



**MINUTES  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 11, 2019  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Sister Mary Clark, Edward Phillips

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:** Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services

**CALL TO ORDER:** Mrs. McCamic called the meeting to order at 4:20 p.m. and changed the order of the meeting so that Robert Becerra and Janet Shelburne of Wesbanco Trust and Investment Services could give their presentation on the Library's Endowment Trust.

**NEW BUSINESS**

**ANNUAL UPDATE ON OCPL'S ENDOWMENT TRUST - WESBANCO**

Mr. Becerra presented the annual report on the Ohio County Public Library's Endowment Trust Fund. He distributed a Performance Summary Report, Performance Detail Report, and a Portfolio Holdings Report from 1/1/08 to 7/31/19 (see attachments). Mr. Becerra provided an economic overview of the current market and then reviewed the Library's portfolio performance and holdings for the trustees. He noted that WesBanco is continuing to reduce the Library's Wesmark holdings as requested by the trustees in 2017. He said the remaining Wesmark holdings in the portfolio only account for 20% of OCPL's portfolio holdings. Mr. Becerra said the Library has a balanced portfolio and the economic outlook for the rest of the year looks positive. Mr. Marquart stated the Library's investments appear to be doing very well, and the overall performance numbers look very good. Mrs. McCamic thanked Mr. Becerra and Ms. Shelburne for their presentation. Mr. Becerra and Ms. Shelburne left the meeting at 4:35 p.m.

**MINUTES:** Mr. Werner motioned to approve the August 14, 2019 board meeting minutes as presented. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

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**FINANCIAL REPORT:**

Operating Account #2 Checking	\$	17,492.66
Payroll Account Checking		-
Capital Money Market Savings		82,461.86
Operating Money Market Savings		516,354.41
Operating CD – Main Street Bank B		108,905.22
Operating CD – First Choice A		106,264.84
Capital CD – United Bank #1		107,382.60
<b>TOTAL</b>	<b>\$</b>	<b>938,861.59</b>

**Revenue received: August 2019**

County Commission	\$	-
Board of Education		66,622.00
State Basic Grants-in-aid		-
Fines		825.91
Photocopies		864.80
Contributions		134.45
Interest Earned		86.74
Book Sale		127.50
Out of State Patrons		30.00
Other: Operating Supply CR – 32.60		32.60
<b>TOTAL</b>	<b>\$</b>	<b>68,724.00</b>

**OPERATING CONTRIBUTIONS**

Mike Hopper – Donation	\$	100.00
Anonymous		34.45
<b>TOTAL</b>	<b>\$</b>	<b>134.45</b>

**INVOICES**

August 2019 Operating #2 Account	\$	63,011.90
August 2019 Operating #2 ACH WesBanco BillPay		32.20
August 2019 Transfer to Payroll		43,570.62
August 2019 EFTPS Deposit		19,809.10
August 2019 ACH Debit (Retirement)		8,545.57
August 2019 EFT (WV State Tax)		1,763.00
August 2019 EFT (OH State Tax)		378.00
August 2019 Capital Account		3,287.50
<b>TOTAL</b>	<b>\$</b>	<b>140,397.89</b>

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**WARRANTS**

August 2019 Operating #2 Account Warrants #30447 - #30502	\$	63,011.90
August 2019 Operating #2 ACH WesBanco BillPay		32.20
August 2019 Transfer to Payroll		43,570.62
August 2019 EFTPS Deposit		19,809.10
August 2019 ACH Debit (Retirement)		8,545.57
August 2019 EFT (WV State Tax)		1,763.00
August 2019 EFT (OH State Tax)		378.00
August 2019 Capital Account Warrant #611		3,287.50
<b>TOTAL</b>	<b>\$</b>	<b>140,397.89</b>

**VERIFICATIONS**

Total <b>Operating Balances</b> as of July 2019	\$	602,240.83
+ August 2019 Revenue		68,724.00
-August 2019 Expenditures		140,397.89
<b>SUBTOTAL</b>	<b>\$</b>	<b>530,566.94</b>
Operating CD Main Street Bank B		108,905.22
Operating CD First Choice A		106,264.84
Capital CD United Bank #1		107,382.60
<b>CD SUBTOTAL</b>	<b>\$</b>	<b>322,552.66</b>
<b>Capital Balances as of July 2019</b>		<b>85,741.99</b>
<b>TOTAL</b>	<b>\$</b>	<b>938,861.59</b>

Ms. Thomas distributed the August 2019 investment statements from WesBanco and Security National Trust. Mr. Phillips motioned to approve the August 2019 Financial Report as presented. Mr. Werner seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

**PUBLIC INPUT/PRESENTATION:**

Ms. Thomas said she received a thank you letter from Larry Bandi, Wheeling Catholic Central High School President, and included a copy of the letter in this month's board packet. In the

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letter, Mr. Bandi expressed his thanks to OCPL for the purchase of educational materials for the school.

**ANNOUNCEMENTS:**

There were no announcements.

**DIRECTOR'S REPORT**

Ms. Thomas reported on the following:

The July 2019 tax revenue check was received from the County Commission in the amount of \$74,502.19. Ms. Thomas added that the August 2019 tax revenue check from the Board of Education was also received in the amount of \$66,617.00.

OCPL was selected by the Community Foundation of the Ohio Valley's Wheeling Auto Club Fund to receive a grant in the amount of \$3,500 for general support.

Due to the impending closure of Ohio Valley Medical Center, the Library was contacted by Mary McKinley, former Staff Nurse, Instructor, & Clinical Chair of the OVGH School of Nursing, on behalf of OVHG/MC's School of Nursing Alumni Association for assistance in temporarily storing photographs, records, and other historical items from the school. Ms. Thomas said Mary McKinley and Betty Jo Sproull created and maintained the OVGH/MC museum so most of the items are part of that collection. Ms. Thomas explained that OCPL is storing the materials until a permanent home is found for the collection, though hopefully some of the appropriate materials may eventually be added to the Library's Archival Collection.

On Monday, September 16, 2019, Mary Jo Guidi, Senator Joe Manchin's representative in the Northern Panhandle, will be visiting the Library to meet with any local concerned citizens as part of the Senator's Community Connections Program.

Parsons Yard Care Management was contacted to schedule the annual fall clean-up of the Library grounds. They trim the hedges and clean the grounds.

LaRoche Tree Service was contacted for a quote to trim the two Redbud trees in OCPL's main parking lot.

Wilson Blacktop was called to inquire about the start date of the Library's repaving project for the two parking lots. They are scheduled to begin a large paving project in Moundsville on October 7 that will require approximately 20 days to complete. Daniel Angalich said they should

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be able to begin the Library's project on November 11 if the weather does not interfere with their schedule.

The annual WV Deli Consortium meeting is scheduled for October. At the annual meeting the election of officers is held. In addition, the members will also be discussing the proposal from Baker & Taylor to convert the consortium's entire collection to the company's Axis 360. The members will have to decide if they want to do this conversion. One of the drawbacks is that Axis 360 limits the types of e-reader devices that can be used with its platform. This lack would severely limit the libraries' patrons in reading e-books because most of OCPL's e-book readers currently use devices that would not work in Axis 360.

WVLA's Annual Fall Conference will be held on October 16 – 18 at the Clarion Hotel in Shepherdstown.

OCPL's new website platform and smartphone app launched the week of August 26. There are some minor issues with the app but Erin Rothenbuehler, Web Administrator, is working with TSG to correct the issues.

Ms. Rothenbuehler attended the 2019 American Association for State and Local History in Philadelphia as a member of a panel discussion group. The panel discussion was suggested by staff members of the Heinz History Center and was based on their collaboration with OCPL and the Blair County Historical Society in Altoona, Pa for HHC's traveling World War II exhibit which was featured here last year.

Laura Carroll, Archivist, has been appointed to the West Virginia History & Archives Commission.

Sean Duffy, Adult Programming Coordinator, won Third Place in the Appalachian Writers Contest for his short story "Photograph." Mr. Duffy's short story will be published in an anthology, and he will attend an awards ceremony on September 26 at Shepherd University to accept his award.

Ms. Thomas distributed the August Service Report, the WV Deli statistical report, and the September 2019 Children's Department Report.

**OLD BUSINESS**

**OCPL POLICY REVIEW – PERSONNEL POLICIES**

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Ms. Thomas said that copies of the Personnel Policies Part 3 – Sections 1 thru 3 were included in this month’s board packet. She said the original copy included suggested revisions from herself and Mrs. McCamic. Sr. Mary Clark questioned Section 2 which pertains to promotions & retirement. She said the policy states that vacant positions may be advertised in local newspapers and local job service offices. Sr. Mary Clark asked whether that meant that all job openings must be advertised in those two venues. Ms. Thomas responded that the policy did not mean all open positions must be advertised in those ways. She said it depended on the position. Some job openings may be advertised “in-house” first and filled in that manner. Ms. Thomas said professional positions are advertised in professional listservs and by universities and state library agencies. After discussion, Sr. Mary Clark motioned to approve and adopt the revised Personnel Policies Part 3 – Section 1 thru 3. Mr. Phillips seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Ms. Thomas said that copies of the Personnel Policies Part 3 – Section 4 – Disciplinary Action/Causes and Procedures and Part 4 – Grievance Procedures was included in this month’s board packet along with a copy of Parkersburg Public Library’s Personnel Policy. She said she was originally in favor of changing OCPL’s Disciplinary Policy to one similar to Parkersburg’s Policy, but upon review, Ms. Thomas said she is in favor of keeping OCPL’s Disciplinary Policy and making any necessary revisions to it. Ms. Thomas distributed copies of OCPL’s current Policy with her recommended changes to the trustees.

Mr. Werner stated he is also in favor of keeping OCPL’s current Policy. He questioned the need for the Grievance Policy and asked if it was in place because the West Virginia Code considers public libraries to be quasi-public entities. Ms. Thomas said she would investigate the issue for the next board meeting. After discussion, Mrs. McCamic suggested reviewing Ms. Thomas’s proposed changes and then reviewing the Policy at the October board meeting.

**NEW BUSINESS**

**TSG PROPOSAL TO PURCHASE NEW SWITCH BOXES**

Ms. Thomas distributed a quote from Technology Services Group to purchase two Cisco Meraki switch boxes to replace OCPL’s failing switches. She said on Monday, one of the Library’s switch boxes failed and another had failed in August. Ms. Thomas said OCPL is currently using a switch box that is on loan from TSG until a replacement can be ordered. After reviewing

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TSG's proposal, Sr. Mary Clark motioned to approve the purchase and installation of two Cisco Meraki switch boxes in the amount of \$7,102.00 to be paid out of the Capital Account. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:27 p.m. Mr. Marquart seconded.

<b>VOTE:</b>	Mrs. McCamic	YES
	Mr. Marquart	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford  
Secretary/Bookkeeper