



**MINUTES
BOARD OF TRUSTEES MEETING
APRIL 15, 2026
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

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

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm.

MINUTES: Mrs. McCamic moved to approve the Board Meeting Minutes of March 18, 2026, as tendered. Mr. Phillips seconded the motion.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	19,654.92
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		304,198.25
WesBanco Operating Money Market Savings		357,725.63
WesBanco UOVHR Fund Account Checking		7,905.28
Main Street Bank Archive Nonprofit Savings		49,849.25
WesBanco Operating CD		124,807.13
Main Street Bank Operating CD		124,989.52
Main Street Bank Capital CD		121,514.44
TOTAL	\$	1,110,644.42

Revenue received: March 2026

County Commission	\$	7,719.25
Board of Education		6,704.64
State Basic Grants-in-aid		0.00
Overdue Fees		474.05
Photocopies		980.90
Contributions		556.68

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Interest Earned		639.16
Endowment Interest		0.00
Book Sale		154.50
Out of State Patrons		65.00
Retail Items		89.50
Archive Fund Interest (February 2026)		3.75
Expense CR		46.47
UOVHR CR		10.00
	TOTAL	\$ 17,443.90

CONTRIBUTIONS:

General Contributions

Milestone Event Company	\$	239.00
Nancy Stewart – Freedom to Read		125.00
William Webb		40.00
Anonymous		152.68
	TOTAL	\$ 556.68

INVOICES: March 2026

Operating #2 Account	\$	122,410.57
Transfer to Payroll		51,316.77
Capital Fund		4,770.00
Operating #2 Account Voided Checks	-	9,543.39
Capital Fund Voided Check	-	4,735.00
	TOTAL	\$ 164,218.95

WARRANTS: March 2026

Operating #2 Account	\$	122,410.57
Warrants #34662 - #35048		
Transfer to Payroll		51,316.77
Capital Fund		4,770.00
Warrant #729		
Operating #2 Account Voided Checks	-	9,543.39
Warrants #34662, #34736, #34745, #34847, #34925, #34972, #34868, #34951, #34997		
Capital Fund Voided Check	-	4,735.00
Warrant #726		
	TOTAL	\$ 164,218.95

VERIFICATIONS:

Total Operating Balances as of February 2026	\$	524,393.92
+ March 2026 Revenue		17,443.90
- March 2026 Expenditures		164,218.95
	SUBTOTAL	\$ 377,618.87
WesBanco Bank Operating CD		124,807.13
Main Street Bank Operating CD		124,989.52
Main Street Bank Capital CD		121,514.44
	CD SUBTOTAL	\$ 371,311.09
Capital Balance as of February 2026		303,973.68

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Archive Fund Balance as of February 2026		49,845.50
UOVHR Fund Balance as of February 2026		7,895.28
	TOTAL	\$ 1,110,644.42

INVOICES AND WARRANTS: Mr. Marquart moved to approve the March Financial Report as written. Mrs. Harshman seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: There were no announcements.

ANNOUNCEMENTS: National Library Week takes place next week and will include the Spring Book Sale on Friday and Saturday. A special preview night will be held for Friends of the Library members on Thursday, April 26. Along with the book sale, a staff talent show is being held during a special Thursday Lunch With Books program.

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

The Library has received its February tax distributions, totaling \$179,239.95 from the Ohio County Commission and \$135,694.47 from the Board of Education.

This year OCPL is expanding National Library Week into a month-long celebration with our “Eat Your Words” program. The event is currently underway in collaboration with several local restaurants, inviting patrons to enjoy literary-themed menu items and submit entry cards for a prize basket drawing. Entry cards are available at participating businesses as well as at the Library.

OCPL will be partnering with the United States Postal Service for Operation Gratitude, a program encouraging community members to write letters to deployed service members. A designated drop-off box will be available at the information table behind the Reference Desk.

The Library has begun consulting with AlignHR to review its policy manual and identify potential updates and areas for improvement. One initial recommendation is to separate library procedures from personnel policies into two distinct manuals to improve clarity and usability, particularly for new employees. Additional areas under review include the administration of vacation and sick leave. Ms. Kastigar noted that there has been recent staff interest in exploring a transition to a PTO system, and she will continue to keep the Board informed as discussions progress. She added that the consultation will help ensure the employee manual is comprehensive and reflective of current best practices.

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Michael Harvilla, a local photographer and former staff member of The Intelligencer from 1973 to 1985, has generously donated scanning equipment to OCPL's Archives, including an iMac, an Epson flatbed scanner, and a PrimeFilm XA Plus scanner for digitizing 35mm film and slides. Ms. Kastigar said she, along with Laura Carroll and Sean Duffy, met with Mr. Harvilla in late March to discuss the potential future donation of his collection of negatives and slides. The Library is grateful for his generosity and looks forward to the opportunities this may present for enhancing the local history collection.

The People's University: Marine Biology session concluded on April 2. The next session, commemorating America 250, will begin on June 25 with the first class titled "Revolution and Constitution, Part One – The Meaning of Freedom, 1763–1775," and will continue through August 13. The Library's main exhibit will highlight the nation's history and the ongoing experiment of maintaining a republic. The program will conclude on August 13 with a public reading event featuring selections from the Declaration of Independence and the Constitution.

Sean Duffy, Adult Programming Director, has been actively representing the Library through his collaboration with Wheeling Heritage on the development and installation of a historical marker on Chapline Street. The marker recognizes the area's significance as a historic neighborhood for Wheeling's African American community. The project reflects several months of work, including design and coordination, made possible through the support of Wheeling Heritage and Terrell Gosa. The marker is scheduled to be formally dedicated on Juneteenth.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

ANNUAL BUDGET

Ms. Berisford reported that copies of the preliminary 2026–2027 Annual Budget were distributed to the Trustees prior to the meeting. She reviewed the proposed revenue and outlined suggested adjustments for the upcoming fiscal year. The current draft reflects a comprehensive estimate of the funding required to support acquisitions, operating supplies, building maintenance, and programming activities. Based on the proposed revenue projections, updated salary schedules have been prepared, including options for cost-of-living increases of 3% and 4% for staff, along with recommended salary adjustments for employees who have assumed additional responsibilities and expanded roles. Additionally, the proposed salary plan includes funding for a full-time Archivist position, which has remained vacant since Laura Carroll was appointed Assistant Director in January 2022. Mr. Werner encouraged the Trustees to review the budget materials in advance of the May Board Meeting and to be prepared to share their feedback, suggestions, and recommendations regarding the 2026–2027 Annual Budget.

ELEVATOR OPTION DISCUSSION

At last month's board meeting, Matyskiela & Grant, Architects & Engineers, presented their two design options for the Trustees to consider for the Library's elevator and restroom upgrades. Option 1 involved installing an elevator within the existing Children's Department, which would be more disruptive to interior spaces and carry potential risks for additional structural costs.

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Option 2 proposed constructing an exterior addition at the 16th Street entrance to create a dedicated elevator lobby, offering less disruption, improved construction flexibility, and enhanced wayfinding by locating the stairs and elevator together. After consideration of the scope, cost, and overall impact of each option, Mr. Marquart recommended selecting Option 2. Mrs. Harshman shared she agrees with Mr. Marquart, expressing that Option 2 would utilize underused space and preserve the size of the Children’s Department. Mr. Marquart moved to accept Matyskiela & Grant’s Option 2 design proposal for the replacement of OCPL’s elevator and restroom upgrades. Mr. Phillips seconded the motion.

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

RENEWAL OF WESBANCO OPERATING CD

Ms. Berisford said a copy of the WesBanco CD maturity notice was distributed prior to the meeting, along with a spreadsheet of rates and terms from local banks. After reviewing the available rates and terms for Certificate of Deposit accounts, Mr. Marquart moved to renew the CD at WesBanco for a term of seven months, at the rate of 3.75%. Mrs. Harshman seconded.

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

There being no further business, Mr. Marquart moved to adjourn the meeting at 4:39pm. Mrs. Harshman seconded the motion.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant