



**MINUTES
BOARD OF TRUSTEES MEETING
OCTOBER 19, 2022
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager; Heidi Kossuth and William Paras of Security National Trust Company

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:15 p.m. Mrs. McCamic then changed the order of the meeting so that Heidi Kossuth and William Paras of Security National Trust Company could give their presentation on the Library's investment account.

NEW BUSINESS

PRESENTATION ON SECURITY NATIONAL TRUST COMPANY ACCOUNT

Ms. Kossuth explained that she is the Administrator of OCPL's investment account. She asked the trustees if any upcoming projects will require cash from the investment account to complete. She stated that if the trustees need to draw from the investment, it is easier to raise funds over time, so prior notice would be preferred. Mr. Marquart answered that there is currently no need to draw on the investment account. He said it would be best to allow the account to build as much as possible since the need to draw on the account may be greater in the future.

Mr. Paras distributed copies of and presented the annual report of the Ohio County Public Library's investment account to the trustees (see attachments). With OCPL's growth investment objective, the account is currently composed of a mix of equity and fixed-income investments with a small amount in Cash and Equivalents. Mr. Paras said the profile of the account is current as of the close of business yesterday. He explained that the growth investment objective puts more of an emphasis on the long-term growth of the principal and currently they are still comfortable using this objective. Mr. Paras then concluded by reviewing the Library's holdings and Asset Class Review Report from 12/1/2010 to 9/30/2022. He asked the trustees if they had any questions. Mr. Marquart asked for SNTC's opinion on the current state of the market. Mr. Paras answered that there is some possibility for volatility in the market and it may take several months in a row with lower inflation to give the market some stability. At this point, the labor market is strong with unemployment rates at near historic lows, which signals sustained employment market tightness. However, if the Federal Reserve continues to raise interest rates and underlying inflation continues to accelerate, Mr. Paras stated that it could have a negative

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impact on the unemployment rate as well as the market. Due to the potential volatility, Mr. Paras reported that long-term investments are currently not attractive since it also increases the possible risk. He added that they are comfortable with the current diversification and allocation of OCPL’s assets, however, they will adapt their strategy as necessary if circumstances change. Ms. Kossuth thanked the trustees for inviting them to give their presentation and stated that they should feel free to reach out at any time if they have questions regarding the investment account or if the Library’s financial needs change. Mrs. McCamic thanked both Mr. Paras and Ms. Kossuth for attending the meeting. Mr. Paras and Ms. Kossuth left the meeting at 4:29 p.m.

MINUTES: Mr. Werner moved to approve the September 21, 2022, board meeting minutes as presented. Mr. Phillips seconded.

VOTE:

Mrs. McCamic	YES
Mr. Marquart	YES
Mr. Werner	YES
Mr. Phillips	YES

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,500.00
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		384,487.36
WesBanco Operating Money Market Savings		257,408.45
WesBanco UOVHR Fund Account Checking		12,825.02
Main Street Bank Archive Nonprofit Savings		15,138.85
United Bank Operating CD - #2		112,558.54
Main Street Bank Operating CD - A		109,911.82
First Choice America Capital CD - B		111,446.19
TOTAL	\$	1,005,276.23

Revenue received: September 2022

County Commission	\$	-
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		268.83
Photocopies		787.95
Contributions		2,981.25
Interest Earned		128.06
Book Sale		83.50
Out of State Patrons		25.00

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Other: Operating Supply CR – 104.50, CFOV Grant – 4,000.00, UOVHR Sales – 5.00		4,109.50
TOTAL	\$	57,562.92

OPERATING CONTRIBUTIONS

Mary E. Roberts – In memory of Sheila Pascoli	\$	200.00
Lester C. Hess, Jr – In memory of Dottie Thomas		100.00
Susan Shaw – In memory of Dottie Thomas		40.00
Widow’s Mite Fund - \$200 for general support, \$300 for Adult Programming		500.00
Arcadia Publishing – Donation of royalties from sales of “Legendary Locals of Wheeling”		89.24
Bellaire High School Students – For Adult Programming		20.00
Antonia McGinley Porterfield – In memory of Eileen Miller, designated for Lunch With Books program		2,000.00
Anonymous		32.01
TOTAL	\$	2,981.25

INVOICES

September 2022 Operating #2 Account	\$	73,979.24
September 2022 Transfer to Payroll		42,166.66
September 2022 EFTPS Deposit		12,587.68
September 2022 ACH Debit (WesBanco BillPay)		33.40
September 2022 ACH Debit (Retirement)		7,879.34
September 2022 EFT (WV State Tax)		1,660.00
September 2022 EFT (OH State Tax)		374.00
September 2022 ACH Debit (AFLAC)		62.85
September 2022 UOVHR Fund ACH Debit (Harland Clarke Order)		102.11
September 2022 Capital Fund		74,760.96
September 2022 Operating #2 Account Voided Checks	-	3,957.23
TOTAL	\$	209,649.01

WARRANTS

September 2022 Operating #2 Account Warrants #32536 - #32597	\$	73,979.24
September 2022 Transfer to Payroll		42,166.66
September 2022 EFTPS Deposit		12,587.68
September 2022 ACH Debit (WesBanco BillPay)		33.40
September 2022 ACH Debit (Retirement)		7,879.34
September 2022 EFT (WV State Tax)		1,660.00

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September 2022 EFT (OH State Tax)		374.00
September 2022 ACH Debit (AFLAC)		62.85
September 2022 UOVHR Fund ACH Debit (Harland Clarke Order)		102.11
September 2022 Capital Fund		74,760.96
Warrants #643 - #644		
September 2022 Operating #2 Account Voided Checks	-	3,957.23
Warrants #32548, #32415		
	TOTAL	\$ 209,649.01

VERIFICATIONS

Total Operating Balances as of August 2022	\$	336,215.74
+ September 2022 Revenue		57,562.92
-September 2022 Expenditures		209,649.01
	SUBTOTAL	\$ 184,129.65
United Bank Operating CD - #2		112,558.54
Main Street Bank Operating CD - A		109,911.82
First Choice America Operating CD – B		111,446.19
	CD SUBTOTAL	\$ 333,916.55
Capital Balances as of August 2022		459,170.33
Archive Fund Balances as of August 2022		15,137.57
UOVHR Fund Balances as of August 2022		12,922.13
	TOTAL	\$ 1,005,276.23

INVOICES AND WARRANTS

Mr. Marquart motioned to approve the September Financial Report as presented. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

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Ms. Kastigar reported on the following:

The August 2022 disbursement from the Ohio County Commission's tax revenue has been received in the amount of \$419,902.53. The Ohio County Board of Education allocation totaling \$49,178.83 for October 2022 has also been received. In addition, the WV Library Commission has disbursed the Grants-In-Aid monies for the Second Quarter of the 2022-2023 fiscal year. OCPL received \$55,816.00 this quarter.

OCPL has received a generous donation of \$4,000 from the Wheeling Automobile Club Fund that was distributed by The Community Foundation for the Ohio Valley. Ms. Kastigar said they have requested that the donation be used for general support. She also shared a copy of the thank you letter sent to Debbie Stanton, Program Officer, of The Community Foundation for the Ohio Valley with the trustees.

A donation of \$500 has been received from the Widow's Mite Fund Foundation. Ms. Kastigar said \$300 has been designated for adult programming, and the remaining \$200 is to be used for general support. OCPL also received a \$2,000 donation in memory of Eileen Miller. Ms. Kastigar said the donor requested the donation be earmarked for the Lunch with Books program.

United Electric was called to repair the exterior light over the book drop. However, Ms. Kastigar said the technicians reported that the Library's outside light fixtures have begun to reach the end of their usefulness. The broken light was replaced with a new LED fixture. She stated that the remaining exterior fixtures will also be replaced with LED fixtures as it becomes necessary.

Johnson Boiler Works was contacted to repair a leaking pipe in the Storage Room by the air handler and the technicians suspected the pipe was close to some questionable insulation. Ms. Kastigar reported that Liberty Environmental was called to assess the insulation and they determined that it did contain asbestos. Liberty Environmental removed the insulation and Johnson Boiler Works is scheduled to return and replace the leaking pipe. In addition, Ms. Kastigar said Johnson Boiler Works was called this month to repair the Library's HVAC system. She said a bearing in the blower motor went bad and had to be replaced.

A fall book sale was held from October 1st through the 5th and generated \$1,356.50 in revenue. Ms. Kastigar said this is less than expected, but most of the items were leftover from the spring book sale, with very little in the way of new inventory. She said several community groups may be interested in the remaining stock and we will be working to clear the shelves to begin organizing for the next spring book sale.

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Lee Ann Cleary, Children’s Specialist, has had a full schedule this month with school visits and programs. Ms. Cleary has scheduled 62 classroom visits, 5 library tours, 7 programs, and 17 story times. Mr. Marquart asked which classes have toured the Library. Ms. Kastigar said the entire first-grade class of Woodsdale Elementary toured OCPL on Friday, October 14. She stated that it was a group of 80 children, and multiple staff members volunteered to assist with the tour. Ms. Kastigar added that the fifth-grade students of Madison Elementary will be touring the Library this Thursday. The Children’s Department has also returned to offering an option for evening programs. Ms. Kastigar said Dianna Cornett, Children’s Clerk, is a former teacher and has been conducting alternating Thursday evening programs: “Story Time After Dark” for children ages 4 through 8; and “Be‘Tween’ the Pages,” a book club geared toward children aged 8 through 12. Mrs. McCamic asked how well the programs have been attended. Ms. Kastigar answered that attendance has been low, however, we are hoping the programs will grow in popularity.

Kyle Knox, Web Manager & Publicity Coordinator, and Nannette Troyan, Circulation Clerk, represented the Library at the Oglebayfest Parade on October 8. Ms. Kastigar said the parade was well-attended, and Mr. Knox and Ms. Troyan gave out 100 bags of candy along with bookmarks and notepads.

Ms. Kastigar said she is currently planning the Veteran’s Day Staff In-Service to fulfill the staff’s required continuing education credits. She stated that this year she hopes to center the training around personal safety while at work and highlight agencies that could assist the staff with various issues they may encounter.

The quarterly WVDeli meeting was held on October 18. Ms. Kastigar attended the meeting in Bridgeport, WV, and Laura Carroll, Assistant Director, attended the meeting via Zoom. She said the consortium discussed options for publicizing the collection and the possible need to develop a “Request for Reconsideration” policy for its online materials. With the increasing number of challenges to library collections across the country, Ms. Kastigar explained that the consortium believes it may be a good idea to develop a policy before any potential problems arise.

Mr. Knox has been in contact with WV Public Broadcasting to do a feature on OCPL’s Civic Empathy display. Ms. Kastigar said she is happy to report that they will be doing a story on the display, and they are also considering it for an episode of the “Inside Appalachia” podcast.

OLD BUSINESS

DISPOSITION OF WESBANCO ENDOWMENT CHECK

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After the September board meeting, a check from WesBanco Trust and Investment Service was received in the amount of \$61,922.57 for the total Endowment Trust income accumulated, less the total annual fees, for fiscal years 2017-2022. Unless otherwise directed, WesBanco Trust & Investment will resume annual distributions of the income during each fiscal year. Ms. Kastigar asked the trustees if they would like the trust income to be deposited into the Operating Fund or Capital Account. Mrs. McCamic asked if Ms. Kastigar would like to share her recommendations on the disposition of the Endowment Trust income. Ms. Kastigar stated she would prefer to add the income to the Operating Fund. She explained that due to the continued reduction of the Board of Education's funding this fiscal year, it was necessary to cut several more line items in the budget to accommodate the loss of funds. She said the 2022-2023 Annual Budget currently reflects a negative Transfer to Capital as the result of employing a new security guard company. Mr. Marquart recommended splitting the income between the Capital Account and Operating Fund. He said the additional income in the Capital Fund could be used toward the replacement of the carpeting in the Children's Department and other upcoming Capital Improvements such as creating an access panel for the recessed lights over the stairs and wheelchair ramp in the Auditorium. After discussion, Mr. Marquart moved to deposit \$31,922.57 of the Endowment Trust income in the Operating Fund and deposit the remaining \$30,000 in the Capital Fund. Mr. Phillips seconded.

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

Mrs. McCamic noted the donations received in memory of former OCPL Director Dottie Thomas who retired on December 31, 2021. Ms. Kastigar said Ms. Thomas's family had requested that donations go to St. Vincent de Paul Church, but several of Ms. Thomas's colleagues have made memorial contributions to OCPL. She also said a special Lunch with Books is being planned in early January to celebrate Ms. Thomas's life and her many contributions to the Library. Ms. Kastigar also reported the West Virginia Library Association Fall Conference was held October 5th through the 7th at the Canaan Resort in Davis, WV. She was unable to attend, but she submitted a memorial resolution for Ms. Thomas, which was adopted by the membership during the conference. Ms. Kastigar has requested copies of the resolution to share with Ms. Thomas's family, library staff, and trustees.

There being no further business, Mr. Werner moved to adjourn the meeting at 4:58 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager