



**MINUTES
BOARD OF TRUSTEES MEETING
DECEMBER 15, 2021
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Reference Librarian; Amanda Berisford, Office Manager

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

MINUTES: Mr. Marquart motioned to approve the November 17, 2021 board meeting minutes as presented. Mr. Phillips seconded.

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

Mrs. McCamic stated a Special Board Meeting was held on Thursday, December 2, 2021 and a copy of those minutes were also included in this month's board packet. Mr. Werner motioned to approve the minutes of the December 2, 2021 special board meeting as presented. Mr. Marquart seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,237.23
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		395,428.37
WesBanco Operating Money Market Savings		701,002.34
Main Street Bank Archive Nonprofit Savings		15,126.25
United Bank Operating CD - #2		112,371.86

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First Choice America Operating CD - A		109,573.86
First Choice America Capital CD - B		111,113.32
TOTAL	\$	1,446,853.23

Revenue received: November 2021

County Commission	\$	83,028.47
Board of Education		49,141.25
State Basic Grants-in-aid		-
Fines		203.16
Photocopies		518.90
Contributions		130.79
Interest Earned		61.39
Book Sale		81.80
Out of State Patrons		10.00
Other: Operating Supply CR – 28.00, Book CR – 20.99, Operating CD Int – 134.77, Telephone/Internet CR – 1,702.94, Miscellaneous CR – 505.00		2,391.70
TOTAL	\$	135,567.46

OPERATING CONTRIBUTIONS

Leo & Mary Anne Bartsch – In memory of Loretta Nesbitt	\$	25.00
Tony Paree – Donation		60.00
Anonymous		45.79
TOTAL	\$	130.79

INVOICES

November 2021 Operating #2 Account	\$	88,315.01
November 2021 Transfer to Payroll		42,690.75
November 2021 EFTPS Deposit		12,978.30
November 2021 ACH Debit (WesBanco BillPay)		50.00
November 2021 ACH Debit (Retirement)		8,221.52
November 2021 EFT (WV State Tax)		1,707.00
November 2021 EFT (OH State Tax)		326.00
TOTAL	\$	154,288.58

WARRANTS

November 2021 Operating #2 Account	\$	88,315.01
Warrants #31940 - #31988		
November 2021 Transfer to Payroll		42,690.75

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November 2021 EFTPS Deposit		12,978.30
November 2021 ACH Debit (WesBanco BillPay)		50.00
November 2021 ACH Debit (Retirement)		8,221.52
November 2021 EFT (WV State Tax)		1,707.00
November 2021 EFT (OH State Tax)		326.00
	TOTAL	\$ 154,288.58

VERIFICATIONS

Total Operating Balances as of October 2021	\$	722,130.33
+ November 2021 Revenue		135,567.46
-November 2021 Expenditures		154,288.58
	SUBTOTAL	\$ 703,409.21
United Bank Operating CD - #2		112,371.86
First Choice America Operating CD - A		109,439.09
First Choice America Operating CD – B		111,113.32
	CD SUBTOTAL	\$ 332,924.27
Capital Balances as of October 2021		395,394.79
Archive Fund Balances as of October 2021		15,124.96
	TOTAL	\$ 1,446,853.23

INVOICES AND WARRANTS

Mr. Marquart motioned to approve the November Financial Report as presented. Mrs. Harshman seconded.

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

PUBLIC INPUT/PRESENTATIONS

There was no public input and no presentations.

ANNOUNCEMENTS

Mrs. McCamic announced that after a months-long search, the Board of Trustees have chosen Amy Kastigar to be the new Library Directory for OCPL and she will officially take the helm on January 1, 2022. Ms. Kastigar thanked the trustees for selecting her to succeed Ms. Thomas, who will be retiring on December 31, 2021, and said she is looking forward to working with the

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board members and library staff to continue OCPL's great work to serve the community and the residents of Ohio County.

The Annual Holiday Luncheon will be held on Friday, December 17th from 12pm to 2pm. Ms. Kastigar invited the trustees to attend.

DIRECTOR'S REPORT

Ms. Kastigar reported on the following:

After numerous visits to troubleshoot the water leaks, Johnson Boiler Works has corrected and adjusted the new flush valve kits installed on the first floor and basements toilets. Ms. Kastigar stated they no longer leak and are functioning properly. She said Ms. Berisford contacted Rusty McClure at Johnson Boiler Works to check on the status of the installation of the backflow preventers on the Library's water service lines. Mr. McClure stated that the materials for the necessary improvements have arrived, and they would call as soon as they are able to add the Library to their schedule. Ms. Kastigar said the backflow preventers need to be installed by February 28, 2022.

The Konica Minolta Bizhub C3300i purchased from Compucom to replace the HP color printer in the Technical Services Office has arrived and been installed. Ms. Kastigar reported the Bizhub C3300i has an improved print quality over the previous HP printer.

Ms. Kastigar stated there was an issue with the Library's server over the weekend. Due to recent weather, heavy winds caused a power outage and there was also an internet outage. Ms. Kastigar said the server is fine; however, the battery back-up for the server failed. As a result, patrons were unable to access WV Deli most of the weekend. She stated the Library will need to get a replacement for the battery back-up and, since they are fairly inexpensive, suggested ordering a spare to keep on hand in case of emergency.

Due to McKeen Security's staffing issues, Ms. Kastigar reported that she has begun researching other options for the Library's security guards. She said McKeen has been unable to provide a security guard in the evenings for People's University and they scheduled one of their supervisors to be the Library's guard on Saturday. Ms. Kastigar stated she contacted Top Flight Security based in Moundsville, however, they are still a new business with limited references. She said she will continue investigating other options for security guards.

Due to the COVID 19 pandemic, the Volunteer Income Tax Assistance (VITA) Program will be held this year by appointment only. Ms. Kastigar said she met with Lynette Parker, who oversees the program. She stated Ms. Parker plans to utilize the Meeting Room in the basement to

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prepare taxes and ask that patrons wait upstairs on the main floor if they arrive before their appointment. Ms. Kastigar said that they are still in the process of working out all the details and she would keep the trustees apprised of any changes.

Ms. Kastigar said she sent an email reminder to the Ohio County Schools about the school purchasing program. She said she has only received a few small orders from the parochial schools.

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Kastigar stated OCPL has expanded its hours one night per week for the new People's University Series on the Cold War. The Library is now staying open until 9pm on these evenings. Ms. Kastigar said, on average, twenty-five patrons have attended the program in-person. She said she hopes the numbers continue to grow and, if so, the Library may consider expanding its evening hours next year. Mr. Phillips noted that the People's University classes on the Cold War have been incredibly good programs.

NEW BUSINESS

FIRST CHOICE AMERICA OPERATING CD RENEWAL

Ms. Berisford distributed a chart listing the current Certificate of Deposit rates and terms from area banks to the trustees and added the interest rates continue to be quite low. Mrs. McCamic stated the current First Choice America CD had a term of 25 months with an interest rate of 1.45% and will expire on December 26. Mr. Marquart said there should be some positive rate movement next year and recommended a shorter term for the certificate of deposit. After reviewing the rates and terms, Mr. Marquart motioned to renew the First Choice America CD on December 26 for a term of 7 months with an interest rate of 0.20%. Mrs. Harshman seconded.

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

XEROX PHOTOCOPIER LEASE RENEWAL

Ms. Berisford stated the Library's lease on the Xerox Workcentre 7855i will be expiring next month. She said a quote and brochure for the new lease for the Xerox Altalink C8145 from Hughes Office Equipment was included in this month's board packet. Ms. Berisford stated a

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chart comparing the Library’s current machine with the upgraded photocopier was also included in the packet. She then reviewed the details for the trustees. Ms. Berisford said the monthly lease amount will remain the same at \$165, however, the new machine will have a 60-month lease instead of the old machine’s 48-month term. After discussion, Mr. Marquart motioned to accept the quote from Hughes Office Equipment for the Xerox Altalink C8145 for \$165 per month for a lease term of 60 months. Mr. Phillips seconded.

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

ELIZABETH STARKEY BEQUEST

Ms. Kastigar reported the Library has been contacted by David J. Wigham from Roetzel & Andress, a legal professional association with an office in Akron, Ohio, regarding its oil and gas interests inherited from Elizabeth E. Starkey. Mr. Wigham informed Ms. Kastigar that he represents Camden Minerals, and he shared a proposal to purchase OCPL’s Starkey interest. However, Ms. Kastigar said that the oil and gas interests inherited from Mrs. Starkey are disputed, meaning the current property owners may claim that the Library’s interests may no longer be valid. She said she explained to Mr. Wigham that the matter would be taken up at today’s board meeting. After much discussion, the trustees agreed that Mr. Werner would contact law firms in the area with expertise in oil and mineral rights to investigate other options for the Library.

EXECUTIVE SESSION TO DISCUSS PERSONNEL

Mr. Phillips moved to enter Executive Session at 4:47 p.m. to discuss a personnel matter. Mr. Marquart seconded.

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

Mr. Werner moved to exit Executive Session at 5:04 p.m. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
Mr. Marquart YES

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Mr. Werner	YES
Mr. Phillips	YES
Mrs. Harshman	YES

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:05 p.m.
Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford
Office Manager