



**MINUTES  
BOARD OF TRUSTEES MEETING  
MAY 15, 2024  
WEDNESDAY, 4:15 P.M.**

**BOARD MEMBERS PRESENT:** Gregory Marquart, Secretary/Treasurer; Edward Phillips, Cheryl Harshman

**BOARD MEMBERS ABSENT:** Anthony Werner, Chairman; Jimmie McCamic

**ALSO PRESENT:** Amy Kastigar, Director; Amanda Berisford, Administrative Assistant

**CALL TO ORDER:** Mr. Marquart called the meeting to order at 4:17 pm.

**MINUTES:** Mr. Phillips moved to approve the April 17, 2024, minutes as presented. Mrs. Harshman seconded.

**VOTE:**

Mr. Marquart	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**FINANCIAL REPORT:**

WesBanco Operating Account #2 Checking	\$	1,921.25
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		214,145.60
WesBanco Operating Money Market Savings		916,640.75
WesBanco UOVHR Fund Account Checking		10,061.72
Main Street Bank Archive Nonprofit Savings		46,756.65
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		115,800.06
Main Street Bank Capital CD - B		115,982.39
<b>TOTAL</b>	<b>\$</b>	<b>1,536,414.06</b>

**Revenue received: April 2024**

County Commission	\$	88,630.05
Board of Education		55,822.58
State Basic Grants-in-aid		55,817.00
Fines		397.02
Photocopies		631.85
Contributions		233.04
Interest Earned		891.98
Endowment Interest		-
Book Sale		3,129.55
Out of State Patrons		95.00

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Other:			1,285.09
Operating CD Interest	500.47		
Operating Supply CR	224.00		
UOVHR CR	93.00		
CNX Interest	467.62		
	<b>TOTAL</b>	<b>\$</b>	<b>206,933.16</b>

**CONTRIBUTIONS:**

**Memorial Contributions:**

In memory of Marilyn Mendelson Cynthia & David Hilliard		\$	100.00
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**General Contributions**

James Russell			50.00
Anonymous			83.04
	<b>TOTAL</b>	<b>\$</b>	<b>233.04</b>

**INVOICES:**

April 2024 Operating #2 Account		\$	120,798.78
April 2024 Transfer to Payroll			46,317.86
April 2024 Capital Fund			16,971.39
April 2024 UOVHR Fund			270.16
	<b>TOTAL</b>	<b>\$</b>	<b>184,358.19</b>

**WARRANTS:**

April 2024 Operating #2 Account Warrants #33663 - #33712		\$	120,798.78
April 2024 Transfer to Payroll			46,317.86
April 2024 Capital Fund Warrants #677 - #683			16,971.39
April 2024 UOVHR Fund Warrant #111			270.16
	<b>TOTAL</b>	<b>\$</b>	<b>184,358.19</b>

**VERIFICATIONS:**

Total <b>Operating Balances</b> as of March 2024		\$	879,987.90
+ April 2024 Revenue			206,933.16
-April 2024 Expenditures			184,358.19
	<b>SUBTOTAL</b>	<b>\$</b>	<b>902,562.87</b>
United Bank Operating CD			115,105.64
Main Street Bank Operating CD			115,299.59
Main Street Bank Capital CD			115,982.39
	<b>CD SUBTOTAL</b>	<b>\$</b>	<b>346,387.62</b>
<b>Capital Balances as of March 2024</b>			<b>230,468.04</b>

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<b>Archive Fund Balances as of March 2024</b>		<b>46,756.65</b>
<b>UOVHR Fund Balances as of March 2024</b>		<b>10,238.88</b>
	<b>TOTAL</b>	<b>\$ 1,536,414.06</b>

**INVOICES AND WARRANTS:** Mrs. Harshman moved to approve the April Financial Report as presented. Mr. Phillips seconded.

**VOTE:**

Mr. Marquart	YES
Mr. Phillips	YES
Mrs. Harshman	YES

**PUBLIC INPUT/PRESENTATIONS:** There was no public input/presentations.

**ANNOUNCEMENTS:** There were no announcements.

**DIRECTOR’S REPORT:** Ms. Kastigar reported on the following:

The Library has received a \$293,531.61 check from the estate of Harold E. Vitalie. As the trustees approved renaming the Auditorium for Mr. Vitalie, Ms. Kastigar said planning for the dedication ceremony has begun and is tentatively scheduled for December 2024. She said she welcomed any suggestions from the trustees and stated that she would keep them apprised as plans are finalized. Ms. Kastigar asked the trustees how they would like to proceed with the disposition of the funds. Mr. Marquart suggested depositing \$50,000 in the Capital Account for improvements to the Auditorium and adding the remaining funds to one of OCPL’s investment accounts. After discussion, Mr. Phillips moved to deposit \$50,000 in the Capital Account and the remaining funds of \$243,531.61 are to be added to the Library’s Security National Trust investment account. Mrs. Harshman seconded.

**VOTE:**

Mr. Marquart	YES
Mr. Phillips	YES
Mrs. Harshman	YES

A new display has been added to the main floor of the Library. Glinda Bowman donated her late husband John’s collection of riverboat models to OCPL along with a donation of \$1,000. If the trustees do not object, Ms. Kastigar recommended depositing the donation into the Archives Fund due to Mr. Bowman’s interest in local history.

The aluminum fence between the Library’s property and Northwood has been installed. Ms. Kastigar said she hopes that the new fence will address some of the parking lot issues.

The final phase of the Wheeling Intelligencer and Wheeling News-Register digitization project has been completed. All the back issues that belonged to the Library have been digitized and are now available to be searched online via OCPL’s website. Ms. Kastigar said she wished to thank

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the trustees for agreeing to fund this large and lengthy project. She added that the digitized newspapers are frequently used, with 756 searches completed in April alone.

A student volunteer from Wheeling Catholic Central has digitized all the back issues of the Upper Ohio Valley Historical Review and they are now available on OCPL's website.

OCPL's Summer reading program, "Adventure Begins at Your Library," will begin on June 1. A carnival will be held in the Eoff Street Lot from 1 to 3 pm to kick off the program. On Thursday, May 16, the Library will also be hosting a Mario Kart tournament from 6 to 8 pm for our young adult patrons.

Julia Bachmann, Outreach Specialist, will be taking OCPL's Seed Library on the road. Ms. Bachmann will be one of approximately 40 exhibitors at Mount St. Joseph's Earth Day Festival from 1 to 5 pm on May 19.

From their debut on April 9 until April 30, the Library has issued 151 new library cards, and 723 existing cards have been updated with new designs. Last April, Ms. Kastigar explained that only 47 new cards were issued, and 270 existing cards were updated. She said she is happy to report that the new library cards have appealed to the community.

Since the beginning of this fiscal year, the Library has experienced four issues with the plumbing on the lower level. Johnson Boiler Works has been called to address the problem each time. However, Ms. Kastigar explained that this appears to be an ongoing issue. She has contacted Rusty McClure at JBW for suggestions on how to fix the problem. She said Mr. McClure's first suggestion was to remove the backflow preventer located in the Storage Room since the problems began after the installation of the low-flow toilets during the 2016-2018 Renovation Project. Ms. Kastigar explained that since there is less water flowing through the pipes, material is getting caught in the trap and causing the lines to back up. She said Mr. McClure said he would research other possible solutions to solve the problem, and she would keep the trustees informed.

**OLD BUSINESS:** There was no Old Business.

**NEW BUSINESS:**

**2024 WV PRIMARY ELECTION RESULTS - LIBRARY LEVY**

Ms. Kastigar said she is happy to report that, thanks to the voters in Ohio County, OCPL now has an excess levy which means the Library will have guaranteed funding for four years starting in 2025. The levy is expected to generate approximately \$1 million and restore OCPL's funding to pre-2021 levels.

**LANDSCAPING PROPOSAL**

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Ms. Kastigar said she has not yet received the landscaping proposal and would like to table this agenda topic until the next board meeting.

**DIRECTOR’S JOB DESCRIPTION**

Ms. Kastigar stated that a copy of the Director’s job description was included in this month’s packet. The West Virginia Ethics Commission recommended that the Library have one on file. Mrs. Harshman said it was a good draft. Mr. Marquart stated that he would like to wait to approve the job description until Mr. Werner is able to review the document and recommends tabling the discussion until the June board meeting.

**WIRELESS ACCESS POINT PROPOSAL**

Technology Services Group, OCPL’s technology firm, has installed the new Meraki firewall and highly recommended replacing the current wireless access points with Meraki brand access points to improve the wireless connectivity throughout the building. Ms. Kastigar explained that if the firewall and access points are all the same brand, it allows for flawless communication between the wireless access points and the internet firewall. She said a copy of TSG’s proposal was included in this month’s board packet. Mrs. Harshman moved to approve the purchase and installation of the Meraki wireless access points in the amount of \$6,772.00 to be paid from the Capital Account. Mr. Phillips seconded.

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

**FRIENDS OF THE LIBRARY – MEMORANDUM OF UNDERSTANDING**

The Friends of the Library executive board met on Monday, April 22, and approved their Memorandum of Understanding. Ms. Kastigar stated that a draft of the document was included in this month’s board packet. Mr. Marquart said he reviewed the memorandum and noted that he saw no potential issues with the document. However, he said he would like to ensure that Mr. Werner also agreed with the language in the Memorandum of Understanding. Mrs. Kastigar said the draft follows recommendations and guidelines from the American Library Association. Mr. Phillips moved to approve the Friends of the Library’s Memorandum of Understanding if Mr. Werner also approves of the language within the document. Mrs. Harshman seconded.

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

**ANNUAL BUDGET**

Ms. Berisford stated that an updated draft of the 2024-2025 Annual Budget was included in this month’s board packet. Based upon this fiscal year’s expenditure projection reports, Ms. Berisford said this draft still provides an accurate representation of the funds needed for acquisitions, operating supplies, building maintenance, and activities. She noted that the Health

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Insurance line item is the only change from last month. Last week, Highmark issued OCPL's renewal contract, and the previously estimated amount has been updated to the correct 2024-2025 premiums. Mr. Marquart said he has reviewed the proposed budgets and spoken with Mr. Werner regarding options for a potential cost of living increase for Library staff. In addition to the current salary sheets, he asked for additional worksheets that include options for a 4% or 5% cost of living increase. The trustees agreed to review the provided information and continue the discussion of the Annual Budget at next month's board meeting.

Mr. Marquart said since OCPL's excess levy passed with 77% percent of the vote, it shows that our community truly values the Library and its staff. The board members asked Ms. Kastigar to convey to the Library staff that they appreciate all the hard work they have been doing to serve the community over the past two years, and their efforts have not gone unnoticed.

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:54 pm. Mrs. Harshman seconded.

<b>VOTE:</b>	Mr. Marquart	YES
	Mr. Phillips	YES
	Mrs. Harshman	YES

Respectfully submitted,  
*Amanda Berisford*  
Amanda Berisford  
Administrative Assistant