



**MINUTES
BOARD OF TRUSTEES MEETING
MAY 19, 2020
TUESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

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

MINUTES: Mr. Phillips motioned to approve the board meeting minutes of March 17, 2020. Mr. Werner seconded.

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

FINANCIAL REPORTS: Mrs. McCamic stated that due to the cancellation of the April board meeting, there are two financial reports to approve at this month's board meeting. Ms. Berisford distributed the March and April 2020 investment statements from WesBanco and Security National Trust.

MARCH 2020

WesBanco Operating Account #2 Checking	\$	3,556.54
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		86,891.72
WesBanco Operating Money Market Savings		582,951.62
Main Street Bank Archive Nonprofit Savings		15,000.00
Main Street Bank Operating CD - B		109,997.65
First Choice Operating CD - A		106,697.60
United Bank Capital CD - #1		108,468.25
TOTAL	\$	1,013,563.38

Revenue received: March 2020

County Commission	\$	-
Board of Education		66,617.00
State Basic Grants-in-aid		-

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

Fines		544.93
Photocopies		476.75
Contributions		498.24
Interest Earned		400.33
Book Sale		49.50
Out of State Patrons		35.00
Other: Operating Supply CR – 21.00, Book CR – 4.47, DVD CR – 60.00, Archive Contributions – 15,000.00		15,085.47
TOTAL	\$	83,707.22

OPERATING CONTRIBUTIONS

Amy Petrini – In memory of Craig Peyton	\$	20.00
Cynthia & Charles Sampson – In memory of Wilkes Kinney		50.00
Carole & Doug Bissett – In memory of Wilkes Kinney		50.00
Judge & Mrs. Frederick Stamp, Jr. - In memory of Wilkes Kinney		50.00
Frank Joanou - In memory of Wilkes Kinney		35.00
Denise A. Long - In memory of Wilkes Kinney		100.00
Wilfredo & Martha Tiu - In memory of Wilkes Kinney		50.00
Jerry & Nancy Wade - In memory of Wilkes Kinney		15.00
Kiwanis Club of Wheeling WV Inc. - In memory of Wilkes Kinney		100.00
Anonymous		28.24
TOTAL	\$	498.24

INVOICES

March 2020 Operating #2 Account	\$	82,528.06
March 2020 Operating #2 ACH WesBanco BillPay		31.60
March 2020 Transfer to Payroll		41,384.88
March 2020 EFTPS Deposit		12,848.96
March 2020 ACH Debit (Retirement)		8,087.95
March 2020 EFT (WV State Tax)		1,731.00
March 2020 EFT (OH State Tax)		319.00
March 2020 Capital Account		798.00
March 2020 Operating #2 Account Voided Checks	-	1,232.00
TOTAL	\$	146,497.45

WARRANTS

March 2020 Operating #2 Account	\$	82,528.06
Warrants #30884 - #30935		
March 2020 Operating #2 ACH WesBanco BillPay		31.60

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

March 2020 Transfer to Payroll		41,384.88
March 2020 EFTPS Deposit		12,848.96
March 2020 ACH Debit (Retirement)		8,087.95
March 2020 EFT (WV State Tax)		1,731.00
March 2020 EFT (OH State Tax)		319.00
March 2020 Capital Account Warrant #619		798.00
March 2020 Operating #2 Account Voided Checks Warrants #30884 - #30887, #30910	-	1,232.00
	TOTAL	\$ 146,497.45

VERIFICATIONS

Total Operating Balances as of February 2020	\$	663,545.53
+ March 2020 Revenue		83,707.22
-March 2020 Expenditures		146,497.45
	SUBTOTAL	\$ 600,755.30
Main Street Bank Operating CD - B		109,997.65
First Choice Operating CD - A		106,697.60
United Bank Capital CD - #1		108,468.25
	CD SUBTOTAL	\$ 325,163.50
Capital Balances as of February 2020		87,644.58
	TOTAL	\$ 1,013,563.38

Mr. Marquart motioned to approve the March 2020 Financial Report. Mr. Phillips seconded.

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

APRIL 2020

WesBanco Operating Account #2 Checking	\$	3,525.23
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		86,939.15
WesBanco Operating Money Market Savings		822,112.41
Main Street Bank Archive Nonprofit Savings		9,992.69
Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

United Bank Capital CD - #1		109,007.90
	TOTAL	\$ 1,249,209.13

Revenue received: April 2020

County Commission	\$	227,426.57
Board of Education		66,617.00
State Basic Grants-in-aid		56,603.00
Fines		-
Photocopies		44.75
Contributions		225.00
Interest Earned		372.09
Book Sale		-
Out of State Patrons		-
Other: Operating CD Int – 936.50, Capital CD Int – 539.65, Archive Contributions Ret'd Check – (5,000.00)		- 3,523.85
	TOTAL	\$ 347,764.56

OPERATING CONTRIBUTIONS

James & Charlene Stultz – In memory of Wilkes Kinney	\$	50.00
Yan Cai – In memory of Wilkes Kinney		100.00
Roger & Jenny Matz – In memory of Wilkes Kinney		50.00
The Howertons - In memory of Wilkes Kinney		25.00
	TOTAL	\$ 225.00

INVOICES

April 2020 Operating #2 Account	\$	44,914.40
April 2020 Operating #2 ACH WesBanco BillPay		32.20
April 2020 Transfer to Payroll		41,301.05
April 2020 EFTPS Deposit		12,816.60
April 2020 ACH Debit (Retirement)		8,247.73
April 2020 EFT (WV State Tax)		1,756.00
April 2020 EFT (OH State Tax)		320.00
April 2020 EFT (Unemployment Security)		2,720.83
April 2020 Archive Fund Returned Check Fee		10.00
	TOTAL	\$ 112,118.81

WARRANTS

April 2020 Operating #2 Account	\$	44,914.40
Warrants #30936 - #30973		

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

April 2020 Operating #2 ACH WesBanco BillPay		32.20
April 2020 Transfer to Payroll		41,301.05
April 2020 EFTPS Deposit		12,816.60
April 2020 ACH Debit (Retirement)		8,247.73
April 2020 EFT (WV State Tax)		1,756.00
April 2020 EFT (OH State Tax)		320.00
April 2020 EFT (Unemployment Security)		2,720.83
April 2020 Archive Fund Returned Check Fee		10.00
	TOTAL	\$ 112,118.81

VERIFICATIONS

Total Operating Balances as of March 2020		\$ 586,508.16
+ April 2020 Revenue		347,764.56
-April 2020 Expenditures		112,118.81
	SUBTOTAL	\$ 822,153.91
Main Street Bank Operating CD - B		109,997.65
First Choice Operating CD - A		106,697.60
United Bank Capital CD - #1		108,468.25
	CD SUBTOTAL	\$ 325,163.50
Capital Balances as of March 2020		86,891.72
Archive Fund Balances as of March 2020		15,000.00
	TOTAL	\$ 1,249,209.13

Mr. Marquart referred to the Deposits and Adjustment Register for the Archive Fund that was included in this month's board packet. He noted that a recent donation to the Archive Fund was returned for insufficient funds. Ms. Berisford stated that the \$5,000 donation from the Hoffman Foundation account did not have sufficient funds available at the time of deposit. She said Ms. Thomas is working with the law firm of Herndon, Morton, Herndon & Yaeger to correct the oversight. Mr. Marquart motioned to approve the April 2020 Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

ANNOUNCEMENTS:

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

Due to personal reasons, Cheryl Harshman was unable to attend this month's board meeting.

The quarterly WV Deli meeting was held on April 21 via Zoom.

A meeting was held on May 13 with the Library's department heads to discuss the reopening of the Library as well as the upcoming Summer Reading Program. Due to the COVID-19 pandemic, OCPL will be changing its summer reading theme from a neighborhood theme to "Reading Can Take You Places." Ms. Thomas said this year's Summer Reading Program is set to begin on Monday, June 8 and it will be an entirely online program this year. She said that patrons will be able to participate through the recent addition of READSquared, an online software program designed for both summer reading and other book reading programs in libraries. Sean Duffy, Adult Programming Coordinator, has planned a People's University series that will be streamed through Facebook Live and YouTube based on the summer reading theme of visiting various countries and being introduced to a sampling of their literature and language. The finale of this People's University Series will be a Geography Bee program with prizes of gift certificates from local businesses. Ms. Thomas said Mr. Duffy is planning an introductory video for June 4 to be broadcast on Facebook Live and YouTube that will outline the plan and schedule for OCPL's Adult Summer Reading Program and People's University series. She said she can also share Mr. Duffy's tentative schedule with the trustees.

A "Special Pandemic Issue" of the *Upper Ohio Valley Historical Review* was released exploring Wheeling's history with past pandemics, particularly the Flu Epidemic of 1918. Ms. Thomas said the board members should have received their personal copies in the mail. She said this UOVHR is the first issue completely produced by the Library. She shared a congratulatory note from Lester C. Hess written to Sean Duffy on this "maiden issue."

Ms. Berisford distributed the April 2020 WV Deli Statistical Report and the updated Web and Social Media statistics.

Mr. Werner referred to the Adult Programming and Local History Report dated April 9, 2020 – May 13, 2020. He questioned the Average Video Watch Time and asked how it was calculated. Mr. Marquart said that the total number of viewers is not listed. Ms. Thomas said the total number of people who watched the entire program live is listed. Mrs. McCamic stated that some

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

viewers may have only watched a portion of the program and that is why the Average Video Watch Time is so low. Ms. Thomas said she would get an explanation of how the statistics are calculated. Mr. Marquart stated a set of definitions would be helpful.

Ms. Thomas said the Board of Trustees contact list was updated to include new trustee, Cheryl Harshman. Ms. Berisford distributed the list to the trustees.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

ANNUAL BUDGET 2020-2021

Ms. Berisford distributed folders for the trustees containing copies of the proposed 2020-2021 Annual Budget. Ms. Thomas said copies of the 2020-2021 Budget Explanation Sheet were also included in the trustees' folders, and she then reviewed the proposed changes in the 2020-2021 expenditures from the current fiscal year. She said that the budget will continue to be reviewed until June when it will need to be finalized and approved. She told the trustees she welcomes any suggestions for revision to the proposed budget and asked them to contact her with their suggestions. The trustees agreed to review the information Ms. Thomas provided and continue the discussion of the 2020-2021 Annual Budget at the June board meeting.

DISCUSSION OF REOPENING OCPL

Ms. Thomas said she has been monitoring other libraries throughout the Upper Ohio Valley as they begin their reopening procedures. She shared the reopening plans for the Belmont County District Library, headquartered in Martin's Ferry, and the Steubenville - Jefferson County Public Library. Ms. Thomas stated she has also spoken with Susan Reilley, Director of the Moundsville-Marshall County Public Library. She said both MMCPL and SJPL will be reopening with curbside and phone service only, however, BCDL will be reopening their main library and branches to the public with limited hours of service and asking their patrons to practice social distancing.

Ms. Thomas said she contacted Howard Gamble, Ohio County Health Department Administrator, regarding the possible reopening of the Library. She said Mr. Gamble informed her that OCPL is considered a governmental entity and does not fall under Governor Jim Justice's "The Comeback" reopening plan. Mr. Werner asked when Ms. Thomas anticipated reopening the Library. In order to maintain the safety of patrons and library staff, Ms. Thomas said she is recommending keeping OCPL's doors closed to the public, but offering circulation and reference phone service, curbside service, and outreach home delivery service beginning on June 8. She said the Library will begin accepting returned materials through the book drop

**BOARD OF TRUSTEES MEETING
MINUTES
MAY 19, 2020**

beginning on June 1. Ms. Thomas stated OCPL’s hours of operation will also be reduced during this time. She said that during the week of June 1, limited staff will resume working within the building to prepare for the return of the full staff on June 8. For staff safety, Ms. Thomas said workstations will need to be moved to enable proper social distancing.

Ms. Thomas said she has a meeting with the Library’s department heads on May 21 to further discuss the Library’s reopening plan and develop a schedule for employees. Ms. Thomas said she would update the trustees once the plans have been finalized. She stated that at this time, a date has not been determined when the Library will be able to reopen its doors to the public since circumstances with the COVID-19 pandemic are subject to change and this limits the Library’s ability to make a formal plan for the future. She said that instead of a formal plan reopening decisions should be made as circumstances warrant.

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:56 p.m.
Mr. Phillips seconded.

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

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper