



**MINUTES
BOARD OF TRUSTEES MEETING
SEPTEMBER 17, 2025, 2025
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer (via phone); 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; Julie Shank & Robert Becerra of WesBanco Trust & Investment Services

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

Mr. Werner changed the order of the Agenda so that Julie Shank and Robert Becerra could give their presentation on the Library's Endowment Trust Account.

NEW BUSINESS

PRESENTATION ON WESBANCO ENDOWMENT TRUST ACCOUNT

Mr. Becerra distributed copies of the annual report on OCPL's Endowment Trust Account to the Trustees. He then provided an economic overview. Mr. Becerra stated the Federal Reserve decided today to lower their benchmark interest rate by a quarter percentage point, citing weakness in the labor market. The officials decided it was time to cut rates after holding them steady since December amid concerns over tariff-driven inflation. Mr. Becerra said the effect of the tariffs has not significantly impacted investments. He added that by the end of the final quarter of the year, the full impact of the tariffs may finally begin to have an effect. Mr. Becerra said OCPL's Trust Account is performing as expected and reviewed the Performance Summary Report, Performance Detail Report, and Portfolio Holdings Report from 1/1/08 to 8/31/25 (see attached). Ms. Shank then distributed the Administrative Overview detailing the 12 Quarter Rolling Average Analysis used to determine OCPL's required annual distribution per the Trust Agreement. Ms. Shank reported that the Library's current rate of withdrawal remains at 2.5% and would not draw on the Account's principal. Mr. Werner thanked Ms. Shank and Mr. Becerra for their presentation, and they left the meeting at 4:25pm.

MINUTES: Mrs. McCamic moved to approve the Board Meeting Minutes of August 20, 2025, as presented. Mr. Phillips seconded the motion.

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

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Mr. Phillips	YES
Mrs. Harshman	YES

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,545.78
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		324,825.69
WesBanco Operating Money Market Savings		441,394.25
WesBanco UOVHR Fund Account Checking		8,127.28
Main Street Bank Archive Nonprofit Savings		48,820.88
WesBanco Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
TOTAL	\$	1,189,989.46

Revenue received: August 2025

County Commission	\$	40,874.53
Board of Education		-
State Basic Grants-in-aid		55,816.00
Overdue Fees		348.90
Photocopies		508.25
Contributions		131.95
Interest Earned		703.01
Endowment Interest		-
Book Sale		50.50
Out of State Patrons		50.00
CNX Royalties		-
Retail Items		68.50
UOVHR CR		33.00
Building Maintenance CR		900.00
Telephone CR		199.60
Treasury-Miscellaneous (Ohio Co. Commission)		691.60
Archive Fund Interest (July 2025)		4.14
TOTAL	\$	100,379.98

CONTRIBUTIONS:

In Honor/Memorial Contributions

Cole Elliott	\$	50.00
In memory of Margaret Leona Wilkinson		

General Contributions

Julia Ann Mennillo		50.00
Anonymous		31.95
TOTAL	\$	131.95

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INVOICES:

August 2025 Operating #2 Account	\$	121,814.51
August 2025 Transfer to Payroll		51,667.06
August 2025 Capital Fund		5,920.34
TOTAL	\$	179,401.91

WARRANTS:

August 2025 Operating #2 Account	\$	121,814.51
Warrants #34367, #34558-34614		
August 2025 Transfer to Payroll		51,667.06
August 2025 Capital Fund		5,920.34
Warrants #717- #719		
TOTAL	\$	179,401.91

VERIFICATIONS:

Total Operating Balances as of July 2025	\$	517,359.36
+ August 2025 Revenue		100,379.98
- August 2025 Expenditures		179,401.91
SUBTOTAL	\$	438,337.43
WesBanco Bank Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
CD SUBTOTAL	\$	364,275.58
Capital Balance as of July 2025		330,465.53
Archive Fund Balance as of July 2025		48,816.74
UOVHR Fund Balance as of July 2025		8,094.28
TOTAL	\$	1,189,989.46

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

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a letter from Margaret Warren, a long-time patron and faithful attendee of OCPL's Lunch with Books program. In her letter, Mrs. Warren addressed the Board of Trustees and expressed her concerns about the quality of sound in the auditorium since the carpeting was removed.

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Ms. Kastigar acknowledged her awareness of the sound system issues and stated she is collaborating with Yahn Electric to gain access to the software required for adjusting the sound mixer. Additionally, she recommended the installation of sound panels in the Vitalie Auditorium to help dampen reverberation and improve sound quality.

Ms. Kastigar also shared that Trey Dunlevy, of Yahn Technology Fire Security, visited OCPL after the previous week's Lunch with Books program and performed adjustments to the sound system. Following Mr. Dunlevy's adjustments, a noticeable improvement in sound quality was noted. However, with full access to the mixer, staff will be able to make real-time adjustments during programs, if necessary. Ms. Kastigar expressed hope that these actions would be the first steps toward improving sound quality for our patrons.

ANNOUNCEMENTS: There were no announcements.

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

The July distribution of \$37,131.40 and the August distribution totaling \$331,649.86 has been received from the Ohio County Commission. The Ohio County Board of Education's July distribution of \$30,518.45 was also received.

The final payment from the Estate of Harold Vitalie, \$5,858.20, has been received and will be deposited into the Capital Account.

The Oglebay Institute asked OCPL to partner with them to promote Towngate Theatre's production of Agatha Christie's murder mystery play, "The Mousetrap." To promote the production, patrons were furnished with instructions for a scavenger hunt in the Library. Once the hunt was completed, two names were drawn, and each won a pair of tickets to see the play.

Lillian Newton has been appointed as the new WV State Librarian. Ms. Newton holds a Bachelor of Arts degree from Shepherd University and a Master of Library Science from Clarion University of Pennsylvania. She has experience in public, academic, and archival libraries. Ms. Newton has led library youth services teams and recently managed the Lovettsville Library in Loudoun County. Ms. Kastigar added that Ms. Newton's career has focused on connecting communities with library resources.

In October, OCPL will once again be taking part in the Oglebayfest parade. The Library van will be decorated, and staff will be walking along the route to distribute treat bags to the children. In addition, the Children's Department has planned story times to be held at Oglebayfest and Boo at the Zoo. On October 8th through 10th, several staff members will be attending the WVLA Fall Conference in Charleston.

The fall book sale has been scheduled for October 18th & 19th. The Friends of the Library will be having their preview event on October 16th, from 5 to 6:30pm.

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On Monday, September 22nd, the Library's main parking lot will be closed due to the replacement of the sewer lines running directly in front of the driveway. Ms. Kastigar said the utility workers may be able to have at least one lane open to the parking lot by Tuesday. However, they were unable to guarantee that it would be open, as they may unearth additional issues. With the current sidewalk replacement on 16th Street, access to the building will be very difficult. Mr. Werner suggested contacting the Wheeling Fire Department to determine if OCPL should close on Monday. He explained that, with all the construction surrounding the Library building, emergency services would have difficulty accessing the building if there is a problem. Ms. Kastigar said she would investigate the issue and speak with Sean Duffy, Head of Adult Programming, about the possibility of postponing the Lunch with Books program on Tuesday.

Schools in Ohio County have begun to submit their orders for books and educational materials. Ms. Kastigar said that several principals, media specialists, and teachers have expressed their appreciation that the Library has continued the program again this year.

Appalachian Tree Company is tentatively scheduled to begin work on the trees and shrubs on the Library grounds at the end of September.

The students from WV Northern Community College's education program have begun volunteering in the Children's Department. They will be assisting with programs throughout this semester and getting a firsthand lesson about providing library services to children.

On Tuesday, September 16th, OCPL's Teen Advisory Board held their first meeting. Carrie Leib, Head of Youth Services, organized the group to gather input on what library services teenagers and young adults would appreciate. Ms. Leib reported the first meeting was a success and the teens are excited. Regarding the new YA area, the teens have already begun collaborating and exchanging ideas through Pinterest to decorate and furnish their new space.

OLD BUSINESS:

ELEVATOR REPAIR/REPLACEMENT UPDATE

Ms. Kastigar reported on the ongoing efforts to address the possible repair or replacement of OCPL's elevator. She has received proposals from both the Mills Group and M&G Architects and distributed copies to the trustees prior to the meeting. Chris Clark of the Mills Group outlined a thorough set of possibilities, including retrofitting, modernizing, custom fitting, or relocating the elevator. While M&G also presented their recommendations, their proposal was not as detailed as the Mills Group's proposal. Mr. Werner recommended contacting M&G to obtain a more comprehensive proposal. Ms. Kastigar said she would continue gathering information on the Library's options and provide an update at the October Board Meeting.

NEW BUSINESS (CONTINUED):

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FURNITURE FOR YA AREA

Ms. Kastigar stated that there are still funds available from the Hess Foundation donation for the Young Adult (YA) area and from the Friends of the Library's fundraiser for Children's Department furniture. Currently, \$4,817 remains from the total of the two donations.

After the meeting of the Teen Advisory Board, Ms. Leib shared the type of furniture the teens would like for their new area. They selected two faux leather modular chairs and a seating bench from The Library Store. Ms. Kastigar said copies of the quote were distributed prior to the meeting. To offset the shipping charges, the trustees would need to approve an additional amount of \$137 for the furniture purchase.

After reviewing and discussing the quote, Mrs. Harshman voted to approve the purchase of the new YA furniture in the amount of \$4,954, 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

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:11 pm. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford

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Administrative Assistant