



**MINUTES
BOARD OF TRUSTEES MEETING
MAY 18, 2022
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Jimmie Ann McCamic, Chairman

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Office Manager

CALL TO ORDER: Mr. Marquart called the meeting to order at 4:15 p.m.

MINUTES: Mr. Marquart stated that Mrs. McCamic was unable to attend tonight's meeting, however, she shared her recommendation for a wording change in the April 20, 2022, board meeting minutes via email. Mr. Phillips motioned to approve the board meeting minutes with the recommended wording change. Mr. Werner seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,467.81
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		374,253.78
WesBanco Operating Money Market Savings		618,421.38
Main Street Bank Archive Nonprofit Savings		15,132.51
United Bank Operating CD - #2		112,483.34
First Choice America Operating CD - A		109,856.73
First Choice America Capital CD - B		111,335.12
TOTAL	\$	1,342,950.67

Revenue received: April 2022

County Commission	\$	-
Board of Education		49,141.25
State Basic Grants-in-aid		56,600.00
Fines		186.88
Photocopies		595.95

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Contributions		237.71
Interest Earned		76.70
Book Sale		85.50
Out of State Patrons		50.00
Other: Operating Supply CR – 252.84, Adult Programming CR – 15.98, Postage CR – 2.56, Capital CD Int – 109.74, Operating CD Int – 96.07		477.19
	TOTAL	\$ 107,451.18

OPERATING CONTRIBUTIONS

Roger & Faith Zeroski - Donation	\$	60.00
Patricia Jeffers – Donation		50.00
Janet Kendzierski – Donation		25.00
Linda J. Lotz – In honor of Diane Rhodes		50.00
Anonymous		52.71
	TOTAL	\$ 237.71

INVOICES

April 2022 Operating #2 Account	\$	61,134.48
April 2022 Transfer to Payroll		38,291.03
April 2022 EFTPS Deposit		11,279.16
April 2022 ACH Debit (WesBanco BillPay)		32.40
April 2022 ACH Debit (Retirement)		7,226.42
April 2022 EFT (WV State Tax)		1,690.00
April 2022 EFT (OH State Tax)		328.00
April 2022 ACH Debit (Workforce WV)		2,230.98
April 2022 Capital Account		15,750.00
	TOTAL	\$ 137,962.47

WARRANTS

April 2022 Operating #2 Account	\$	61,134.48
Warrants #32201 - #32249		
April 2022 Transfer to Payroll		38,291.03
April 2022 EFTPS Deposit		11,279.16
April 2022 ACH Debit (WesBanco BillPay)		32.40
April 2022 ACH Debit (Retirement)		7,226.42
April 2022 EFT (WV State Tax)		1,690.00
April 2022 EFT (OH State Tax)		328.00
April 2022 ACH Debit (Workforce WV)		2,230.98

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April 2022 Capital Account		15,750.00
Warrants #637 - #638		
	TOTAL	\$ 137,962.47

VERIFICATIONS

Total Operating Balances as of March 2022		\$ 634,890.83
+ April 2022 Revenue		107,451.18
-April 2022 Expenditures		137,962.47
	SUBTOTAL	\$ 604,379.54
United Bank Operating CD - #2		112,427.89
First Choice America Operating CD - A		109,816.11
First Choice America Operating CD – B		111,225.38
	CD SUBTOTAL	\$ 333,469.38
Capital Balances as of March 2022		389,970.53
Archive Fund Balances as of March 2022		15,131.22
	TOTAL	\$ 1,342,950.67

INVOICES AND WARRANTS

Mrs. Harshman motioned to approve the April Financial Report as presented. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATIONS

Ms. Kastigar shared a thank you card that had been sent to Lee Ann Cleary, Children’s Specialist, by Andrew Skrzyneki, a member of the Children’s Department’s Graphic Novel Club. In the card, Mr. Skrzyneki thanked Mrs. Cleary for the Graphic Novel Club’s trip to Marquee Cinemas to see “Bad Guys.”

ANNOUNCEMENTS

There were no announcements.

DIRECTOR’S REPORT

Ms. Kastigar reported on the following:

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The May 2022 tax revenue from the Ohio County Board of Education has been received in the amount of \$49,141.25. The Ohio County Commission March 2022 tax revenue in the amount of \$160,772.28 has also been received.

Hitek Security Solutions has completed the installation of the Library's camera system and intrusion system.

Wheeling Police Chief Kevin Schwertfeger attended the Friday staff meeting on April 29 along with two members of the Ohio Valley Drug Task Force. Chief Schwertfeger and his officers provided safety training to OCPL's staff on drug identification and de-escalation techniques. Ms. Kastigar stated that Chief Schwertfeger has also offered to do a more in-depth training with the staff on personal safety.

Ms. Kastigar said Todd Warhola, WV Deli's OverDrive Account Manager, notified the Consortium that Ohio County Schools recently signed up for Sora, the student reading app by OverDrive Education. She explained that Ohio County School students will now have access to all of the juvenile materials in the WV Deli digital collection through the app. Ms. Kastigar stated the Deli collection not only includes digital materials purchased by OCPL, but it will also include all juvenile materials purchased by the entire Consortium. She said she would contact Mr. Warhola for additional information on how the Sora app integrates with the Library's OverDrive collection and update the trustees at the next board meeting.

After two years, OCPL revived its annual book sale. Ms. Kastigar said the sale was held on Saturday, May 7, Monday, May 9, and Tuesday, May 10. She stated that even though the book sale only ran for three days, it generated \$2,188.80. Due to this book sale's success, another sale is being planned for the fall.

Grace Mull, a student from Wheeling Country Day, has been volunteering at the Library. During her time with the Library, she arranged an OCPL Fan Art contest. The winner of the contest was Zoe Goldbaugh, who won an Amazon gift card along with a goody bag of prizes.

Ms. Kastigar stated that she and Ms. Berisford have been in contact with OCPL's Bibliotheca representative Molly Haines. Ms. Haines is working on proposals to replace the Library's aging detection system, and the quotes should be available by the June board meeting.

On Thursday, May 26th, the Library will be holding a Summer Reading Kickoff event featuring the *Wild World of Animals*. The first fifty people to register for the Library's Summer Reading program will also receive a prize bag. The program will begin at 6pm and be held in OCPL's auditorium.

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Ms. Kastigar reported that some lights in the Storage Room caught fire. Bob Workman, Custodian, replaced the faulty ballasts in the lights, which appear to be the cause of the fire. Ms. Kastigar said the Storage Room lighting is original to the building and, given recent issues, should probably be replaced in the near future.

Walters Construction provided a quote that includes the installation of pin latch protectors on five doors damaged during the break-ins and the installation of a latch cover on the Office Manager's Office door. The proposed cost of the labor and materials to fix the existing doors totals \$3,384.00. Ms. Kastigar shared the quotes with the trustees, however, she added that since the Library has added the new security system, the door reinforcers may not be necessary. She said the wooden doors that were damaged during the break-ins will still need to be repaired if the trustees choose not to install the door reinforcements. Mr. Marquart stated that he would not object to the pin latch protectors or the latch cover, however, he recommended getting a quote to have the wooden doors repaired and discuss the Library's options at the next board meeting.

Ms. Kastigar stated a copy of the letter sent to William J. Yeager, Jr. of Herndon, Morton, Herndon, & Yeager was included in this month's board packet. In the letter, she expressed the Library's thanks to Mr. Yeager's anonymous client who made a generous donation to OCPL in the amount of \$100,000. Ms. Kastigar said she explained that the funds kindly gifted to the Library would be earmarked for capital improvements since the 2021-2022 Annual Budget did not allow for a significant Transfer to Capital.

OLD BUSINESS

UPDATE ON OCPL'S LIBRARY SERVICES PLAN

Ms. Kastigar said that this would be the last month this item would appear on the Agenda. She explained that the Library expanded its operating hours on April 4, 2022. OCPL is now open Monday through Thursday from 9am to 9pm. Due to the Library's decrease in revenue this fiscal year, which will also be continuing into the 2022-2023 fiscal year, it will not be possible to expand the weekend hours. OCPL will continue to only be open on Saturday from 10am until 3pm and remain closed on Sundays.

MEDIA RELEASE FOR LIBRARY PUBLICITY PHOTOS

Ms. Kastigar said that a copy of the revised Media Release for adults and children was included with the handouts distributed prior to the board meeting. She shared the original draft with Mr. Werner after the April board meeting along with a template from the American Library Association. Mr. Werner stated he reviewed the Library's draft. However, he explained that the ALA template was more suitable to OCPL. Mr. Werner motioned to tailor the ALA's exemplar

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of the Photo Release Form for OCPL and implement the form as Library policy. Mrs. Harshman seconded.

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

NEW BUSINESS

PURCHASE OF READING TREE FOR CHILDREN’S DEPARTMENT

A proposal from Lee Ann Cleary, Children’s Specialist, was included in this month’s board packet regarding the purchase of a “Giving Tree” for the Children’s Department. Ms. Kastigar explained that Mrs. Cleary has been working to refresh the Children’s Department. She said Mrs. Cleary has painted a new mural on the Story Time wall and added new rugs and additional toys to the play area. In the proposal, Mrs. Cleary is seeking to purchase two sets of Reading Tree bookcases along with benches in the amount of \$4,958.56. Ms. Kastigar said the units would be installed in the Story Time area and the bookcases would serve as a shelving unit that could be used for the Library’s honor book system for children. She explained that adults and teens who do not have a library card, can still borrow materials from the spinning racks located by the Circulation Desk. In her proposal, Mrs. Cleary details how the Library receives donations of children’s materials, however, there has not been a good way to make the items available to children who do not have a library card in the same manner. Mr. Werner motioned to approve the purchase of the Reading Tree for the Children’s Department in the amount of \$4,958.26, to be paid from the Capital Account. Mr. Phillips seconded.

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

ANNUAL BUDGET

Ms. Berisford said revised copies of the proposed Budget for 2022-2023 were included with the handouts distributed prior to the meeting. Ms. Kastigar said the revised copy of the budget included adding a part-time Children’s Shelver/Circulation Clerk. She also said the salary sheets include suggestions for potential salary increases for full-time and part-time personnel. Mr. Marquart noted that the Library staff did not receive a cost of living increase this fiscal year. Mr. Werner said the Library historically offered cost of living adjustments to its staff. Ms. Kastigar stated that the budget will continue to be reviewed and welcomed any suggestions for revisions.

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She said the 2022-2023 Annual Budget will need to be finalized and approved at the June board meeting. The trustees agreed to review the provided information and continue the discussion of the 2022-2023 Annual Budget at next month's board meeting.

Janet Shelburne of WesBanco Trust and Investment Services recently contacted Ms. Kastigar to inform her that she would be retiring. Ms. Shelburne stated that WesBanco is in the process of finding her replacement. Ms. Kastigar said that Ms. Shelburne and Robert Becerra would like to attend the June board meeting to update the trustees on OCPL's Endowment Trust Account. Mr. Werner stated that he would be interested to hear from Ms. Shelburne and Mr. Becerra.

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

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

Respectfully submitted,

Amanda Berisford
Office Manager