



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 17, 2020
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Greg Marquart, Secretary/Treasurer, Anthony Werner, Edward Phillips, Cheryl Harshman (via Zoom/Streamyard)

BOARD MEMBERS ABSENT:

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper; Aimee Tickerhoof and Dakota Carlier of Kozicki Hughes Tickerhoof PLLC

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:22 p.m.

Mrs. McCamic changed the order of the agenda so that Aimee Tickerhoof and Dakota Carlier of Kozicki Hughes Tickerhoof PLLC could give their presentation on OCPL's annual audit.

NEW BUSINESS

REVIEW OF ANNUAL AUDIT

Ms. Tickerhoof thanked the trustees for selecting their firm to perform the Library's audit and introduced Dakota Carlier to the trustees. She said she brought Ms. Carlier along this year since she performed a great deal of the work on the Library's audit. Ms. Tickerhoof said there was a delay in presenting OCPL's audit due to the COVID-19 outbreak and the Library's temporary closure. Due to these special circumstances, she said the State Auditor's office issued an extension. She said the final audit report was submitted on May 15. Ms. Tickerhoof then presented the annual audit for the fiscal year ending June 30, 2019. She noted that there were no adjusting journal entries this year beyond the adjustments for the Library's retirement benefits liability and other post-employment benefits, specifically Public Employees Insurance Agency benefits for qualifying OCPL retirees. She stated they were able to issue a clean audit opinion. Ms. Tickerhoof then reviewed the audited financial statements and supplementary information for the trustees. She said OCPL no longer has the unrecorded liability related to its other post-employment benefits (OPEB) since the Library implemented the new accounting guidance GASB Statement 75 last year. Ms. Tickerhoof stated the West Virginia Retiree Health Benefit Trust Fund now issues actuarial reports that provide the necessary figures to record every affected entity's OPEB liability. She completed her presentation and reiterated that the financial statements present fairly the financial condition of the Library, in all material respects, as of June 30, 2019.

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Ms. Tickerhoof stated that while completing the annual audit, the auditors noted the change in the Library’s credit card companies from United Bankcard to First Choice America Federal Credit Union and the increased credit limits on the staffs’ business charge accounts. She said their firm recommends adopting an official policy regarding employees’ use of company credit cards. Ms. Tickerhoof explained that while the Library has had no history of credit card misuse, their firm has witnessed issues with other entities that they have audited in the past. She said it would be very beneficial to the Library to have an official policy in place to provide employees with guidelines on credit card use and would also outline the actions that would be taken if any employee was found to be misusing his or her business charge card. Ms. Thomas stated the Library does have procedures in place to prevent employees from misusing their business charge cards but said there is no formal policy. Mr. Werner asked if Ms. Tickerhoof would be able to provide a template that could be used to draft a policy for the Library. She said that as the Library’s auditing firm they would be unable to provide a template, however, she stated that the West Virginia State Auditor’s Office does have a template available that she could share with the trustees. Ms. Tickerhoof said she was surprised that United Bank did not insist on an official charge card policy when OCPL opened the original charge card accounts. She said she could send the template from the State Auditor’s office to Ms. Thomas and, while they are the Library’s auditing firm and need to remain independent and objective, they can skim any policy the Library develops to ensure that there are no “holes” in it. Ms. Tickerhoof said the actuary’s valuations will continue to be adjusted from year to year. She stated that if the trustees had any further questions regarding the audit or the development of the charge card policy, they should feel free to contact her. The trustees thanked Ms. Tickerhoof and Ms. Carlier for attending the board meeting and they both left the meeting at 4:36 p.m.

MINUTES: Mr. Marquart motioned to approve the board meeting minutes of May 19, 2020. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	2,404.13
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		86,960.53
WesBanco Operating Money Market Savings		842,667.93
Main Street Bank Archive Nonprofit Savings		14,997.24

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Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78
United Bank Capital CD - #1		109,007.90
	TOTAL	\$ 1,273,669.48

Revenue received: May 2020

County Commission	\$	64,688.02
Board of Education		66,617.00
State Basic Grants-in-aid		-
Fines		-
Photocopies		-
Contributions		20.00
Interest Earned		171.27
Book Sale		-
Out of State Patrons		-
Other: Operating Supply CR – 170.00, Postage CR – 22.40, Archive Contributions - 5,000.00		5,192.40
	TOTAL	\$ 136,688.69

OPERATING CONTRIBUTIONS

B.C. Petrini – In memory of Frank Scenna	\$	20.00
	TOTAL	\$ 20.00

INVOICES

May 2020 Operating #2 Account	\$	48,490.62
May 2020 Operating #2 ACH WesBanco BillPay		33.00
May 2020 Transfer to Payroll		41,526.53
May 2020 EFTPS Deposit		12,816.60
May 2020 ACH Debit (Retirement)		8,228.58
May 2020 EFT (WV State Tax)		1,750.00
May 2020 EFT (OH State Tax)		320.00
May 2020 Operating #2 Voided Checks		- 936.99
	TOTAL	\$ 112,228.34

WARRANTS

May 2020 Operating #2 Account	\$	48,490.62
Warrants #30974 - #31005		
May 2020 Operating #2 ACH WesBanco BillPay		33.00
May 2020 Transfer to Payroll		41,526.53
May 2020 EFTPS Deposit		12,816.60

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May 2020 ACH Debit (Retirement)		8,228.58
May 2020 EFT (WV State Tax)		1,750.00
May 2020 EFT (OH State Tax)		320.00
May 2020 Operating #2 Voided Checks Warrants #30624, #30694 & #30803	-	936.99
TOTAL	\$	112,228.34

VERIFICATIONS

Total Operating Balances as of April 2020	\$	825,637.64
+ May 2020 Revenue		136,688.69
-May 2020 Expenditures		112,228.34
	SUBTOTAL	\$ 850,097.99
Main Street Bank Operating CD - B		110,547.97
First Choice Operating CD - A		107,083.78
United Bank Capital CD - #1		109,007.90
	CD SUBTOTAL	\$ 326,639.65
Capital Balances as of April 2020		86,939.15
Archive Fund Balances as of April 2020		9,992.69
	TOTAL	\$ 1,273,669.48

Mr. Marquart motioned to approve the May 2020 Financial Report. Mr. Werner seconded.

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

PUBLIC INPUT/PRESENTATIONS

There were no public input/presentations.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Thomas reported on the following:

Select Security was on site today to inspect the Library's fire panel. She said the inspector found no problems.

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The April 2020 tax revenue was received from the Ohio County Commission in the amount of \$14,211.14 which was reflected in the May Financial Report. Ms. Thomas said she will be contacting the Commission this week to ensure that the May 2020 tax revenue is received before the end of the fiscal year.

The Library resumed circulation and reference desk services via phone and began curbside services on June 8, 2020. Ms. Thomas said the curbside service includes the pick-up of reserved library materials, requested research, reference printouts, and tax forms. She said notary and photocopy services are also being provided curbside. Ms. Thomas stated that the new routine has been going smoothly but moving forward the schedule may need to be adjusted.

After questions raised at last month's board meeting, Ms. Thomas said she spoke with Sean Duffy, Adult Programming Coordinator, to get an explanation of how the statistics were calculated on his monthly service report regarding livestreams. She said Mr. Duffy has now revised the statistics provided on the monthly report to only include how many patrons watched the program live. Ms. Thomas said she is going to recommend that Mr. Duffy track the following: how many patrons have watched the program live, the total minutes that have been viewed, how many clicks and shares the program has received.

OCPL's Summer Reading Program, "Reading Takes You Places," started on Monday, June 15. Ms. Thomas said this year's Summer Reading Program is an entirely online program. 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. She said as of today, 51 participants have registered in the program. Ms. Thomas said Lee Ann Cleary, Children's Specialist, is filming Story Time and Toddler Time videos and livestreaming them to Facebook and YouTube via the newly purchased software subscription called Streamyard. She said Erin Rothenbuehler then puts all adult and children's livestreamed programs onto the Library's website after they have been put on Facebook and YouTube. Ms. Thomas said that Mr. Duffy, in addition to the Lunch With Books livestreams, is also offering a new People's University series "Around the World in Literature and Language" that will complement the Library's Summer Reading theme. She said the series, which will also be livestreamed through Streamyard, began on June 11. Ms. Thomas said the series will conclude with a Geography Bee hosted by Dr. David Javersak on August 6 with gift certificates from local businesses to be awarded.

Mrs. McCamic changed the order of the agenda to discuss the update on OCPL's Curbside Service and the replacement of the garage doors before the discussion of the 2020-2021 Annual Budget.

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OLD BUSINESS

UPDATE ON OCPL'S CURBSIDE SERVICE

On Monday, June 1, the Library began accepting the return of library materials via the book drop and materials are being quarantined for five days before being checked in. On Monday, June 8, Ms. Thomas said OCPL resumed operations through curbside service. She said circulation and reference desk services are also being offered via phone. Ms. Thomas stated curbside service includes the pick-up of reserved library materials, requested tax forms, requested research and reference printouts, and notary and photocopy services. Ms. Thomas said the Library is offering curbside service on Mondays, Wednesdays, and Fridays from 10 a.m. to 3 p.m. and on Tuesdays and Thursdays from 10 a.m. to 7 p.m. She said the service has been extremely busy on Mondays, and the employees' schedules may need to be adjusted depending on the popularity of the service. In addition to these library services, Ms. Thomas stated OCPL's Outreach Services to homebound patrons also resumed on June 8th.

Ms. Thomas said she received a few inquiries about when the Library would be able to open its doors to the public. To maintain the safety of patrons and library staff, Ms. Thomas said it would be exceedingly difficult at this time to reopen the building to patrons. She said the sanitization of the public computers is a huge issue and added that, in order to maintain proper social distancing, several staff workstations have been moved to the public computer area based upon the recommendations from the Ohio County Health Department. She said she also received a call from a secretary in the Ohio County Commission's office regarding OCPL's plans to re-open. Ms. Thomas stated that she explained to the Ohio County Commission secretary that she has been closely monitoring other libraries throughout the Upper Ohio Valley and shared that along with OCPL, Moundsville-Marshall County Public Library and Mary H. Weir Public Library in Weirton are also currently restricting service to curbside services. She said she explained to her that, at this time, a date has not been determined when the Library will be able to reopen its doors to the public. Ms. Thomas referenced a recent interview with Dr. Kim Miller, Superintendent of Ohio County Schools, regarding the reopening of schools in the fall that aired on WTRF. She said when asked if schools would reopen Ms. Miller said it would be difficult to make that decision now as it is still the beginning of summer and circumstances with the COVID-19 pandemic are subject to change. Ms. Thomas said she agrees with Dr. Miller and because of the uncertainty of the growth of the COVID-19 pandemic and the growing local concern of community spread the Library is unable to make an official plan to reopen the building at this time. She said the topic will be on each month's board meeting agenda and decisions will be made as circumstances warrant.

NEW BUSINESS

GARAGE DOOR REPAIR AND REPLACEMENT

Ms. Thomas reported that the garage door facing the main parking lot recently stopped working. She contacted Wheeling Door Company, formerly Overhead Door Company, to service the door.

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She said they found that the torsion springs were broken. Ms. Thomas said the springs were replaced, but she also asked Wheeling Door Company for a quote to replace the Library's garage doors system. She said a quote was included with the handouts distributed prior to this meeting.

After reviewing the quote, Mr. Marquart said he was in favor of replacing the doors. He asked if the doors were commercial grade and if they would be insulated. Ms. Thomas said she could contact Wheeling Door Company to see if they could provide the specifications on the quoted garage doors and possibly a sample of the material. The trustees agreed to continue the discussion of the replacement of the garage doors at the July board meeting.

OLD BUSINESS

ANNUAL BUDGET 2020-2021

Ms. Thomas said copies of the updated 2020-2021 Salary and Expenditure sheets were also included with the handouts distributed at this meeting. Ms. Berisford said the policy renewal from The Hartford, the Library's Workers Compensation Insurance provider, was received and there was a slight decrease in the original rate quoted for OCPL's three employees who are not classified as clerical. Due to the reduced premium, the additional money saved was added to the proposed amount for the Annual Transfer to Capital. Ms. Thomas said the proposed operating budget reflects the recommended salary increases and various sample cost of living increases for all staff except the professional staff members. Mr. Werner asked how the suggested cost of living increases were determined. Ms. Thomas said she always checks the Consumer Price Index, which indicates how much the cost of living has risen in the past year though it does not take into account increases in food and energy. Ms. Berisford stated that for the period ending February 2020, the index was showing a 2.4 percent increase for all items, but since the COVID-19 outbreak, she said the CPI has dropped to a 1.2 percent increase. Ms. Thomas remarked that food prices have increased during the pandemic. Ms. Thomas said that traditionally the sample salary spreadsheets show a couple of various cost of living increases with one being 3% to give the trustees a general idea of the effect the cost of living has on the overall budget.

Mr. Werner moved to enter Executive Session at 5:23 p.m. Mr. Marquart seconded.

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

Mr. Marquart moved to exit Executive Session at 5:40 p.m. Mrs. Harshman seconded.

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

Mr. Phillips motioned to approve the proposed 2020-2021 Annual Budget as amended. Mr. Werner seconded.

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

There being no further business, Mr. Werner motioned to adjourn the meeting at 5:42 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
Secretary/Bookkeeper