



**MINUTES
BOARD OF TRUSTEES MEETING
FEBRUARY 14, 2018
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Jimmie Ann McCamic, Chairman; Anthony Werner, Sister Mary Clark, Edward Phillips

BOARD MEMBERS ABSENT: Greg Marquart, Secretary/Treasurer

ALSO PRESENT: Dottie Thomas, Director; Amanda Berisford, Secretary/Bookkeeper

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

MINUTES: Sr. Mary Clark moved to approve the January 10, 2018 meeting minutes. Mr. Werner seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

FINANCIAL REPORT:

Operating Account #2 Checking	\$	21,563.29
Payroll Account Checking		19,215.35
Capital Money Market Savings		173,900.33
Operating Money Market Savings		790,927.17
Operating CD – Main Street Bank B		106,773.55
Operating CD – First Choice A		105,236.87
Capital CD – United Bank #1		105,578.35
TOTAL	\$	1,323,194.91

Revenue received: January 2018

County Commission	\$	6,140.52
Board of Education		62,782.00
State Basic Grants-in-aid		56,600.00
Fines		993.98
Photocopies		464.30
Contributions		43.75
Interest Earned		126.39
Book Sale		83.50
Out of State Patrons		20.00
Other: Operating Supply CR – 32.00, Book CR – 19.26,		442.58

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Operating CD Int – 391.32

TOTAL \$ **127,697.02**

OPERATING CONTRIBUTIONS

Anonymous

TOTAL \$ **43.75**

INVOICES

January 2018 Operating #2 Account	\$	70,434.50
January 2018 Operating #2 ACH WesBanco BillPay		31.40
January 2018 Transfer to Payroll		37,486.64
January 2018 EFTPS Deposit		12,422.02
January 2018 ACH Debit (Retirement)		8,017.57
January 2018 EFT (WV State Tax)		1,498.00
January 2018 EFT (OH State Tax)		922.00
January 2018 ACH Debit (Unemployment Comp)		418.92
January 2018 EFT (WV Consumer Sales & Use Tax)		289.51
January 2018 Capital Account		10,179.38
January 2018 Operating #2 Account Voided Check	-	71.62
TOTAL	\$	141,628.32

WARRANTS

January 2018 Operating #2 Account	\$	70,434.50
Warrants #29192 - #29267		
January 2018 Operating #2 ACH WesBanco BillPay		31.40
January 2018 Transfer to Payroll		37,486.64
January 2018 EFTPS Deposit		12,422.02
January 2018 ACH Debit (Retirement)		8,017.57
January 2018 EFT (WV State Tax)		1,498.00
January 2018 EFT (OH State Tax)		922.00
January 2018 ACH Debit (Unemployment Comp)		418.92
January 2018 EFT (WV Consumer Sales & Use Tax)		289.51
January 2018 Capital Account		10,179.38
Warrants #581 - #583		
January 2018 Operating #2 Account Voided Check	-	71.62
Warrants #28563 & #28869		
TOTAL	\$	141,628.32

VERIFICATIONS

Total **Operating Balances** as of December 2017 \$ 835,872.63

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+ January 2018 Revenue			127,697.02
-January 2018 Expenditures			141,628.32
	SUBTOTAL	\$	821,941.33
Operating CD Main Street Bank B			106,507.68
Operating CD First Choice A			105,111.42
Capital CD First Choice #1			105,578.35
	CD SUBTOTAL	\$	317,197.45
Capital Balances as of December 2017			184,056.13
	TOTAL	\$	1,323,194.91

Ms. Thomas distributed the January 2018 statements for the WesBanco Endowment Trust and OCPL’s two investment accounts at Security National Trust Company.

Ms. Thomas reported that the Ohio County Commission tax revenue was received for the month of December 2017 in the amount of \$7,302.73. Mr. Werner motioned to approve the Financial Report for January 2018. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
 Mr. Werner YES
 Sr. M. Clark YES
 Mr. Phillips YES

PUBLIC INPUT/PRESENTATION

Ms. Thomas read aloud a thank you note which Ellen Scheid, Reference Assistant, received from a patron she assisted in finding his birth parents’ address in Argentina. Ms. Thomas also presented additional thank you notes from OCPL staff for their Christmas gift cards.

ANNOUNCEMENTS

Ms. Thomas asked the trustees if they would like to change the dates of the March and April board meeting because of the lack of available parking on Wednesdays due to the VITA program's tax service. After discussion, the trustees agreed to meet on Tuesday, March 13th and Tuesday, April 10th.

DIRECTOR’S REPORT

Ms. Thomas reported on the following:

Ms. Thomas and Erin Rothenbuehler, Adult Programming Specialist, attended the West Virginia Library Association's Library Day at the West Virginia Legislature on February 5, 2018. Ms. Rothenbuehler worked the Library’s display table which showcased OCPL’s and other various WV public libraries’, archives and local history. She said the display table also featured

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the various libraries' meeting rooms and the groups which utilize these community rooms including OCPL's. Ms. Thomas met with several legislators.

Lewis Fitzwater, an Appalachian Power representative, met with Ms. Thomas on January 24th to perform a final walkthrough of the Library's recent lighting and HVAC improvements that are eligible for AEP's Energy Efficiency Incentive Program rebates. The first half of the anticipated rebate will be paid out upon the project's completion and after the final invoices from the project have been submitted to Mr. Fitzwater.

Due to a scheduling conflict with the 2017 WVLA Fall Conference scheduled for November 8-10, OCPL had to postpone its annual Staff Continuing Education Day normally held on Veterans Day. She said the Library instead observed Veteran's Day as a paid holiday for the staff and rescheduled Continuing Education Day for President's Day, Monday, February 19, 2018. The Library is closed to the public that day, so that will not be a change for patrons.

Ms. Thomas said OCPL's monthly contribution for PEIA's retiree health insurance benefits has decreased from \$1,089 to \$680 per month because Bonnie Vavrock will now be using PEIA as a supplemental insurance to Medicare. She added that Ralph Gray, spouse of former OCPL employee Nancy Gray, passed away in the fall of 2017 and his premium will no longer need to be paid.

Ms. Thomas distributed the January 2018 Monthly Service Report and WV Deli monthly circulation statistics.

Mr. Phillips noted that several trees on the Library grounds have been trimmed. Due to the need for all available parking during tax season, Ms. Thomas said that Acorn Tree Service would be coming on Sundays prior to 1 p.m. when the Library opens to trim the trees.

Ms. Thomas referred to the e-mail she sent the trustees regarding the request from Devyn Nickerson of Project Hope to include OCPL in its advertising as a facility for the homeless to shelter during the day. She said she informed Ms. Nickerson that she would need to bring the request to the Board for a decision on whether the Library would like to be included in Project Hope's advertising campaign. After discussion, the trustees agreed that Ms. Thomas should provide Ms. Nickerson with an answer expressing the trustees' concerns with being advertised as merely a shelter and that the homeless are always welcome in OCPL if they wish to use the Library for its intended purpose. Ms. Thomas said she would write a response and share it with the trustees for their approval before emailing it to Ms. Nickerson.

OLD BUSINESS

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RENOVATION PROJECT FOR OCPL

Ms. Thomas distributed a corrected Renovation Project Budget Sheet. She said the original budget sheet in this month's board packet incorrectly included an invoice for United Electric in the amount of \$11,631. Ms. Thomas said that invoice is for data and phone cabling upgrades for the new Server Room that were approved at the October 11, 2017 board meeting to be paid out of the Capital Account and not as a part of the Renovation Project. She noted that the original proposal from United Electric for this work was \$24,285, so the phone and data cabling upgrades came in well under budget. Ms. Thomas said that OCPL will also be eligible for a rebate from Change Inc., in the amount of \$121.02, for the phone and data cable relocations for the volunteer tax service in the Tax Room.

Ms. Thomas informed the trustees that Johnson Boiler Works visited the Library and completed a final walkthrough with Ms. Berisford, Bob Workman, Custodian, and herself. She said the control panel in the boiler room was explained in detail for them and all the thermostats were checked to be sure they were operating correctly. She said that she, along with Mr. Workman and Ms. Berisford, now feel confident in checking the operation of the heating and cooling system. She asked if the trustees approved of paying the final bill from Johnson Boiler Works for the heating and cooling upgrades. Mr. Werner motioned to pay the final invoice from Johnson Boiler Works for the HVAC upgrades in the amount of \$24,520.60 to be paid from the Capital Account. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Sr. Mary Clark inquired about the status of the replacement of the exterior signage. Ms. Berisford said that the order was placed with McClellan Sign Co. and the new lettering should be ready for installation in 4 to 6 weeks.

NEW BUSINESS

RENEWAL OF CERTIFICATE OF DEPOSIT

Ms. Thomas distributed a chart listing the current Certificate of Deposit rates and terms from area banks. She stated the rates and terms would be good through the end of the quarter. Ms. Thomas said she already shared the chart with Mr. Marquart, and he recommended allowing the CD to renew at Main Street Bank for the current term of 6 months at an interest rate of 1.0%. After reviewing the rates and terms, Mr. Werner motioned to let the Main Street Bank CD renew at the current rate of 1.0% for a term of 6 months. Sr. Mary Clark seconded.

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VOTE: Mrs. McCamic YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

Mrs. McCamic changed the order of the agenda to discuss OCPL's insurance quotations before discussing the Library's policies.

RENEWAL OF PROPERTY & LIABILITY/AUTO INSURANCE POLICIES

Ms. Thomas reviewed an e-mail she had forwarded earlier to the trustees from Jim Williams, WesBanco Insurance Agent, with quotes for the renewal of the Library's property and liability policy and the auto policy. After shopping the Library's policies, Mr. Williams is recommending renewing OCPL's property and liability policy and the auto policy with State Auto. Mr. Werner explained to Sr. Mary Clark and Mr. Phillips that last year OCPL contacted all the local commercial insurance agencies for quotes for these policies and WesBanco provided the best price and coverage through Mr. Williams. He said that Mr. Williams has been OCPL's insurance agent for several years, and since he shops the various commercial insurance companies for the best price, he sees no reason to second guess Mr. Williams' recommendation to renew the Library's current policies with State Auto. After discussion, Mr. Werner moved to renew the State Auto policies for the Library's property and liability and auto insurance. Mr. Phillips seconded.

VOTE: Mrs. McCamic YES
Mr. Werner YES
Sr. M. Clark YES
Mr. Phillips YES

DISCUSSION OF OCPL POLICIES

Mrs. McCamic stated that the topic of reviewing OCPL's policies was discussed last year and it was decided that it would be best to postpone the task until after the renovation project was completed. She distributed a copy of the Table of Contents page from OCPL's policy handbook with the dates listed when each policy was last revised. Mr. Werner noted that the policies may have actually been reviewed since they were last revised but if no changes were made the revision date would not have changed. Mrs. McCamic stated that maybe it would be a good idea to add the date a policy was reviewed in the future. Mr. Werner said he saw no issue with adding a review date to the policies. Mrs. McCamic asked the trustees how they would like to proceed with reviewing the policies. Ms. Thomas said she would also review the policies in an attempt to prioritize the list for the trustees. She said several of the items listed in the Table of Contents are not actually OCPL policies but are from the West Virginia Library Commission and the American Library Association, so they are not subject to review by OCPL. After discussion, the

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trustees agreed to hold individual work sessions to discuss the policies and make a plan to review them at future monthly board meetings.

Mrs. McCamic asked if the building should be appraised because of the recent renovations. Due to the changes an appraisal would make to OCPL's value and insurability, Mr. Werner suggested contacting Mr. Williams to see if he would recommend an appraisal for the building. Ms. Thomas said she would contact Mr. Williams and share his recommendation with the trustees.

There being no further business, Sr. Mary Clark motioned to adjourn the meeting at 5:23 p.m. Mr. Phillips seconded.

VOTE:	Mrs. McCamic	YES
	Mr. Werner	YES
	Sr. M. Clark	YES
	Mr. Phillips	YES

Respectfully submitted,

Amanda Berisford
Secretary/Bookkeeper