



**MINUTES
BOARD OF TRUSTEES MEETING
JANUARY 18, 2023
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

ALSO PRESENT: Amy Kastigar, Director; Laura Carroll, Assistant Director

CALL TO ORDER: Mrs. McCamic called the meeting to order at 4:18 p.m.

MINUTES: Mr. Werner moved to approve the board meeting minutes of December 14, 2022, as tendered. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	1,626.90
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		393,112.12
WesBanco Operating Money Market Savings		565,785.32
WesBanco UOVHR Fund Account Checking		12,435.02
Main Street Bank Archive Nonprofit Savings		40,142.83
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		109,911.82
First Choice America Capital CD - B		111,558.58
TOTAL	\$	1,347,207.00

Revenue received: December 2022

County Commission	\$	12,422.12
Board of Education		49,178.83
State Basic Grants-in-aid		-
Fines		182.52
Photocopies		586.74

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Contributions		25,020.23
Interest Earned		391.19
Book Sale		122.50
Out of State Patrons		35.00
Other: Operating Supply CR – 325.00, UOVHR CR – 5.00, Telephone/Internet CR – 1,702.94		2,032.94
	TOTAL	\$ 89,972.07

CONTRIBUTIONS

Memorial Contributions

In Memory of Lester C. “Ted” Hess

James & Dale Knight	\$	1,000.00
James A. Johnson		500.00
Wheeling Elks Lodge No. 28		250.00
Sue Farnsworth & John Kepner		200.00
James Wildman		200.00
R. Chance Allen		150.00
John Colton		150.00
Donna Barger		100.00
Jay & Jimmie Ann McCamic		100.00
Jeremy C. McCamic		100.00
Thomas & Diane McCulloch		100.00
Charles & Dolores Monfradi		100.00
Gerald & Susan Padfield		100.00
Millard & Susanne Pickering		100.00
Larry & Beverly Spangler		100.00
Judge & Mrs. Frederick P. Stamp, Jr.		100.00
James & Charlene Stultz		100.00
Geri & Greg Willis		100.00
Carl Carenbauer		75.00
Wanda Dillon		60.00
John P. Bailey		50.00
Anita & Frank Carenbauer		50.00
Brenda & William Coffield		50.00
Marjorie C. John		50.00
Heidi Kossuth		50.00
Lewisburg Elks Lodge No. 1758		50.00
J.C. & Linda Neuhart		50.00
Cheryl Payne		50.00

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	Pennsylvania Elks State Association	50.00
	Sally A. Pockl	50.00
	C. Elizabeth & Vernon Saunders	50.00
	Tanis Travis	50.00
	Emmett & Lee Yeiser	50.00
	Susan Reilly	40.00
	Charles A. Julian	30.00
	Patrick A. Belby	25.00
	Brenda & Lawrence Gittings	25.00
In Memory of Neltje Landers		
	Deb Bartz	25.00
In Memory of Shirly Lloyd		
	Amy Petrini	25.00
In Memory of Jon Quinlisk		
	Anonymous	100.00
In Memory of Dottie Thomas		
	Jay & Jimmie Ann McCamic	100.00
General Contributions		
For Outreach Services		
	Ronald & Sheli Bernstein-Goff	180.00
Charitable Contribution for mobile hotspots & Children's Department shelving		
	Hess Family Foundation	20,000.00
Donation		
	Cheryl B. Sipos	75.00
	Anonymous	60.23
	TOTAL	\$ 25,020.23

INVOICES

December 2022 Operating #2 Account	\$	80,615.36
December 2022 Operating Fund (Redeposited Check Charge)		3.50
December 2022 Transfer to Payroll		41,297.98
December 2022 EFTPS Deposit		18,138.40
December 2022 ACH Debit (WesBanco BillPay)		37.40
December 2022 ACH Debit (Retirement)		7,867.17
December 2022 EFT (WV State Tax)		1,665.00
December 2022 EFT (OH State Tax)		368.00
December 2022 ACH Debit (AFLAC)		41.90
December 2022 UOVHR Fund		200.00

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December 2022 Capital Fund		6,200.00
December 2022 Operating #2 Account Void Check	-	53.60
TOTAL	\$	156,381.11

WARRANTS

December 2022 Operating #2 Account Warrants #32741 - #32795	\$	80,615.36
December 2022 Operating Fund (Redeposited Check Charge)		3.50
December 2022 Transfer to Payroll		41,297.98
December 2022 EFTPS Deposit		18,138.40
December 2022 ACH Debit (WesBanco BillPay)		37.40
December 2022 ACH Debit (Retirement)		7,867.17
December 2022 EFT (WV State Tax)		1,665.00
December 2022 EFT (OH State Tax)		368.00
December 2022 ACH Debit (AFLAC)		41.90
December 2022 UOVHR Fund Warrant #100		200.00
December 2022 Capital Fund Warrant #648		6,200.00
December 2022 Operating #2 Account Void Check Warrant #32636	-	53.60
TOTAL	\$	156,381.11

VERIFICATIONS

Total Operating Balances as of November 2022	\$	627,577.10
+ December 2022 Revenue		89,972.07
-December 2022 Expenditures		156,381.11
SUBTOTAL	\$	561,168.06
United Bank Operating CD - #2		112,634.41
Main Street Bank Operating CD - A		109,911.82
First Choice America Operating CD – B		111,558.58
CD SUBTOTAL	\$	334,104.81
Capital Balances as of November 2022		399,162.73
Archive Fund Balances as of November 2022		40,141.38
UOVHR Fund Balances as of November 2022		12,630.02
TOTAL	\$	1,347,207.00

INVOICES AND WARRANTS

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Mr. Marquart motioned to approve the December Financial Report as presented. Mr. Phillips seconded.

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

PUBLIC INPUT/PRESENTATIONS

Mrs. McCamic presented thank you notes from OCPL staff for their holiday gift cards to the trustees.

ANNOUNCEMENTS

There were no announcements.

DIRECTOR'S REPORT

Ms. Kastigar reported on the following:

The November Tax distribution from the Ohio County Commission has been received in the amount of \$5,016.78. In addition, the Library has received the January 2023 tax distribution from the Ohio County Board of Education totaling \$49,178.83. The quarterly state grants-in-aid payment was received in the amount of \$55,816.

Julie Newman from Northwood Crisis Center spoke during a staff meeting on January 6th to inform OCPL staff of their services, including the new mobile crisis unit. They are offering direct help should the staff encounter patrons who are in need of their services.

The new carpet has been installed in the Children's Department. Zambito Flooring did a good job, but there was quite a lot of dust to clean up. They were able to patch and smooth some cracks in the existing concrete before they laid the new carpet.

The Winter 2022 edition of the Upper Ohio Valley Historical Review is out, featuring Wheeling in 50 Objects. Sean Duffy, Adult Programming Coordinator, is in the midst of building a corresponding display upstairs with some of the featured objects.

Both adult and children's programming are having good months. Storytime After Dark had 6 children attending and the Graphic Novel Book Club had 9 on January 5. The first meeting of People's University had 74 on-site attendees, plus about 3 times as many remote viewers as usual.

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The Volunteer Tax Assistance Program (VITA) will begin on Monday, January 23, 2023. The setup will be the same as last year, with packets outside the doors for people to pick up, an intake area on the first floor of the library, and taxes completed downstairs by appointment.

The quarterly meeting of WV Deli was conducted over Zoom yesterday. The main topics included a logo redesign and the addition of a Request for Reconsideration of Materials form suitable for electronic materials.

The Wheeling City Council, at its January 17th meeting, unanimously approved the Library's request for \$75,800 of the city's allocated ARPA funds. This money will be used to upgrade the AV equipment in the auditorium and for a pilot program to lend tablets to patrons.

Along with the upcoming tablet lending program, the Library is in the process of packaging our new Wi-Fi Hotspots for circulation and will begin lending them soon.

Library Legislative Day will be held this year on February 13th. Staff members are in the process of developing a display and will be attending the event.

Bekah Karelis will begin her AmeriCorps position in the Archives on January 24th. Bekah is a local history expert and a trained archivist who will be working 20 hours per week in the Archives under Laura Carroll's direction.

OLD BUSINESS

UPDATE ON RUTH WELLER BEQUEST

At Mrs. McCamic's request, Amy reported on the status of the Ruth Weller bequest. The original IRA account was closed, and on December 29, 2023, a check was sent to Security National Trust to be added to the Library's account. On January 4, 2023, Hazlett, Burt and Watson received a small residual check from one of the previously sold investments and forwarded the check to Security National Trust. Any further residuals will be treated in the same manner.

NEW BUSINESS

WHEELING OFFICE SUPPLY TASK CHAIR QUOTE

Ms. Kastigar presented the Wheeling Office Supply task chair quote prepared by Amanda Berisford. After discussion, Mr. Marquart moved to approve the purchase the following: 19 each of the Office Source Task Chairs, Crusader Series, 2 each of the Office Source Stools, Spice Series, and 8 each of the Lorell Conference Chairs for a total of \$7301.00 to be paid from the Capital Account. Mr. Werner seconded.

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

UNITED ELECTRIC PROPOSAL FOR RECESSED LIGHTING ACCESS

Ms. Kastigar consulted with Aaron Pollock from United Electric regarding the creation of access panels for the recessed lighting fixtures in the Wheeling Room and Auditorium. Mr. Pollock did not recommend this course of action and will research replacement fixtures that are easier to access. His proposal will be presented at a future meeting.

There being no further business, Mr. Werner moved to adjourn the meeting at 4:56 p.m. Mr. Marquart seconded.

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

Respectfully submitted,

Laura Carroll
Assistant Director