



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 21, 2024
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie McCamic, Board Chairman; Greg Marquart, Secretary/Treasurer; Tony Werner, Edward Phillips

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

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

MINUTES: Mr. Marquart noted an error in the January 17, 2024, board meeting minutes. In the Director’s Report when Ms. Kastigar reported on the annual disbursement from the WesBanco Endowment Fund, it was recorded that the dividends on the account were to be reinvested. Mr. Marquart clarified that the long and short-term gains would be reinvested into account. Mr. Marquart moved to approve the January 17, 2024, board meeting minutes with the corrections named. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,833.96
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		371,762.96
WesBanco Operating Money Market Savings		753,485.83
WesBanco UOVHR Fund Account Checking		10,816.84
Main Street Bank Archive Nonprofit Savings		37,188.03
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		113,842.93
Main Street Bank Capital CD - B		114,501.11
TOTAL	\$	1,519,537.30
 Revenue received: January 2024		
County Commission	\$	-
Board of Education		55,822.58
State Basic Grants-in-aid		55,816.00

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Fines		207.07
Photocopies		473.45
Contributions		390.70
Interest Earned		1,003.51
Endowment Interest		14,298.09
Book Sale		65.00
Out of State Patrons		25.00
Other:		48,254.91
Operating Supply CR	408.00	
UOVHR CR	5.00	
Book CR	46.76	
WVLS LSTA Grant	44,967.47	
Telephone CR	466.39	
CNX Royalties & Interest	907.13	
Operating CD Interest	1,454.16	
	TOTAL	\$ 176,356.31

CONTRIBUTIONS:

Memorial Contributions:

In Memory of Robert "Bob" Yeager		\$ 50.00
Barbara & Daniel Samples		

General Contributions

Grover J. Robbins		50.00
U.S. Charitable Trust		250.00
Anonymous		40.70

TOTAL \$ 390.70

INVOICES:

January 2024 Operating #2 Account		\$ 93,824.90
January 2024 Transfer to Payroll		45,030.59
January 2024 Capital Fund		160,304.66
	TOTAL	\$ 299,160.15

WARRANTS:

January 2024 Operating #2 Account		\$ 93,824.90
Warrants #33513 - #33559		
January 2024 Transfer to Payroll		45,030.59
January 2024 Capital Fund		160,304.66
Warrant #668		
	TOTAL	\$ 299,160.15

VERIFICATIONS:

Total Operating Balances as of December 2023		\$ 721,571.47
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+ January 2024 Revenue			176,356.31
-January 2024 Expenditures			299,160.15
	SUBTOTAL	\$	598,767.63
United Bank Operating CD			115,074.34
Main Street Bank Operating CD			112,420.07
Main Street Bank Capital CD			114,501.11
	CD SUBTOTAL	\$	341,995.52
Capital Balances as of December 2023			530,780.60
Archive Fund Balances as of December 2023			37,181.71
UOVHR Fund Balances as of December 2023			10,811.84
	TOTAL	\$	1,519,537.30

INVOICES AND WARRANTS: Mr. Marquart moved to approve the January 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/presentations.

ANNOUNCEMENTS: There were no announcements.

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

The 2023-2024 automation software maintenance reimbursement grant from the WV Library Section has been received for \$23,286.37. The WVLS has also distributed the 2021-2022 reimbursement grant, which totaled \$21,681.10. The December 2023 tax distribution from the Ohio County Commission has been received in the amount of \$5,542.01. The Ohio County Board of Education February 2023 tax distribution, totaling \$55,822.58, has also been received.

Ms. Kastigar said she attended the second organizational meeting of the Friends of the Library on January 22, and a third organizational meeting was held on February 5. Laura Carroll, Assistant Director attended the February 5th meeting and reported that the Friends of the Library passed their Meeting Bylaws and elected officers. The Officers include Chuck Julian, President; Julie Coraccio, Vice President; David Javersak, Secretary; Jeanne Finstein, Treasurer; Brigitte Mazure, Director; Michael Hires, Director; and Chris Villamagna, Director. The next meeting of the executive committee will be on February 26.

Mansuetto Roofing has replaced the Firestone overlapping pieces on the Library roof that were subject to a recall. Ms. Kastigar said there was no cost incurred for the project as the roof is still under warranty.

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OCPL's new slate of children's programming began on February 1. Attendance at all programs has increased. Most notably, the inaugural Music and Movement program, held on Wednesdays at 10:30 am, attracted a total of 60 participants. The Family Story Time held on Thursday, February 1, before the Pups and Pucks outing at WesBanco Arena, was attended by 44 children who came to meet Clifford the Big Red Dog. Ms. Kastigar also shared a copy of a recent post from the Ohio County Schools Facebook page which featured a very nice article about Sarah Cribbs, Head of Youth Services, and Carrie Leib, Youth Services Specialist.

The People's University Yoga series continues to be extremely popular, and the February 15 class was at capacity, with 42 attendees. The final program will be held on February 22, but the Library has received several requests to continue to offer free yoga classes. Ms. Kastigar said that there may be opportunities to apply for grants that would allow OCPL to continue to offer yoga classes in the future.

On February 26, a new Wheeling Reads program will be conducted by Sean Duffy, Adult Programming Coordinator. The featured title will be "Ulysses" by James Joyce. Ms. Kastigar said that participants will be reading the book over the next four months and the program will conclude with Wheeling's first-ever Bloomsday celebration. The program finale will feature a walking tour of Leopold Bloom's Dublin led by Patrick Hastings, author of "The Guide to James Joyce's Ulysses" and curator of ulyssesguide.com. The Library's Bloomsday program will also feature dramatic readings, trivia, music, food, and a celebration of the general genius of James Joyce.

The installation of the RFID system and security gates is almost complete. The countertop self-checkout computer for the Children's Department is still in transit from the manufacturer. When the unit is delivered, it will be fully programmed to the Library's specifications and will be ready for immediate use. Desroy Rodney, Envisionware Installation Specialist, was onsite during the installation of the RFID system and Ms. Kastigar said training went smoothly.

Included in this month's board packet was a copy of the Library's Levy FAQ sheet that is currently featured on OCPL's website. Mr. Werner commended the compilation of the fact sheet. Ms. Kastigar said it was a group effort as she consulted with several staff members to ensure that the information sheet was comprehensive and easy to understand.

The finalists have been chosen in the Library's Library Card Artist Series. Ms. Kastigar said the winners were Logan Schmitt, Natalie Kovacs, and Elisha Rush. She explained that each artist has designed art pieces that will be printed on OCPL's new library cards, and their designs will also be used for in-house marketing items such as bookmarks and stickers. Ms. Kastigar said the Library received sponsorship for the project from the City of Wheeling Arts & Culture Commission and Wheeling National Heritage Area Corporation and the artists' submissions needed to be based on one of WHNAC's "Themes of History and Development." She shared samples of the finalists' art and distributed a draft of the Licensing Agreement for the trustees to

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review. After reviewing the document, Mr. Werner recommended adding a statement that any dispute of OCPL’s Licensing Agreement would be resolved in the Circuit Court of Ohio County.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS:

DISCUSSION OF NEXT MONTH’S ELECTION OF OFFICERS

Mrs. McCamic stated that she would like to retire as Chairman of the Board of Trustees and does not wish to continue as a board officer. Mr. Marquart said that he would be willing to continue as Secretary/Treasurer and recommended Mr. Werner for the Chairman position.

REQUEST LETTERS TO OCC AND OCS

Ms. Kastigar said drafts of the funding request letters to be sent to the Ohio County Commission and the Ohio County Board of Education were included in this month’s board packet. After discussion, the trustees approved the drafts of the funding request letters. Ms. Kastigar stated that they would be mailed to the OCC and OCBOE next week.

PROPERTY & LIABILITY INSURANCE AND AUTO INSURANCE RENEWAL

Ms. Kastigar said she has been in contact with Jim Williams from WesBanco Insurance Services to discuss the upcoming 2024-2025 renewal of the Library’s property, liability, and auto insurance. Barb Eikleberry of WesBanco Insurance contacted Ms. Kastigar once they received the renewal quote from Encova. Ms. Eikleberry stated that the renewal premium for the commercial package insurance, which includes auto coverage, will be \$18,236, an increase of 6% from last year. The umbrella renewal premium will be \$1,069, an overall increase of 4% for the expiring premium. Ms. Eikleberry also informed Ms. Kastigar that the Library’s general liability deductible has been changed to \$1,000, based upon the new Library of Things Collection which includes tools that are available to be loaned to patrons. Mr. Williams informed Ms. Kastigar that OCPL’s current insurance provider, Encova, continues to offer the most competitive rates and recommended approving the renewals. After discussion, Mr. Werner moved to approve the renewal of the commercial package policy and the commercial umbrella policy from Encova. Mr. Marquart seconded.

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

RSQP ESTIMATE FOR LIBRARY VAN WRAP

An estimate from Rich & Shirley’s Quickprint was included in this month’s board packet to install OCPL decals and a vinyl wrap on the Library’s new Outreach Services minivan. The quote includes the design fee as well as the installation costs. Ms. Kastigar said the quote also

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includes a proof of the final design. After reviewing the estimate, Mr. Werner moved to approve the quote from Rich & Shirley’s Quickprint to install a van wrap on OCPL’s minivan in the amount of \$4,306.25 to be paid from the Capital Account. Mr. Marquart seconded.

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

PLAY SET AND STORAGE FOR CHILDREN’S DEPARTMENT

A proposal from Sarah Cribbs, Youth Services Specialist, was also included in this month’s board packet regarding the purchase of a play set and storage unit for the Children’s Department. After her first week at OCPL, Ms. Cribbs approached Ms. Kastigar about adding a “play area” to the Children’s Department. Ms. Kastigar is seeking to purchase the Kitchen Corner Play Set and the Locking Low Storage Unit from Community Playthings. Mr. Marquart said he was in favor of adding a play area to the Children’s Department. Mr. Werner said he was also in favor of purchasing the play set and storage unit, however, he would like to ensure that the products are safe and have received positive product reviews. Ms. Kastigar said she would research both items to make sure they would be safe to add to the Children’s Department. Mr. Marquart moved to approve the purchase of the Play Set and Storage Unit for the Children’s Department, contingent upon positive product reviews, in the amount of \$2,470 to be paid from the Capital Account. Mr. Phillips seconded.

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

There being no further business, Mr. Werner moved to adjourn the meeting at 5:09 pm. Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant