



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

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

BOARD MEMBERS ABSENT: Jimmie McCamic

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Public Library

CALL TO ORDER: Mr. Werner called the meeting to order at 4:16 pm.

MINUTES: Mr. Werner noted a typographical error on page 4 of the November 20, 2024, board meeting minutes. Mr. Marquart moved to approve the November board meeting minutes as corrected. Mr. Phillips seconded.

VOTE:

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,549.34
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		331,463.48
WesBanco Operating Money Market Savings		793,349.50
WesBanco UOVHR Fund Account Checking		9,157.30
Main Street Bank Archive Nonprofit Savings		48,788.41
WesBanco Operating CD		119,397.57
Main Street Bank Operating CD		119,000.34
Main Street Bank Capital CD		118,107.77
TOTAL	\$	1,541,813.71

Revenue received: November - December 2024

County Commission	\$	43,385.76
Board of Education		121,120.00
State Basic Grants-in-aid		-
Overdue Fees		409.87
Photocopies		1,192.05
Contributions		1,671.19
Interest Earned		6,866.31

**BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 15, 2025**

Endowment Interest		-
Book Sale		162.23
Out of State Patrons		40.00
Other:		797.69
CNX Royalties	331.58	
Retail Items	110.50	
UOVHR CR	205.61	
Conference CR	150.00	
	TOTAL	\$ 175,645.10

CONTRIBUTIONS:

General Contributions

Alumni Assn. of School of Nursing OVGH - Archives	\$	1,000.00
Overeaters Anonymous – Meeting Room Use		100.00
Roger D. Keeton, Jr		30.00
Wheeling Herb Society		200.00
Julia Mennillo		50.00
Nancy Stewart – Banned Books/Intellectual Freedom		100.00
CEA-HOW – Meeting Room Use		50.00
Anonymous		141.19
	TOTAL	\$ 1,671.19

INVOICES:

November – December 2024 Operating #2 Account	\$	238,121.04
November – December 2024 Operating Fund		6.60
November – December 2024 Transfer to Payroll		101,055.40
November – December 2024 Capital Fund		15,089.05
November – December 2024 UOVHR Fund		743.43
November – December 2024 Operating #2 Acct Voided Checks	-	1,047.43
	TOTAL	\$ 353,968.09

WARRANTS:

November – December 2024 Operating #2 Account	\$	238,121.04
Warrants #34075 - 34159		
November – December 2024 Operating Fund		6.60
November – December 2024 Transfer to Payroll		101,055.40
November – December 2024 Capital Fund		15,089.05
Warrants #700 - #703		
November – December 2024 UOVHR Fund		743.43
Warrant #115		
November – December 2024 Operating #2 Acct Voided Checks	-	1,047.43
Warrants #33837, #33838, #34111		
	TOTAL	\$ 353,968.09

**BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 15, 2025**

VERIFICATIONS:

Total Operating Balances as of October 2024	\$	965,330.60
+ November - December 2024 Revenue		175,645.10
-November - December 2024 Expenditures		353,968.09
SUBTOTAL	\$	787,007.61
WesBanco Bank Operating CD		115,105.64
Main Street Bank Operating CD		118,531.33
Main Street Bank Capital CD		118,034.18
CD SUBTOTAL	\$	351,671.15
Capital Balances as of October 2024		345,659.40
Archive Fund Balances as of October 2024		47,780.43
UOVHR Fund Balances as of October 2024		9,695.12
TOTAL	\$	1,541,813.71

INVOICES AND WARRANTS: Ms. Berisford said the November and December Financial Reports have been combined since the board meeting was canceled in December. With the upcoming accounting software upgrade, she is working to update the Financial Reports. Ms. Berisford explained that the reports changed slightly from their previous format and will now reflect revenues and expenditures in “real-time.” Some minor adjustments to the new format are still required, but she hopes to combine all the financial reports into one streamlined document eventually. Mr. Phillips moved to approve the November – December Financial Report as presented. Mr. Marquart seconded.

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar said she has received a donation of \$100.00 from Nancy Stewart, a retired special librarian, formerly of Wheeling and now residing in Maryland. In her letter, Ms. Stewart explained that she sent her contribution to support OCPL’s programs for Banned Books and Intellectual Freedom.

A donation of \$1,000 has been received from author Cynthia Hearne Darling, along with a copy of her book “West By God Virginia.” Ms. Darling stated in her thank you note that she grew up in Wheeling and wished to show appreciation for the assistance she received from Diane Rhodes, Library Clerk/Genealogist, while conducting her research.

ANNOUNCEMENTS: There were no announcements.

DIRECTOR’S REPORT: Ms. Kastigar reported on the following:

**BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 15, 2025**

The October tax distribution from the Ohio County Commission totaling \$43,385.76, and the Board of Education's December distribution in the amount of \$60,560.00 have been received.

Judge and Mrs. Frederick Stamp, Jr., have made a generous donation in the amount of \$4,000.00. They have requested that \$2,000 be designated for Lunch with Books, and the remaining \$2,000 be used for annual operating expenses.

The trustees of the Hess Family Foundation have made a contribution to OCPL in the amount of \$10,000. They have asked for the money to be reserved to furnish and decorate a new Teen Reading Area.

Sarah Cribbs has resigned as the Head of Youth Services. Ms. Cribbs' last day was December 27. Carrie Leib has accepted the position of Head of Youth Services. Ms. Kastigar said she and Ms. Leib are currently evaluating resumes to fill the open position of Youth Services Assistant. She added that she has been inundated with responses to OCPL's website and Indeed postings. So far, Ms. Kastigar said there are at least five promising applicants, and hopes to fill the position by the end of this month or soon thereafter. Thankfully, with the holidays and our recent dose of wintry weather, there has been little to no disruption in school visits.

Nannette Troyan has accepted the position of Circulation Manager, which has been open since Lori Nicholson retired. With the increase in collections, circulation numbers, and visitors to OCPL, Ms. Kastigar said she has been working with Laura Carroll, Assistant Director to reorganize Library operations to better suit the growing needs of the community. Ms. Troyan has been an employee of OCPL for 16 years, mostly working in the Circulation and Overdues Departments, so she was the ideal person to fill the open position.

After the November board meeting, Ms. Kastigar contacted the trustees via email regarding the replacement of the public printer at the Reference Desk. The printer presented with a "fatal error" and was not able to be repaired. Since the public printer is the most used piece of equipment in the Library, it needed to be replaced as soon as possible. Given the decline in quality with the Konica Minolta printers, Laura Carroll, Assistant Director, Ms. Berisford, and Michael McGinnis, TSG Technician, decided to contact Hughes Office Equipment for a printer of higher quality and efficiency. Jason Pettit from Hughes Office Equipment provided a quote for a Xerox Versalink C415. Mr. Pettit said that the C415 is a multifunction printer that would be able to withstand heavy day-to-day usage. Ms. Kastigar circulated the quote to the trustees, and they approved the quote from Hughes Office Equipment to purchase the Xerox Versalink C415 at a cost of \$1,200.00 to be paid from the Capital Account. Fortunately, since Hughes is a local company, the C415 was installed the next day. Currently, the staff and public seemed to be very pleased with the efficiency of the new printer.

Erb Electric has almost completed the electrical work that was contracted after the November board meeting. The electrical outlets have been replaced, some with USB connections, on the main floor. The remaining fluorescent lights have been replaced with LED, and the Auditorium

**BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 15, 2025**

lights have also been replaced. The previous ceiling lights all operated from one dimmer switch; however, this is not sufficient for the new LED fixtures. Erb Electric has ordered new switches to break up the overhead Auditorium lighting into sections.

Zambito Flooring America has not yet scheduled a start date for the replacement of the carpet on the main floor. Mr. Zambito is currently out of the office this week, so Ms. Kastigar will be contacting him next week to get the official start date of the project.

After the success of our People's University series on Appalachia Crafts, OCPL is launching a regular series of crafting and lifestyle programs. Julia Bachmann, Outreach Services Specialist, has developed these new programs and is currently running classes on knitting and crocheting. The classes are being taught by Bev Beatty and are held on Wednesdays. Each class is limited to eight participants in order to provide personalized assistance.

The VITA program will be taking place at the Library again this year. The volunteers have not set an official start date yet, but they will begin intake interviews on January 27. Since April 15th falls on a Tuesday this year, the volunteers may curb service the week before the deadline. Ms. Kastigar said she is hoping to have more solid information on the service by the end of this week.

Ms. Kastigar said she and Ms. Berisford are currently organizing OCPL's personnel files to suit audit requirements. In the process, she and Ms. Carroll have been updating job descriptions and conducting staff evaluations. Evaluations have not been completed for almost eight years, so at the end of the process, all the personnel files should be complete and up to date.

The shifting and weeding project is a little over halfway through. With the additional space, the new Biography section is in place. Ms. Kastigar shared that the new section has already been a hit with patrons.

A few weeks ago, Ms. Kastigar said she was interviewed by Rachel Scott, a student at Steenrod Elementary School. Ms. Scott chose to do her Social Studies Fair project on the history of the Ohio County Public Library. Ms. Kastigar said they had a long conversation about Rachel's love of OCPL. By the end of the interview, Ms. Kastigar said she told Ms. Scott that she could absolutely see her sitting in the Director's chair in the not-too-distant future. Surprising no one, Rachel won first place in Steenrod's Social Studies fair and will now advance to the County competition.

OLD BUSINESS: There was no old business.

NEW BUSINESS

ANNUAL REVIEW OF OCPL POLICIES

From the Board Decisions Annual Calendar, Ms. Kastigar said January is set aside for review of OCPL's policies. After inspecting the Library's policies, she recommends updating the Personal Appearance

**BOARD OF TRUSTEES MEETING
MINUTES
JANUARY 15, 2025**

Guidelines Policy and Patron Policies, Section 10 – Confidentiality of Library Records. She also suggested adopting policies for: Wheeled Devices, Bags, and Personal Items; Disposition of Lost and Found Items; Electronic Resources and Usage; Social Media; and Records Retention. She explained that the Personal Appearance Guidelines is currently outdated and in need of revision. The Patron Policies, Section 10 merely requires a few changes and could be updated quickly.

To begin, Mr. Werner said that he would like to see a draft of the Wheeled Devices, Bags, and Personal Items Policy for the February board meeting. Ms. Kastigar stated that the Lost and Found Policy goes along with the Personal Items Policy, and she would prepare a draft of the documents for the next board meeting. Mr. Werner asked, if possible, to share the drafts with the trustees prior to the meeting so they will be able to review them in time for discussion. Ms. Kastigar said she would share the policy drafts as soon as they have been completed.

CD RENEWAL - MAIN STREET BANK CAPITAL CD

Ms. Berisford said a copy of the Main Street Bank Capital CD maturity notice was included in this month’s board packet, and a spreadsheet of rates and terms from local banks was distributed before the meeting. After reviewing the available rates and terms for Certificates of Deposit accounts, Mr. Marquart moved to renew the Capital CD at Main Street Bank for a term of 24 months, at the rate of 4.0%. Mr. Phillips seconded.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 4:51 pm. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant