



**MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2020
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Greg Marquart, Secretary/Treasurer; Anthony Werner, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Jimmie Ann McCamic, Chairman

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

CALL TO ORDER: Mr. Marquart called the meeting to order at 4:15 p.m.

MINUTES: Mrs. Harshman motioned to approve the board meeting minutes of October 21, 2020, as presented. Mr. Werner seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,787.99
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		71,232.93
WesBanco Operating Money Market Savings		991,364.32
Main Street Bank Archive Nonprofit Savings		15,008.22
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	\$	1,409,005.63

Revenue received: October 2020

County Commission	\$	383,519.04
Board of Education		75,693.67
State Basic Grants-in-aid		56,601.00
Fines		131.94
Photocopies		151.75
Contributions		208.05
Interest Earned		126.18
Book Sale		14.50

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Out of State Patrons		20.00
Other: Operating Supply CR – 4.00, Telephone/Internet CR – 1222.94, Operating CD Int – 393.26, Capital CD Int – 551.02, CFOV Grant – 5000.00		7,171.22
	TOTAL	\$ 523,637.35

OPERATING CONTRIBUTIONS

JW Bryson – Donation	\$	200.00
Anonymous		8.05
	TOTAL	\$ 208.05

INVOICES

October 2020 Operating #2 Account	\$	85,277.88
October 2020 Operating #2 ACH WesBanco BillPay		33.40
October 2020 Transfer to Payroll		43,279.25
October 2020 EFTPS Deposit		13,367.10
October 2020 ACH Debit (Retirement)		8,351.75
October 2020 EFT (WV State Tax)		1,793.01
October 2020 EFT (OH State Tax)		334.00
October 2020 ACH Debit (Unemployment Security)		225.93
October 2020 Capital Account		70,837.00
October 2020 Operating #2 Account Voided Check	-	15.99
	TOTAL	\$ 223,483.33

WARRANTS

October 2020 Operating #2 Account Warrants #31229 - #31288	\$	85,277.88
October 2020 Operating #2 ACH WesBanco BillPay		33.40
October 2020 Transfer to Payroll		43,279.25
October 2020 EFTPS Deposit		13,367.10
October 2020 ACH Debit (Retirement)		8,351.75
October 2020 EFT (WV State Tax)		1,793.01
October 2020 EFT (OH State Tax)		334.00
October 2020 ACH Debit (Unemployment Security)		225.93
October 2020 Capital Account Warrants #625 - #627		70,837.00
October 2020 Operating #2 Account Voided Check Warrant #31195	-	15.99
	TOTAL	\$ 223,483.33

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VERIFICATIONS

Total Operating Balances as of September 2020	\$	623,131.18
+ October 2020 Revenue		523,637.35
-October 2020 Expenditures		223,483.33
	SUBTOTAL	\$ 923,285.20
United Bank Capital CD - #1		109,550.23
United Bank Operating CD - #2		111,646.30
First Choice America Operating CD - A		107,471.36
	CD SUBTOTAL	\$ 328,667.89
Capital Balances as of September 2020		142,046.17
Archive Fund Balances as of September 2020		15,006.37
	TOTAL	\$ 1,409,005.63

Mr. Marquart referred to the Monthly Financial Report and asked if Ms. Berisford had any concerns to share regarding the Library’s expenditures. Ms. Berisford reported that OCPL’s Annual Budget is currently underspent by 2% overall. She explained that a few line items such as Online Resources and DVDs are currently overspent in trying to fulfill requests from patrons. Mr. Marquart noted that the Library’s Miscellaneous Income continues to be low. Ms. Berisford said that due to OCPL’s temporary shut-down and limited services she expects the Miscellaneous Income to remain underbudget for the remainder of the year. Mr. Marquart referred to the Certificate of Deposit chart included in this month’s board packet and asked if there was a CD that would need to be renewed in the near future. Ms. Berisford answered that the chart was included to show the current amount of each CD with the interest earned over the past quarter. Mr. Marquart asked if the Library has continued to receive orders from the schools in Ohio County. Ms. Kastigar said OCPL has continued to receive several school orders and that she has been keeping the schools apprised of the Library’s services. Mr. Werner moved to approve the October Financial Report. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

Ms. Kastigar reported on the following:

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OCPL's annual Staff Continuing Education Day, originally scheduled for Veterans Day, has been postponed until spring. Ms. Kastigar said that, due to several staff members needing to quarantine due to potential COVID-19 exposure, the only way to hold the meeting would have been via Zoom and some staff members would have difficulty attending an online only meeting. She said she contacted Ms. Thomas and she agreed that it would be best to postpone the annual staff training until all staff could attend safely in person.

A new exhibit is being installed in the Display Area on the main floor of the Library. Ms. Kastigar said she originally reported that Sean Duffy, Adult Programming Coordinator & Local History Specialist, and Erin Rothenbuehler, Web Administrator & Local History Specialist, would be planning a First Responders display that would feature several items from the Ohio Valley General Hospital/Medical Center. However, she said that Mr. Duffy and Ms. Rothenbuehler were unable to find collections to borrow on the topic. Ms. Kastigar said that the new exhibit will now feature Wheeling Transportation through the decades.

The WV Library Commission held a virtual meeting for all the Designate Library directors throughout the state on Friday, November 13. Since Ms. Thomas is still out on sick leave, Ms. Kastigar said that she attended the meeting on her behalf. Ms. Kastigar reported that the meeting was a discussion on the philosophical state of libraries within WV. She added that the Library Commission is planning to hold additional virtual meetings in the future, and she said she would keep the trustees updated on the topics discussed at the meetings.

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 explained that newspapers dated after 1970 are currently searchable, however the digitized content is not browsable at the moment. She said she has contacted Advantage Archives and reported the issue. Ms. Kastigar added that, due to the Coronavirus, Advantage Archives has had to shut down twice which has created a delay in making the most recently digitized newspapers available on the website. She said she would notify the trustees when the digital copies of the newspapers become browsable.

OLD BUSINESS

UPDATE ON OCPL'S RE-OPENING PLAN

Ms. Kastigar reported that OCPL re-opening continues to do well. She said she spoke with Ms. Thomas regarding the recent increase of COVID-19 cases in Ohio County to see if she recommended making changes to the Library's current state of openness. Ms. Kastigar reported that Ms. Thomas saw no reason to pull back on the current services being offered. She said she also spoke with the staff, and they still feel comfortable with the Library's current services as well. Ms. Kastigar stated that she will continue to monitor the spread of the COVID-19

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pandemic in the local communities and notify the trustees if any changes need to be made before the next board meeting.

EPIDEMIC AND PUBLIC EMERGENCY POLICY REVIEW

Ms. Kastigar said the changes to the epidemic policy that were suggested at the October meeting have been added and a revised copy of the policy was included in this month's board packet. After discussion, Mrs. Harshman motioned to accept the proposed changes to the Epidemic and Public Emergency Policy as revised. Mr. Werner seconded.

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

NEW BUSINESS

EMPLOYEE GIFT CERTIFICATES

After discussion of the holiday gift certificates for staff, Mrs. Harshman moved to approve the purchase of Kroger gift certificates for all full-time and part-time staff members. Mr. Phillips seconded.

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

There being no further business, Mr. Werner motioned to adjourn the meeting at 4:36 p.m. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper