



**MINUTES
BOARD OF TRUSTEES
MEETING OCTOBER 16, 2024
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT: Gregory Marquart, Secretary/Treasurer; Jimmie McCamic

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library; Elisabeth Slater & William Paras of Security National Trust

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm.

Mr. Werner changed the order of the agenda so that Ms. Slater and Mr. Paras could give their presentation on OCPL's Investment Account.

NEW BUSINESS:

PRESENTATION ON SECURITY NATIONAL TRUST COMPANY ACCOUNT

Ms. Slater introduced herself and stated that she is the Administrator of OCPL's investment account. She stated that Mr. Paras would be providing an update on the market and reviewing the Library's investments for the trustees. Ms. Slater then distributed copies of the annual investment review of the Ohio County Public Library's account to the trustees (see attachments). Mr. Paras reviewed the current state of the market. With the recent decision by the Federal Reserve to lower interest rates, and the possibility of another rate decrease in the fourth quarter of 2024, he stated that he believes inflation will begin lowering in an orderly fashion. Mr. Paras added that with the upcoming election, and the current perspective of the market, it continues to make sense to remain fully invested. Ms. Slater referred to the "snapshot" sheet of OCPL's investments from January 1, 2023, to September 30, 2024. She said the total return of the Library's stocks has been 16.68% during that period. Mr. Paras said that the Library currently has an investment objective that puts more of an emphasis on the long-term growth of the principal and currently they are still comfortable using this objective. He referred to OCPL's account profile, noting the account's current composition of fixed income, equity, and cash equivalent holdings. Mr. Paras said they are currently maintaining a target of 80% for equity, with 20% allocated to cash equivalents and fixed income. He then reviewed the Library's holdings and Asset Class Review Report from 12/1/2010 to the present. Mr. Paras asked the trustees if they had any questions.

Ms. Slater thanked the trustees for inviting them to give their presentation and stated that they should feel free to reach out at any time if they have questions regarding the investment account or if the Library's financial needs change. She added that they often meet two times a year with

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many of their other clients, and they would be willing to attend another meeting in the future if the trustees have any additional questions or concerns. Ms. Slater informed the trustees to let her know if they have upcoming projects that may require cash from the investment account to complete. She added that if the trustees do need to draw from the investment, it is easier to raise funds over time, so advance notice is always appreciated. Mr. Werner thanked both Mr. Paras and Ms. Slater for attending the meeting. Ms. Slater and Mr. Paras left the meeting at 4:29 p.m.

MINUTES: Mr. Werner noted typographical errors on page three of the September board meeting minutes. Mr. Phillips moved to approve the September 18, 2024, board meeting minutes as corrected. Mrs. Harshman seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	3,070.69
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		342,327.90
WesBanco Operating Money Market Savings		416,891.12
WesBanco UOVHR Fund Account Checking		9,795.12
Main Street Bank Archive Nonprofit Savings		47,776.51
WesBanco Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		117,959.82
TOTAL	\$	1,168,726.86

Revenue received: September 2024

County Commission	\$	70,010.91
Board of Education		60,560.00
State Basic Grants-in-aid		-
Overdue Fees		485.89
Photocopies		922.16
Contributions		896.16
Interest Earned		632.69
Endowment Interest		-
Book Sale		141.50
Out of State Patrons		65.00
Other:		2,412.28
CNX Royalties		198.28
UOVHR CR		37.00
Retail Items		177.00
CFOV Grant		2,000.00

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TOTAL \$ 136,126.59

CONTRIBUTIONS:

Memorial Contributions

In memory of Gladys Van Horne		
J. Ford Huffman	\$	100.00
Sue Blevins		25.00

General Contributions

John R. Wallace Sr.		60.00
Widow's Mite Fund Trustee Committee		500.00
Patricia Jeffers		100.00
Arcadia Publishing		75.33
Anonymous		35.83

TOTAL \$ 896.16

INVOICES:

September 2024 Operating #2 Account	\$	103,130.27
September 2024 Transfer to Payroll		48,673.40
September 2024 Capital Fund		9,025.50
September 2024 UOVHR Fund		547.60
September 2024 Operating #2 Account Voided Checks	-	50.00
TOTAL	\$	161,326.77

WARRANTS:

September 2024 Operating #2 Account	\$	103,130.27
Warrants #33942 - #33990		
September 2024 Transfer to Payroll		48,673.40
September 2024 Capital Fund		9,025.50
Warrants #694 - #695		
September 2024 UOVHR Fund		547.60
Warrants #112 - #113		
September 2024 Operating #2 Account Voided Checks	-	50.00
Warrant #33972		
TOTAL	\$	161,326.77

VERIFICATIONS:

Total Operating Balances as of August 2024	\$	436,111.46
+ September 2024 Revenue		136,126.59
-September 2024 Expenditures		161,326.77
SUBTOTAL	\$	410,911.28
WesBanco Bank Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		117,959.82

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	CD SUBTOTAL	\$	348,865.52
Capital Balances as of August 2024			350,871.88
Archive Fund Balances as of August 2024			47,772.46
UOVHR Fund Balances as of August 2024			10,305.72
	TOTAL	\$	1,168,726.86

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

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

PUBLIC INPUT/PRESENTATIONS: There was no public input.

ANNOUNCEMENTS: There were no announcements.

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

The July distribution from the Ohio County Commission has been received in the amount of \$286,115.95. OCPL has also received a grant totaling \$24,316.49 from the WV Library Section for the Library’s automation expenses.

OCPL’s fall book sale was held on October 11 and 12. A special preview sale was held on the evening of October 10, exclusively for the Friends of the Library. A total of \$1,545.35 was earned during the two-and-a-half-day sale. Another book sale is currently being planned for the spring.

At the October meeting, the trustees accepted Zambito Flooring America’s flooring replacement proposals. Ms. Kastigar stated that after the meeting, Rite Carpet had chosen to withdraw their proposals because they felt they could not offer competitive quotes. Zambito Flooring America has already installed vinyl plank flooring in the Auditorium. They will be back on October 25 to replace the carpeting on the stage and steps, and to put the final touches on the vinyl flooring. Ms. Kastigar said that once the Auditorium has been completed, Zambito will begin work on the main floor carpeting project. She added that the main floor will be recarpeted in stages to cause as little disruption to patrons and library services as possible.

The Library hosted Ohio County School’s Literature Fair on Friday, October 11. A total of 108 student projects were evaluated for the opportunity to be included in the regional fair to be held at West Liberty University on November 2.

Makayla Carney has been hired as the Library’s Head of Marketing/Web Manager. Ms. Carney has previously been an AmeriCorps Volunteer for Wheeling Heritage, serving as a writer and

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editor for Weelunk, assistant program developer, and social media coordinator for the organization. Ms. Carney also has a background in film and editing and is a very active member of the Wheeling community.

Family Game Night continues to be a success and has been attracting an average of 30 participants regularly. Ms. Kastigar said that the Library's additional adult programming has been very popular as well. Julia Bachmann, Outreach Services Specialist, held a program on canning and preserving food that hosted a total of 18 people and a fall seed swap event that boasted 35 attendees. Ms. Bachmann and Sean Duffy, Adult Programming Coordinator, will be traveling to Charleston to attend the WV Book Festival being held at the Charleston Coliseum and Convention Center. Ms. Bachmann and Mr. Duffy will be manning a table to promote OCPL and its services.

A Community Baby Shower was held on October 12 for low-income parents in Ohio County. Sarah Cribbs, Head of Youth Services, and Carrie Leib, Youth Services Specialist, attended the event to provide information about the Library and board books to the families who participated in the event. Ms. Leib is currently planning a Halloween program for young adults at the end of this month featuring a Harry Potter theme. Ms. Kastigar said thirty teens have registered for the program so far, and she is hoping that the number will continue to grow as the event approaches.

The WV Library Association held its annual Fall Conference at Oglebay Resort from October 2 through October 4. On Wednesday, October 2, OCPL hosted an evening reception. Ms. Kastigar said she is happy to report that over 40 visiting librarians ventured "down the hill" from Oglebay Resort to attend the reception. She added that everyone was very impressed with OCPL's building and collections. Ms. Kastigar stated that the local history museum, Library of Things, and the new children's play area attracted the most attention. In addition, several of OCPL staff gave presentations at the conference. Nannette Troyan, Library Clerk, presented a program about inclusive library displays. Ms. Cribbs presented a session entitled "Fun Lab: Bringing STEAM into your Library." Laura Carroll, Assistant Director/Head of Adult Services, and Ellen Scheid, Adult Services Assistant, presented a program on how libraries could create their own Library of Things collection. Ms. Kastigar said that all the programs were well attended.

On Saturday, October 5, Ms. Bachmann drove the Library's newly wrapped van in the Oglebayfest parade. Ms. Cribbs, Ms. Leib, and Nettie McClure, Youth Services Assistant, accompanied Ms. Bachmann on the parade route distributing 280 treat bags to spectators.

Lastly, Ms. Kastigar said Savage Construction will be installing the new parking lot safety mirror next week.

OLD BUSINESS: There was no Old Business.

NEW BUSINESS (Continued)

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PROPOSALS FOR AUDITORIUM LIGHT FIXTURES

Ms. Kastigar reported that she is currently seeking proposals to replace the lighting in the auditorium, retrofit or replace the Library’s remaining fluorescent bulbs and fixtures to LED, and replace seventeen electrical outlets on the main floor. She stated that she contacted Erb Electric, Yahn Fire Security Technology, and United Electric for proposals. She had hoped to have all the bids for the Auditorium light fixtures by this meeting. Unfortunately, only one proposal has been received in time for the meeting. Mr. Werner recommended postponing the discussion until additional quotes have been submitted.

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:47 pm. Mrs. Harshman seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant