



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2025
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 January 15, 2025, Board Meeting Minutes as tendered. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,862.70
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		341,937.63
WesBanco Operating Money Market Savings		794,384.08
WesBanco UOVHR Fund Account Checking		9,180.30
Main Street Bank Archive Nonprofit Savings		48,792.54
WesBanco Operating CD		119,397.57
Main Street Bank Operating CD		119,608.62
Main Street Bank Capital CD		118,132.85
TOTAL	\$	1,553,296.29

Revenue received: January 2025

County Commission	\$	19,907.22
Board of Education		60,560.00
State Basic Grants-in-aid		55,816.00
Overdue Fees		203.53
Photocopies		813.90
Contributions		15,959.77
Interest Earned		971.32

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Endowment Interest		8,129.68
Book Sale		100.24
Out of State Patrons		20.00
CNX Royalties		189.56
Retail Items		118.00
UOVHR CR		23.00
	TOTAL	\$ 162,812.22

CONTRIBUTIONS:

General Contributions

Widow's Mite Fund Trust Committee	\$	500.00
Bellaire High School – For Adult Programming		20.00
Judge & Mrs. Frederick Stamp, Jr. - \$2000 for LWB; \$2,000 for Operating Expenses		4,000.00
Hess Family Foundation – For Teen Reading Area		10,000.00
Cynthia Hearne Darling		1,000.00
Elisabeth Slater & SNT Co. – Donor Advised Fund		250.00
Anonymous		189.77
	TOTAL	\$ 15,959.77

INVOICES:

January 2025 Operating #2 Account	\$	105,503.79
January 2025 Transfer to Payroll		48,794.26
January 2025 Operating #2 Account Voided EFT	-	2,356.00
	TOTAL	\$ 151,942.05

WARRANTS:

January 2025 Operating #2 Account	\$	105,503.79
Warrants #34160 - 34214		
January 2025 Transfer to Payroll		48,794.26
January 2025 Operating #2 Account Voided EFT	-	2,356.00
	TOTAL	\$ 151,942.05

VERIFICATIONS:

Total Operating Balances as of November-December 2024	\$	795,898.84
+ January 2025 Revenue		162,812.22
- January 2025 Expenditures		151,942.05
	SUBTOTAL	\$ 806,769.01
WesBanco Bank Operating CD		119,397.57
Main Street Bank Operating CD		119,608.62
Main Street Bank Capital CD		118,107.77
	CD SUBTOTAL	\$ 357,113.96
Capital Balances as of November-December 2024		331,463.48

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Archive Fund Balances as of November-December 2024	48,792.54
UOVHR Fund Balances as of November-December 2024	9,157.30
TOTAL	\$ 1,553,296.29

INVOICES AND WARRANTS: Mrs. Harshman moved to approve the January Financial Report as presented. Mr. Phillips seconded.

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: There was no public input/presentations.

ANNOUNCEMENTS: The Children’s Department’s Annual Awesome Author Award Ceremony will be held tonight at 7pm. Ms. Kastigar said the trustees are welcome to attend if their schedules allow. Carrie Leib, Head of Youth Services, has once again combined the program into one event this year. Ms. Kastigar said the Ms. Leib is expecting quite a crowd of third, fourth, fifth and six-grade students and their families this evening.

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

The Ohio County Board of Education’s January and February tax distributions, each totaling \$60,560, have been received. The November and December tax distributions from the Ohio County Commission, in the total amount of \$19,907.22, have also been received.

Julia Bachmann, Outreach Services Specialist, was successful in obtaining a grant from the Department of Arts, Culture, and History and the WV Commission on the Arts in the amount of \$1,542. The grant was utilized to purchase supplies for the recent knitting and crochet classes held at the Library. Ms. Kastigar said grants like this one are greatly appreciated as they allow OCPL to provide free programming to our patrons, allowing equal access for all.

Erb Electric has completed the agreed upon electrical work. The outlets on the main floor of the building have been repaired or replaced. The remaining fluorescent fixtures have been replaced or converted to LED. Ms. Kastigar said the Vitalie Auditorium lighting has also been replaced, and proper dimmer switches have been installed. Since it was such a wide-ranging project, she added that the project was a very positive experience as Erb worked quickly and efficiently to remain on schedule.

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The carpeting project on the main floor began on February 1. Zambito Flooring America installers have been working their way across the Library and hope to have the installation completed by the end of the month.

The Volunteer Income Tax Assistance (VITA) program began preparing tax returns on January 27. All VITA activity is taking place in the Library's lower level. Intake interviews are being conducted in the storage area across from the Vitalie Auditorium, and the client reviews are being held in the Meeting Room. Ms. Kastigar said everything seems to be going well so far.

Michael Brambila was hired to fill the vacant Youth Services Specialist position and began work this morning. Mr. Brambila has a Bachelor's degree in musical theatre from Chico State University and has several years of experience working with Pre-K and elementary school students. As part of the application process, Mr. Brambila led one of the Library's storytimes and received overwhelmingly positive reviews from the parents and guardians who attended. Ms. Kastigar said he will be primarily visiting schools and reading to the students, encouraging and promoting use of the Library.

OLD BUSINESS: There was no old business.

NEW BUSINESS

DISCUSSION OF NEXT MONTH'S ELECTION OF OFFICERS

Mr. Werner stated that he would be willing to continue to serve as Chairman of the Board of Trustees. Mr. Marquart said that he would be willing to continue as Secretary/Treasurer.

PROPERTY & LIABILITY INSURANCE & AUTO INSURANCE RENEWAL

Ms. Kastigar said she has been in contact with Barbara Eikleberry from WesBanco Insurance Services to discuss the upcoming 2025-2026 renewal of the Library's property, liability, and auto insurance. Ms. Eikleberry stated that the renewal premium for the commercial package insurance, which includes auto coverage, will be \$19,783. Ms. Kastigar said this will be an overall increase of \$1,543 from last year. Ms. Kastigar said Ms. Eikleberry informed her that OCPL's current insurance provider, Encova, continues to offer the most competitive rates and recommended approving the renewals. After discussion, Mr. Marquart moved to approve the renewal quote from WesBanco Insurance Services for the commercial package policy and the commercial umbrella policy from Encova. Mrs. Harshman seconded.

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

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Mr. Werner then changed the order of the Agenda to discuss the renewal of the Operating CD and the replacement of the Reference Desk before the policy discussions.

WESBANCO OPERATING CD RENEWAL

Ms. Berisford said a copy of the WesBanco Operating CD maturity notice was included in this month's board packet. She added that a spreadsheet of rates and terms from Wheeling area banks was distributed before the meeting. While this CD does not mature until March 8, the grace period to adjust terms will expire before the March board meeting. After reviewing the available rates and terms for Certificates of Deposit accounts, Mr. Marquart moved to allow the WesBanco Bank Operating CD to renew at a rate of 4.25%, with a term of 7 months. Mrs. McCamic seconded.

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

REPLACEMENT OF THE REFERENCE DESK

The replacement of the Reference Desk was included in the Library's Capital Improvements list for this year. Ms. Kastigar said she and Laura Carroll, Assistant Director, have been researching various options to replace the current desk, which has begun to fall apart. After consulting with the Reference Staff, Ms. Carroll prepared two proposals that would be suitable to replace the current desk. Ms. Kastigar said the proposals were distributed prior to the meeting. After reviewing and discussing the proposals, Mrs. McCamic moved to purchase the Russwood Rover Desk option from The Library Store in the amount of \$14,400 to be paid from the Capital Account. Mr. Marquart seconded the motion.

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

DISCUSSION OF PROPOSED PERSONAL PROPERTY POLICY & LOST AND FOUND POLICY

Ms. Kastigar stated that drafts of the proposed Personal Items Policy and Lost & Found Policy were included in this month's board packet. She added that she also shared the policy drafts with the trustees via email and copies of the edited drafts were distributed before the meeting. The trustees then reviewed and discussed the policies. After much discussion and sharing their suggestions, Mr. Marquart moved to approve the Personal Property and Lost and Found policies as presented with the discussed amendments. Mr. Phillips seconded.

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

With the addition of the newly approved policies, Mr. Werner asked which of the remaining policies to be reviewed take precedence. Ms. Kastigar said she would like to address the Patron Polices, Section 10 – Confidentiality of Library Records. She said this policy merely needs a few changes and could be addressed quickly. Mr. Werner suggested sharing the revisions of the policy prior to the March board meeting to allow the trustees to review the changes in time for discussion.

There being no further business, Mr. Marquart moved to adjourn the meeting at 5:04 pm. Mr. Phillips seconded.

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

Respectfully submitted,



Amanda Berisford
Administrative Assistant