



**MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 17, 2021
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, Reference Librarian; Amanda Berisford, Secretary/Bookkeeper

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

MINUTES: Mr. Phillips motioned to approve the October 20, 2021 board meeting minutes as presented. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,287.11
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		395,394.79
WesBanco Operating Money Market Savings		719,843.22
Main Street Bank Archive Nonprofit Savings		15,124.96
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,439.09
First Choice America Capital CD - B		111,113.32
TOTAL	\$	1,465,574.35

Revenue received: October 2021

County Commission	\$	390,526.60
Board of Education		49,141.25
State Basic Grants-in-aid		56,600.00
Fines		180.03
Photocopies		460.05

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 17, 2021**

Contributions		109,141.61
Interest Earned		49.85
Book Sale		60.50
Out of State Patrons		20.00
Other: Operating Supply CR – 15.75, Capital CD Int – 111.95, Operating CD Int – 399.00, Conference/Travel CR – 270.00		796.70
	TOTAL	\$ 606,976.59

OPERATING CONTRIBUTIONS

Ted & Becky Hess – In memory of Dorothy “Dottie” McKee	\$	25.00
Larry Manypenny – For meeting room use		250.00
Herndon, Morton, Herndon, & Yeager Anonymous Client – Donation		100,000.00
Ruth Weller – Donation		7,000.00
Heinz History Center/Grable Foundation – Contribution for “Civic Empathy Through History” display		1,800.00
Bellaire High School students – Contribution for “Traditional West African & Dance” Lunch with Books program		40.00
Anonymous		26.61
	TOTAL	\$ 109,141.61

INVOICES

October 2021 Operating #2 Account	\$	41,243.14
October 2021 Transfer to Payroll		41,732.58
October 2021 EFTPS Deposit		12,778.64
October 2021 ACH Debit (Retirement)		8,159.10
October 2021 EFT (WV State Tax)		1,692.00
October 2021 EFT (OH State Tax)		330.00
October 2021 ACH Debit (Unemployment Security)		156.26
October 2021 ACH Debit (Harland Clarke Order)		65.12
October 2021 Operating #2 Account Voided Checks	-	786.93
	TOTAL	\$ 105,369.91

WARRANTS

October 2021 Operating #2 Account	\$	41,243.14
Warrants #31891 - #31939		
October 2021 Transfer to Payroll		41,732.58
October 2021 EFTPS Deposit		12,778.64
October 2021 ACH Debit (Retirement)		8,159.10
October 2021 EFT (WV State Tax)		1,692.00

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 17, 2021**

October 2021 EFT (OH State Tax)		330.00
October 2021 ACH Debit (Unemployment Security)		156.26
October 2021 ACH Debit (Harland Clarke Order)		65.12
October 2021 Operating #2 Account Voided Checks Warrants #31761, #31747, #31914, & #31917	-	786.93
	TOTAL	\$ 105,369.91

VERIFICATIONS

Total Operating Balances as of September 2021	\$	221,070.15
+ October 2021 Revenue		606,976.59
-October 2021 Expenditures		105,369.91
	SUBTOTAL	\$ 722,676.83
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,040.09
First Choice America Operating CD – B		111,001.37
	CD SUBTOTAL	\$ 332,413.32
Capital Balances as of September 2021		395,360.48
Archive Fund Balances as of September 2021		15,123.72
	TOTAL	\$ 1,465,574.35

Ms. Berisford stated that the September 2021 tax revenue was received from the Ohio County Commission in the amount of \$83,028.47. She said it will be reflected in next month’s financial report. Mr. Marquart motioned to approve the October Financial Report as presented. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

There was no public input and no presentations.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

Ms. Kastigar reported on the following:

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 17, 2021**

Johnson Boiler Works completed the installation of the flush valve kits for the first floor and basement toilets on November 16. Bob Workman, Custodian, noticed that three of the new kits were leaking this morning and technicians from Johnson Boiler Works were called to repair and adjust the new flush valves.

The Library's water service lines were inspected and surveyed by the City of Wheeling Water Department on Friday, November 5. During the inspection, Steve Gulajski, Backflow Coordinator from the Wheeling Water Department, found that OCPL's system is not in compliance with the WV Bureau for Public Health guidelines. The Bureau for Public Health requires that any system with a backflow prevention assembly and a domestic hot water heater must also have thermal expansion protection installed. Mr. Gulajski stated that OCPL has 90 days to comply, otherwise we will be subject to notices and possible fines. Rusty McClure from Johnson Boiler Works was contacted to perform an estimate of the repairs and prepare a proposal. During the estimate, it was discovered that the make-up water line on the boiler was leaking and would need to be repaired as well. The cost for the necessary improvements and repairs came to a total of \$12,675.00. Due to the volatility of material costs right now, Johnson Boiler Works could only guarantee this price through November 26. The proposal was shared and accepted by the trustees via email. The signed proposal was sent to Mr. McClure, and he has placed the order for the materials. Mr. McClure said he will call to schedule the repairs as soon as the materials arrive.

The Konica Minolta Bizhub C3300i has been ordered from Compucom. However, due to supply chain issues, the delivery date for the new printer is late November or December. The quote to purchase the new color printer was approved at the October board meeting.

Nannette Troyan, Overdues Clerk, will begin teleworking part-time from November 22 through the end of the year. Ms. Troyan will continue to work from the building on weekday mornings and Saturdays.

OCPL recently made new additions to its downloadable collections. The WV Deli Consortium now has a subscription to unlimited comics and graphic novels through Overdrive. The content is now available on the WV DELI site. Ms. Kastigar said that the Library also added an online database with instructional handicraft classes offering basic instruction to advanced techniques called Craftsy.

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 17, 2021**

Ms. Kastigar stated OCPL will be expanding its hours one night per week for the new People's University Series on the Cold War. She said the program will be in-person and the first class will be on Thursday, December 2. The Library will now stay open until 9 pm on the evenings when the People's University Series is held. Ms. Kastigar stated that Ms. Berisford contacted McKeen Security, the company that provides the Library's security guards, to request a guard for these evenings and to request a security guard for Saturdays.

NEW BUSINESS

HOLIDAY GIFT CERTIFICATES FOR STAFF

After discussion of the holiday gift certificates for staff, Mr. Marquart moved approve the purchase of the Kroger gift certificates for all full-time and part-time staff members and to increase the amount of each certificate by \$25.00. Mr. Werner seconded.

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

EXECUTIVE SESSION TO DISCUSS PERSONNEL

Mr. Werner moved to enter Executive Session at 4:26 p.m. to discuss a personnel matter. Mr. Marquart seconded.

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

Mr. Werner moved to exit Executive Session at 4:39 p.m. Mr. Marquart seconded.

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

There being no further business, Mr. Marquart motioned to adjourn the meeting at 4:40 p.m. Mr. Phillips seconded.

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 17, 2021**

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper