



**MINUTES  
BOARD OF TRUSTEES MEETING  
NOVEMBER 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:** Mr. Marquart moved to approve the Board Meeting Minutes of October 15, 2025, as presented. Mr. Phillips seconded the motion.

<b>VOTE:</b>		
Mr. Marquart		YES
Mr. Werner		YES
Mrs. McCamic		YES
Mr. Phillips		YES
Mrs. Harshman		YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	23,358.45
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		317,662.11
WesBanco Operating Money Market Savings		855,442.95
WesBanco UOVHR Fund Account Checking		7,771.28
Main Street Bank Archive Nonprofit Savings		48,829.04
WesBanco Operating CD		122,821.86
Main Street Bank Operating CD		123,697.98
Main Street Bank Capital CD		120,319.55
	<b>TOTAL</b>	<b>\$ 1,619,903.22</b>

**Revenue received: October 2025**

County Commission	\$	148,324.88
Board of Education		244,034.23
State Basic Grants-in-aid		55,816.00
Overdue Fees		314.39
Photocopies		1,072.49
Contributions		1,351.14

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Interest Earned		933.38
Endowment Interest		7,358.20
Book Sale		2,032.95
Out of State Patrons		70.00
CNX Royalties		509.09
Retail Items		61.74
Archive Fund Interest (September 2025)		4.01
Capital CD Interest (September 2025)		1,170.40
Operating CD Interest (September 2025)		1,393.41
CFOV Grant		2,000.00
	<b>TOTAL</b>	<b>\$ 466,446.31</b>

**CONTRIBUTIONS:**

**General Contributions**

Overeaters Anonymous	\$	200.00
Widow's Mite Trust Fund Grant		1,000.00
Wheeling Herb Society		100.00
Anonymous		51.14
	<b>TOTAL</b>	<b>\$ 1,351.14</b>

**INVOICES:**

October 2025 Operating #2 Account	\$	156,697.48
October 2025 Transfer to Payroll		79,617.07
October 2025 Capital Fund		13,510.00
October 2025 UOVHR Fund		356.00
October 2025 Operating #2 Account Voided Checks	-	265.00
	<b>TOTAL</b>	<b>\$ 249,915.55</b>

**WARRANTS:**

October 2025 Operating #2 Account	\$	156,697.48
Warrants #34662 - #34744		
October 2025 Transfer to Payroll		79,617.07
October 2025 Capital Fund		13,510.00
Warrants #722 - #724		
October 2025 UOVHR Fund		356.00
Warrants #131 - #133		
October 2025 Operating #2 Account Voided Checks	-	265.00
Warrants #34367, #34665, #34693		
	<b>TOTAL</b>	<b>\$ 249,915.55</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of September 2025	\$	651,759.17
+ October 2025 Revenue		466,446.31
- October 2025 Expenditures		249,915.55
	<b>SUBTOTAL</b>	<b>\$ 868,289.93</b>

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WesBanco Bank Operating CD		122,821.86
Main Street Bank Operating CD		122,304.57
Main Street Bank Capital CD		119,149.15
	<b>CD SUBTOTAL</b>	<b>\$ 364,275.58</b>
<b>Capital Balance as of September 2025</b>		<b>330,385.40</b>
<b>Archive Fund Balance as of September 2025</b>		<b>48,825.03</b>
<b>UOVHR Fund Balance as of September 2025</b>		<b>8,127.28</b>
	<b>TOTAL</b>	<b>\$ 1,619,903.22</b>

**INVOICES AND WARRANTS:** Mrs. McCamic moved to approve the October Financial Report as submitted. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Werner	YES
	Mrs. McCamic	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

**PUBLIC INPUT/PRESENTATIONS:** John Larch sent a thank you note to the OCPL for its support of Wheeling's Military Banner program. OCPL is currently a drop-off location for applications to the program. Mr. Larch volunteers his time to the program, and over the past year nearly three hundred veterans and active-duty personnel have been honored. The military banners are displayed throughout Wheeling, and it has been a celebrated and successful tribute to veterans.

**ANNOUNCEMENTS:** There were no announcements.

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

The September distribution from the Ohio County Commission in the amount of \$148,324.88 and the September distribution from the Board of Education in the amount of \$115,063.59 have been received.

OCPL's fall book sale generated \$1,977.35, slightly better than the book sale the previous year. Ms. Kastigar shared that the sale was successful even in the face of the Wheeling Streetscape Project and hinderances to accessing the Library's parking lots.

TK Elevator arrived at the end of October to perform the necessary safety upgrades to the Library's elevator. The technicians replaced the elevator's hydraulic jack packing and everything seems to be in working order. There have been no further issues at this time.

OCPL closed on Veteran's Day for the staff's annual In-Service Day that fulfills the CE requirements for the staff. Cpl. Jason Chambers from the Wheeling Police Department spoke to

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the staff about how to stay safe in the event of an active shooting situation. The talk was highly informative, and Cpl. Chambers offered to come back to do further training on handling various situations that may arise. The department heads provided updates on their past projects and shared their plans for the coming year. The staff also watched a documentary on the Pack Horse Librarians of Appalachia. The final item of the day reviewed our procedures for a patron to complete a request for reconsideration of library materials.

Ms. Kastigar spoke with Marsha Porter of the Volunteer Income Tax Assistance program. Ms. Porter reported that the VITA program has received its grant and they will be able to proceed with their program in the new year. A meeting has been scheduled for next week to discuss details.

Sara N. Price has been hired as the new Director of the Library Section, formerly the WV Library Commission. Ms. Price is not a librarian by profession but does have over fifteen years of experience in organizational administration, grant management, and program development. Currently, Ms. Price is a doctoral candidate at West Liberty University, pursuing her Doctor of Education in Instructional Leadership, Management, and Innovation.

The OCPL van and several staff members will be participating in the Festival of Lights parade on Friday, November 21. The van will be decorated for the season and the popular children's literary character, Pete the Cat, will be joining in the festivities.

**OLD BUSINESS:**

**ELEVATOR REPAIR/REPLACEMENT UPDATE:**

Ms. Kastigar reported on the latest steps regarding the potential retrofit or full replacement of OCPL's elevator. At the September board meeting, the trustees reviewed recommendations from both the Mills Group and M&G Architects. While the Mills Group submitted a detailed proposal, M&G's initial submission lacked comparable detail. To address this, Ms. Kastigar requested a more comprehensive proposal from M&G. Mr. Grant expressed hesitation in preparing additional documentation at this stage, noting that several variables could significantly impact the final scope and cost of any retrofit or replacement.

To move forward with the project Mr. Marquart stated that he will be scheduling individual meetings with both firms in December to further clarify their recommendations, with the goal of having updated proposals available for review by the January Board meeting. Once he has dates and times, Mr. Marquart said he would share this information with the trustees. When the follow-up conversations are complete, the trustees should be in a stronger position to determine which option best meets the Library's needs.

**NEW BUSINESS**

**EMPLOYEE GIFT CERTIFICATES**

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After discussion of the holiday gift certificates for staff. Mr. Marquart moved to approve the purchase of the Kroger gift certificates and to increase the amount by \$25.00 each for all full-time and part-time staff. Mrs. Harshman seconded the motion.

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

**MAIN STREET BANK CD RENEWAL**

Ms. Berisford said a copy of the Main Street Bank CD maturity notice was included in this month's board packet. A spreadsheet of rates and terms from local banks was distributed prior to the meeting. After reviewing the available rates and terms for Certificate of Deposit accounts, Mr. Marquart moved to renew the CD at Main Street Bank for a term of six months, at the rate of 4.0%. Mr. Phillips seconded.

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

**ACOUSTIC PANELS FOR THE AUDITORIUM**

To address concerns regarding the quality of sound in the auditorium since the carpeting was removed, Ms. Kastigar contacted Mike Harris of Wheeling Park High School, a CTE teacher with experience with the school's performing arts programs. Mr. Harris was able to recommend two companies who specialize in acoustic panels, which if added would improve the quality of sound and help dampen reverberation. Prior to the meeting, Ms. Kastigar distributed quotes from Acoustics First Corporation and Acoustical Solutions. The panels referred to in each quote are the same, there was just a slight difference in cost. After reviewing the quotes, Mr. Marquart moved to approve the quote from Acoustical Solutions for fifteen acoustic panels in the amount of \$1,637.19. Mrs. McCamic seconded.

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

**DECEMBER 17<sup>TH</sup> MEETING**

Considering minimal developments on the elevator project and the absence of actionable agenda items for December, Ms. Kastigar inquired whether the trustees wished to proceed with the

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scheduled December meeting. With the upcoming holiday season, the trustees concurred that, as there was no substantive business requiring attention, the December meeting would be canceled. The Board will reconvene in January.

There being no further business, Mr. Marquart moved to adjourn the meeting at 4:47pm. Mrs. McCamic seconded the motion.

<b>VOTE:</b>		
Mr. Marquart		YES
Mr. Werner		YES
Mrs. McCamic		YES
Mr. Phillips		YES
Mrs. Harshman		YES

Respectfully submitted,

*Amanda Berisford*

Amanda Berisford  
Administrative Assistant