



**MINUTES  
BOARD OF TRUSTEES MEETING  
APRIL 20, 2022  
WEDNESDAY, 4:15 P.M.**

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

**BOARD MEMBERS ABSENT:** Tony Werner, Cheryl Harshman

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Office Manager

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

**MINUTES:** Mr. Phillips motioned to approve the March 16, 2022 board meeting minutes. Mr. Marquart seconded.

**VOTE:**

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

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	1,800.51
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		389,970.53
WesBanco Operating Money Market Savings		633,090.32
Main Street Bank Archive Nonprofit Savings		15,131.22
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Capital CD - B		111,225.38
<b>TOTAL</b>	<b>\$</b>	<b>1,373,461.96</b>

**Revenue received: March 2022**

County Commission	\$	177,890.84
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		171.72
Photocopies		721.60
Contributions		546.99
Interest Earned		74.10
Book Sale		83.50

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Out of State Patrons		50.00
Other: Operating Supply CR – 47.00, Book CR – 14.65		61.65
<b>TOTAL</b>	<b>\$</b>	<b>228,741.65</b>

**OPERATING CONTRIBUTIONS**

Boothills User Group	\$	220.00
Overeaters Anonymous – For meeting room use		100.00
Alice Mae Runkle – Donation		100.00
Leslie Underdonk – In memory of Susan Fitzsimmons		50.00
Anonymous		76.99
<b>TOTAL</b>	<b>\$</b>	<b>546.99</b>

**INVOICES**

March 2022 Operating #2 Account	\$	69,045.69
March 2022 Transfer to Payroll		39,735.79
March 2022 EFTPS Deposit		12,309.28
March 2022 ACH Debit (WesBanco BillPay)		102.40
March 2022 ACH Debit (Retirement)		7,216.56
March 2022 EFT (WV State Tax)		1,408.00
March 2022 EFT (OH State Tax)		326.00
March 2022 Capital Account		1,904.58
March 2022 Operating #2 Account Voided Check	-	269.36
<b>TOTAL</b>	<b>\$</b>	<b>131,778.94</b>

**WARRANTS**

March 2022 Operating #2 Account	\$	69,045.69
Warrants #32145 - #32200		
March 2022 Transfer to Payroll		39,735.79
March 2022 EFTPS Deposit		12,309.28
March 2022 ACH Debit (WesBanco BillPay)		102.40
March 2022 ACH Debit (Retirement)		7,216.56
March 2022 EFT (WV State Tax)		1,408.00
March 2022 EFT (OH State Tax)		326.00
March 2022 Capital Account		1,904.58
Warrant #636		
March 2022 Operating #2 Account Voided Check	-	269.36
Warrant #32056		
<b>TOTAL</b>	<b>\$</b>	<b>131,778.94</b>

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**VERIFICATIONS**

Total <b>Operating Balances</b> as of February 2022	\$	536,054.75
+ March 2022 Revenue		228,741.65
-March 2022 Expenditures		131,778.94
<b>SUBTOTAL</b>	<b>\$</b>	<b>633,017.46</b>
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Operating CD – B		111,225.38
<b>CD SUBTOTAL</b>	<b>\$</b>	<b>333,469.38</b>
<b>Capital Balances as of February 2022</b>		<b>391,845.06</b>
<b>Archive Fund Balances as of February 2022</b>		<b>15,130.06</b>
<b>TOTAL</b>	<b>\$</b>	<b>1,373,461.96</b>

**INVOICES AND WARRANTS**

Mr. Marquart motioned to approve the March Financial Report as presented. Mr. Phillips seconded.

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

**PUBLIC INPUT/PRESENTATIONS**

Ms. Kastigar shared an email from Ms. Lace Lynch of Zanesville, Ohio. Ms. Lynch wanted to thank OCPL for hosting the Lunch with Books program *The Lost History of Frederick Douglass in Wheeling*. She said she watched the program live on YouTube and added that she has watched many of the winter and spring programs. Ms. Lynch shared that OCPL is doing a wonderful job offering a variety of programs and making them available and accessible to all. She also thanked the Library for purchasing a new microphone.

Perry Mamula of Motorists Commercial Mutual Insurance sent a letter regarding the lawsuit filed against the Library last year. Mr. Mamula stated that the lawsuit has been dismissed and no appeal has been filed. Ms. Kastigar said a copy of the letter was included in this month’s board packet.

**ANNOUNCEMENTS**

There were no announcements.

**DIRECTOR’S REPORT**

Ms. Kastigar reported on the following:

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The April 2022 tax revenue from the Ohio County Board of Education has been received in the amount of \$49,141.25.

Kyle Knox has been hired to fill the full-time Publicity Coordinator/Web Manager position. Ms. Kastigar stated that Mr. Knox has previously worked for the Wheeling Symphony and the Capital Theatre as well as WesBanco Arena and the David L. Lawrence Convention Center. She said Mr. Knox began working for the Library on March 30. Mr. Knox is currently working on a marketing plan for OCPL and is striving to increase the Library's presence online as well as with the local media. Ms. Kastigar stated Mr. Knox and Nannette Troyan, Circulation Clerk, will be attending WV Northern Community College's Earth Day event on Friday, April 22 to promote the Library's digital offerings and to demonstrate how old books can be recycled into paper crafts. In honor of National Poetry Month, Mr. Knox will be at the Public Market on Thursday, April 21 to distribute poetry scrolls to the patrons.

National Library Week was held April 3 – 9, 2022. Ms. Kastigar said OCPL hosted Oglebay Good Zoo's Zoo to You Program on Monday. On Tuesday, Lunch with Books presented the program "The Lost History of Frederick Douglass in Wheeling." The Reference staff was available on Wednesday to assist patrons who are having difficulty with their electronic devices. Wheeling Health Right was at OCPL on Thursday to distribute information on the importance of colorectal screening. On Thursday evening, Oglebay Institute's Towngate Theatre presented "The Reluctant Dragon" with a meet and greet as well as a question-and-answer session after the performance. The week's programming concluded on Friday with Master Gardener Ralph Dunkin providing a presentation. Ms. Kastigar said the programs were well attended and the Library was featured in the Intelligencer and the Wheeling News-Register, as well as WTOV9 and WTRF.

The WV Library Association held their annual Spring Fling conference virtually this year. The conference was held during National Library Week and Ms. Kastigar said that several staff members were able to acquire their necessary continuing education hours.

Wheeling Police Chief Shawn Schwertfeger will be attending the Friday, April 29 staff meeting to provide safety training to the Library's staff on drug identification and de-escalating potentially problematic situations. Ms. Kastigar added that Chief Schwertfeger has also offered to continue to have regular safety training meetings with the staff as long as it is necessary.

In 2018, the Wheeling National Heritage Area Corporation discontinued publishing the Upper Ohio Valley Historical Review. Since the Upper Ohio Valley Historical Review is the only scholarly publication which features articles on Wheeling and its surrounding areas, the Library assumed the duties of publishing the magazine. At that time, WHNAC pledged to fund

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production of the magazine for the first two years after the transition with mini grants. Ms. Kastigar said they will now also be transferring a CD valued at \$10,000 to the Library to further fund the publication.

On Thursday, May 19<sup>th</sup>, OCPL will be holding a reception and exhibit opening of photographs by Bill Burke entitled “Wheeling in the 1970s.” Ms. Kastigar stated that Bill Burke is a Maryland native who graduated from Wheeling College in 1971. While attending college, Mr. Burke photographed downtown Wheeling as well as the Woodsdale neighborhood where he lived. Ms. Kastigar said the reception will begin at 6pm with light refreshments, followed by the exhibit opening at 7pm.

Sean Duffy, Adult Programming Coordinator, is currently planning the next People’s University series to be held in July. Ms. Kastigar stated that the two themes being considered are dinosaurs and ancient history.

The WV Deli Consortium quarterly meeting was held on April 19 at the Clarksburg Public Library. Ms. Kastigar said she and Laura Carroll, Assistant Director, attended the meeting via Zoom. The Consortium discussed adding two new online collections. The first is Kanopy, an on-demand streaming video service for public libraries that offers films and documentaries. Ms. Kastigar said Kanopy’s pricing is based upon a cost per circulation model, and it is optional for the libraries in the WV Deli Consortium. She said OCPL will be adding Kanopy to its digital offerings. The second online collection discussed was LawDepot, a subscription service that will allow patrons to receive unlimited access to an extensive library of documents and legal resources, providing easy-to-use assistance with a wide range of basic legal needs. Ms. Kastigar stated that the Consortium will be adding this subscription and offsetting the cost by splitting the fee amongst the eleven participating libraries and universities. The cost to OCPL each year will be \$454.00.

Tom Callarik of HiTek Security Solutions will begin installation of OCPL’s camera system and intrusion system on Monday, April 25. Ms. Kastigar said the blinds for the Officer Manager’s office have arrived and they will be installed on Wednesday, April 27.

On Thursday, April 28<sup>th</sup>, WTRF and the Wheeling newspapers will be hosting a public forum to meet the candidates for the Ohio County Board of Education. Ms. Kastigar said the event will be held at the Highlands Conference Center from 6:30 – 8pm, doors open at 6pm. She said the public forum will also be livestreamed and questions for the candidates may be emailed to John McCabe at The Intelligencer.

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During one of this month's heavy rainstorms, the roof over the Children's Department began to leak. Ms. Kastigar said Mansuetto Roofing was called to repair the roof. She added that the section of the roof is still under warranty and there would be no charge for the repairs.

Ms. Carroll, Mr. Duffy, Mr. Knox and Lee Ann Cleary, Children's Specialist are currently working on an application to apply for some of the American Rescue Plan Act funds being distributed by the City of Wheeling. Ms. Kastigar said Ms. Carroll is looking for funds to update the Reference Desk as well as adding technology options for patrons, such as Wi-Fi hotspots and tablets. Mr. Duffy is researching options to upgrade the Library's sound system in the Auditorium. She added that the preliminary application is due to the City by April 30<sup>th</sup>.

**OLD BUSINESS**

**UPDATE ON OCPL'S LIBRARY SERVICES PLAN**

Ms. Kastigar said the Library expanded its evening hours of operation beginning April 4, 2022. The Library is now open Monday through Thursday from 9am to 9pm. Ms. Kastigar said she has already had a few groups inquire about booking the meeting rooms in the evenings. However, she added that due to a decrease in revenue, OCPL will not be able to expand its weekend hours at this time. The Library will continue to only be open on Saturday from 10am until 3pm and will remain closed on Sundays.

**NEW BUSINESS**

**UNITED BANK OPERATING CD**

The Library's Certificate of Deposit held at United Bank will mature on April 30. Ms. Kastigar said a copy of the maturity notice and a chart listing the current CD rates and terms from local banks were distributed prior to the meeting. The current United Bank CD has a term of 7 months with an interest rate of 0.20%. Ms. Berisford stated that United Bank is offering the same interest rate for their seven-month term. She added that, since December, the interest rates for Certificate of Deposits continues to be low. Mr. Marquart stated that interest rates should begin increasing soon and recommended staying with a shorter term for the certificate of deposit. After reviewing the rates and terms of the other Wheeling area banks, Mr. Marquart motioned to renew the United Bank CD on April 30 for a term of 7 months with an interest rate of 0.20%. Mr. Phillips seconded.

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

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**HERNDON DONATION**

In October 2021, OCPL received a letter from William Yaeger, Jr. from Herndon, Morton, Herndon, & Yaeger, regarding a donation from one of their clients. In the letter, Mr. Yaeger explains that they have a client who would like to remain anonymous at this time, but they wished to donate \$100,000 to the Library. Ms. Kastigar said she is in the process of preparing the letter to send to Mr. Yaeger to report on how the Library has decided to use the funds. Mr. Marquart said that since Library's funding was cut from the Ohio County Board of Education, the Library was unable to budget a sufficient amount for a Transfer to Capital this year. He suggested that the anonymous donation could be utilized in place of the annual Transfer to Capital to offset the costs of the Library's Capital Expenditures this year such as the installation of the security system, blinds for the Office Manager's office, a replacement bookcheck, and the color printer for Technical Services. Ms. Berisford said the order placed on September 16, 2022, for the bookcheck, a component of the detection system which prevents theft of library materials, from Bibliotheca has not been able to be fulfilled. Due to the aging equipment and the lack of available parts for repairs, she added that the entire detection system may need to be replaced soon. Mr. Marquart recommended investigating the available options to replace OCPL's detection system from Bibliotheca and motioned to approve the purchase of a new detection system without further approval from the trustees as long as the quote does not exceed \$30,000.00. Mr. Phillips seconded.

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

After further discussion, Mr. Marquart motioned that the entirety of the \$100,000 Herndon Donation be transferred to the Capital Account and designated for the Library's current and future Capital Expenditures. Mr. Phillips seconded.

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

**MEDIA RELEASE FOR LIBRARY PUBLICITY PHOTOS**

Ms. Kastigar said that copies of the Media Releases for adults and children were included in this month's board packet. She said the Media Releases were drafted by Mr. Knox so that Library patrons could give permission to use their images in photographs or video for the purpose of promoting the Library. After discussion, the trustees suggested sharing the Media Releases with Mr. Werner to review.

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**EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES**

Mr. Marquart motioned to enter Executive Session at 5:02pm. Mr. Phillips seconded.

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

Mr. Phillips motioned to exit Executive Session at 5:25pm. Mr. Marquart seconded.

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

Mr. Marquart motioned to promote Ellen Scheid to a full-time position with benefits effective immediately. Mr. Phillips seconded.

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

**ANNUAL BUDGET**

Ms. Kastigar stated that a copy of the preliminary 2022-2023 Annual Budget was included with the handouts distributed prior to the meeting for the trustees to review for the May board meeting.

There being no further business, Mr. Phillips motioned to adjourn the meeting at 5:28 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford  
Office Manager