Harold Vitalie		5,858.20
<b>TOTAL</b>	<b>\$</b>	<b>370,594.20</b>

**CONTRIBUTIONS:**

**General Contributions**

Anonymous	\$	44.42
<b>TOTAL</b>	<b>\$</b>	<b>44.42</b>

**INVOICES:**

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September 2025 Operating #2 Account	\$	103,818.48
September 2025 Transfer to Payroll		52,747.07
September 2025 Capital Fund		845.65
September 2025 Operating #2 Account Voided Checks	-	200.00
<b>TOTAL</b>	<b>\$</b>	<b>157,211.20</b>

**WARRANTS:**

September 2025 Operating #2 Account	\$	103,818.48
Warrants #34615 - #34661		
September 2025 Transfer to Payroll		52,747.07
September 2025 Capital Fund		845.65
Warrants #720-#721		
September 2025 Operating #2 Account Voided Checks	-	200.00
Warrants #34616, #34639		
<b>TOTAL</b>	<b>\$</b>	<b>157,211.20</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of August 2025	\$	443,940.03
+ September 2025 Revenue		370,594.20
- September 2025 Expenditures		157,211.20
<b>SUBTOTAL</b>	<b>\$</b>	<b>657,323.03</b>
WesBanco Bank Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
<b>CD SUBTOTAL</b>	<b>\$</b>	<b>364,275.58</b>
<b>Capital Balance as of August 2025</b>		<b>324,825.69</b>
<b>Archive Fund Balance as of August 2025</b>		<b>48,820.88</b>
<b>UOVHR Fund Balance as of August 2025</b>		<b>8,127.28</b>
<b>TOTAL</b>	<b>\$</b>	<b>1,403,372.46</b>

**INVOICES AND WARRANTS:** Mrs. Harshman moved to approve the September Financial Report as submitted. Mr. Phillips seconded.

**VOTE:**

Mr. Marquart	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**PUBLIC INPUT/PRESENTATIONS:** There were no public input/presentations.

**ANNOUNCEMENTS:** National Friends of the Library week will be held October 19 through October 25, 2025. To celebrate this special event, Dr. Julian shared that the Friends would be attending the Lunch with Books program on Tuesday, October 21, to raise awareness about the

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Library's Friends Group. He added that they will be sharing refreshments and highlighting the group's goals.

**DIRECTOR'S REPORT:** Ms. Kastigar reported on the following:

The August 2025 distribution from the Board of Education, in the amount of \$244,034.23, has been received. The quarterly disbursement from the State for OCPL's Grants-In-Aid payment of \$55,816 has been deposited.

Lillian Newton has resigned her position as State Librarian. The position has been reopened to applicants, so the hiring process will begin again.

On September 29, OCPL's website went down. Initially, the Library email accounts were having some issues, and Technology Services Group had been contacted, so they were on alert. After investigating the problem, TSG found that the Library's site was actively being targeted by a cyber-attack. The attack itself was of no harm to anyone, and sensitive data was not exposed. However, Ms. Kastigar shared that it was the volume of the attack that caused OCPL's site to go offline. She explained that so much traffic was sent to the site that it caused it to be overloaded. TSG discovered a vulnerability in the Library's email blast system. Each blast gets sent out and they contain a tracking link for statistics. The bot attack used the tracking link and inundated the OCPL site with a lot of spam. Fortunately, administrators only see this, so our patrons' information was able to remain secure. The bogus data from the bot attack turned on OCPL's safeguards and flagged it as under attack. Once the vulnerability was determined, the technicians were able to patch the system to prevent issues like this one in the future. Alarmingly, suspicious phone calls began coming into the Library which were easily identified by the staff. TSG believes this was an attempt to use social engineering to cause damage since the cyber-attack failed.

Carrie Leib, Head of Youth Services, and Michael Brambila, Youth Services Assistant, were present at Oglebayfest, and they are in the process of providing programming for three weekends of Boo at the Zoo.

The WV Library Association conference was held October 8 through October 10. Ms. Kastigar said she was unable to attend. However, Laura Carroll, Assistant Director, Ms. Leib, Mr. Brambila, Alyssa Fisher, Circulation Clerk, Nannette Troyan, Circulation Manager, and Nayt Knapp, Reference Assistant, were able to travel to the conference. Ms. Carroll shared with Ms. Kastigar that this year was a highly informative conference.

The conference attendees will have the opportunity to share the information they learned next month on November 11, OCPL's annual Staff In-Service Day. The Library will be closed to the public while the Staff earns their required continuing education hours.

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Wheeling's Streetscape project has made library service to the community a challenge. As a result, programming attendance and library usage has dropped some in the last few weeks as people are wary of access to parking as well as the ability to navigate the demolished sidewalks and streets. Fortunately, Triton Construction has been very accommodating to the Library's needs. Ms. Kastigar reported that we are trying our best to cooperate to assist the project in being completed in a timely manner. The fall book sale will be held this Friday and Saturday, with a special Friends of the Library preview night on Thursday, October 16.

**OLD BUSINESS:**

**ELEVATOR REPAIR/REPLACEMENT UPDATE**

Ms. Kastigar provided an update regarding the possible retrofit or replacement of OCPL's elevator. Proposals from both the Mills Group and M&G Architects were shared at the September board meeting. Each company shared their recommendations; however, M&G's proposal was not as detailed as the one provided by the Mills Group's proposal. Ms. Kastigar contacted M&G to obtain a more comprehensive proposal. Mr. Grant was reluctant to commit any further plans to paper as there are many factors that could influence the final cost of the retrofit or replacement of the elevator. Mr. Marquart said he would like to schedule an on-site meeting with each firm to discuss their recommendations for OCPL. He said he would share the days and times of the meetings with the other trustees if they would like to attend as well. Once additional information has been gathered, the trustees may be able to decide on an option that will suit the Library's needs at the November Board Meeting.

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:07 pm. Mrs. Harshman seconded the motion.

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

Respectfully submitted,

*Amanda Berisford*

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Administrative Assistant