



**MINUTES
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2024
WEDNESDAY, 4:15 P.M.**

BOARD MEMBERS PRESENT: Anthony Werner, Chairman; Gregory Marquart, Secretary/Treasurer; Jimmie McCamic, Edward Phillips, Cheryl Harshman

BOARD MEMBERS ABSENT:

ALSO PRESENT: Amy Kastigar, Director; Amanda Berisford, Administrative Assistant; Charles A. Julian, President of the Friends of the Ohio County Library

CALL TO ORDER: Mr. Werner called the meeting to order at 4:16 pm.

MINUTES: Mrs. Harshman moved to approve the October 16, 2024, board meeting minutes as presented. Mr. Phillips seconded.

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

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	21,501.95
WesBanco Payroll Account Checking		25,255.96
WesBanco Capital Money Market Savings		345,659.40
WesBanco Operating Money Market Savings		943,828.65
WesBanco UOVHR Fund Account Checking		9,695.12
Main Street Bank Archive Nonprofit Savings		47,780.43
WesBanco Operating CD		115,105.64
Main Street Bank Operating CD		118,531.33
Main Street Bank Capital CD		118,034.18
TOTAL	\$	1,745,392.66

Revenue received: October 2024

County Commission	\$	616,947.72
Board of Education		60,560.00
State Basic Grants-in-aid		55,816.00
Overdue Fees		225.18
Photocopies		523.50
Contributions		1,778.75
Interest Earned		3,678.35

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

Endowment Interest			2,606.36
Book Sale			1,643.15
Out of State Patrons			35.00
Other:			36,188.92
CNX Royalties	257.22		
WVLS LSTA Grant	24,316.49		
Internet CR	1,948.21		
Retail Items	67.00		
America 250 Grant	1,000.00		
Bequest – Robert M. Upton Estate	8,600.00		
	TOTAL	\$	780,002.93

CONTRIBUTIONS:

Memorial Contributions

In memory of Marilyn Mendelson			
Andrew Mendelson		\$	1,000.00

In memory of Judy Sandstead			
Charlotte McConologue			
DeEtta White			
Jane Sackett			
Risa Dolan			
Sue Wolfson			
Martha Irish			
Grace Norton			
Collegiate Alumnae of Wheeling			200.00

General Contributions

Bonnie Thurston – Modern Poetry Collection			500.00
Anonymous			78.75
	TOTAL	\$	1,778.75

INVOICES:

October 2024 Operating #2 Account		\$	152,836.53
October 2024 Transfer to Payroll			49,173.97
October 2024 Capital Fund			5,814.13
October 2024 UOVHR Fund			100.00
October 2024 Operating #2 Account Voided EFT		-	4,587.50
	TOTAL	\$	203,337.13

WARRANTS:

October 2024 Operating #2 Account		\$	152,836.53
Warrants #33991 - #34074			
October 2024 Transfer to Payroll			49,173.97

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

October 2024 Capital Fund		5,814.13
Warrants #696 - #699		
October 2024 UOVHR Fund		100.00
Warrant #114		
October 2024 Operating #2 Account Voided EFT	-	4,587.50
	TOTAL	\$ 203,337.13

VERIFICATIONS:

Total Operating Balances as of September 2024	\$	419,961.81
+October 2024 Revenue		780,002.93
-October 2024 Expenditures		203,337.13
	SUBTOTAL	\$ 996,627.61
WesBanco Bank Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		117,959.82
	CD SUBTOTAL	\$ 348,865.52
Capital Balances as of September 2024		342,327.90
Archive Fund Balances as of September 2024		47,776.51
UOVHR Fund Balances as of September 2024		9,795.12
	TOTAL	\$ 1,745,392.66

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

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared two thank-you notes with the trustees. The first was from Julie Mennillo, who wished to express her gratitude for the books she was able to borrow through OCPL’s Interlibrary Loan service. Mrs. Mennillo also included a donation of \$50.00. The second was sent by the Wheeling Herbal Society, along with a donation of \$200. Ms. Kastigar said the WHS wished to show their appreciation for their group’s use of the Library’s meeting rooms.

ANNOUNCEMENTS: There were no announcements.

DIRECTOR’S REPORT: Ms. Kastigar reported on the following:
The October and November tax revenue distributions of \$60,560.00 each has been received from the Ohio County Board of Education. The September tax distribution from the Ohio County Commission in the amount of \$330,831.77 has also been received.

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

OCPL has received \$8,600 from the Estate of Robert M. Upton. The funds were deposited into the Capital Account. Ms. Kastigar said this money is from an interim accounting of Mr. Upton's Estate. Once Jackson Law Firm finishes the final accounting of the estate in the spring, the Library may receive further monies.

Brigitte Mazure has resigned from her position as a Director on the Executive Committee of the Friends of the Library. Ms. Mazure's position has been filled by Dr. Christina Fisanick. Dr. Fisanick will now be part of the team handling the Friends' social media posts. Makayla Carney, Head of Marketing, will be attending the Friends Executive Committee meetings so she can share her expertise in promoting and expanding the Friends group. Ms. Kastigar stated that the Annual Meeting of the Friends of the Library will be held on April 23, 2025. She explained that at this annual meeting, the Friends will meet as a group in its entirety.

The Young Adult Harry Potter Halloween program boasted over 70 participants. Carrie Leib, Youth Services Specialist, will also be adding a regular Young Adult program every third Tuesday of the month to the Youth Services programming schedule. The Children's Department also held a special Storytime Halloween parade and trick-or-treat on October 31. A total of 22 children and 15 adults participated in the program.

The Auditorium flooring replacement has been completed. Zambito returned to finish the entryway and the cove base around the entirety of the room. The upstairs carpeting is currently on order, and installation is set to begin before the end of the year.

On Veteran's Day, OCPL held its annual Staff In-Service Day. Ms. Kastigar said the In-Service Day is a yearly event that allows the staff to get together, discuss ideas, and set goals for the new year. It is also an opportunity to fulfill the State's mandated continuing education credits. As part of the team building exercises this year, the entire staff shifted part of the non-fiction collection. Ms. Kastigar said everyone seemed to enjoy the task, and, with all the staff participating, this portion of the project was completed quickly.

The Library will be participating in the Wheeling Fantasy in Lights Christmas Parade on November 22. Members of staff will be riding in the Outreach Services van or walking beside it along the parade route. Parade organizers will also be furnishing OCPL with a Pete the Cat costume, as well as a volunteer willing to don the costume for the parade.

This month, the Library's recurring plumbing issues returned. Initially, a blockage occurred in the Storage Room access on November 8. Johnson Boiler Works responded that day to clear the blockage and pump out the wastewater that had collected in the access area. Unfortunately, Ms. Kastigar said the issue quickly returned and OCPL was forced to close on Tuesday, November 19 at 3 pm and was unable to reopen its doors until today at noon. Ms. Kastigar reported that the flapper in the Storage Room access area was clogged so badly that the valve leaked and filled the access area with sewage. Johnson Boiler Works was called once again to pump out the sewage

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

and unclog the lines. To prevent further issues, JBW removed the flapper and valve and then capped the line where the valve was to allow the wastewater to flow unimpeded into the City's sewage system. Due to the ongoing issue, Ms. Kastigar said she has been conferring over the past few months with Rusty McClure of JBW. The consensus is that the Library's plumbing issues are due to the installation of the low-flow toilets during the Renovation Project in 2018. Due to the reduced flow of water through the pipes, the heavy flapper creates a blockage that causes wastewater to back up. Ms. Kastigar said it has also been recommended that OCPL explore the possibility of replacing the paper towels in the restrooms with hand dryers, in order to reduce further blockages.

On December 10, Lunch with Books will hold a special dedication ceremony of the Harold E. Vitale Auditorium. Mr. Vitalie was a regular attendee of Lunch with Books, and the Library felt it was only appropriate for the dedication to occur at the weekly program when his friends could be in attendance. The dedication will feature a slideshow of Mr. Vitalie's relationship with the Library and especially the Lunch with Books programs. To honor his memory, Mr. Vitalie's friends and former students will also be sharing stories and testimonials.

The staff's annual Christmas luncheon will take place on Thursday, December 19, between noon and 2 pm in the auditorium. Ms. Kastigar said the staff wished to extend an invitation to all the trustees. She added that the Lunch with Books annual Christmas concert will be held on Tuesday, December 17, and will feature the Young Patriots and Voices of Freedom choir from Wheeling Park High School.

OLD BUSINESS:

PROPOSALS FOR AUDITORIUM LIGHT FIXTURES, MAIN FLOOR RECEPTACLE REPLACEMENT, AND FLUORESCENT RETROFITTING

Ms. Kastigar stated that proposals from Erb Electric and United Electric to replace the lighting in the auditorium, retrofit or replace the Library's remaining fluorescent bulbs and fixtures to LED, and replace electrical outlets on the main floor were included in this month's board packet. She said Yahn Electric also toured the building. However, due to their current workload they were unable to submit a proposal. The trustees reviewed and compared the proposals and the suggested options prepared by Erb Electric and United Electric. After discussion, Mr. Marquart moved to accept the proposal from Erb Electric for \$36,410 to install 96 new Niveous globe fixtures in the Auditorium, retrofit 156 fluorescent lamps, retrofit 26 recessed fixtures, furnish and install a new exterior light at the garage door, replace 17 of the main floor's receptacles with duplex outlets with USBC jacks, and replacing the remaining 12 duplex outlets on the main floor. Mrs. Harshman seconded.

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

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

Mrs. Harshman YES

NEW BUSINESS

EMPLOYEE GIFT CERTIFICATES

After discussion of the holiday gift certificates for staff, Mrs. McCamic moved to approve the purchase of the Kroger gift certificates for all full-time and part-time staff. Mr. Phillips seconded.

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

MAIN STREET BANK OPERATING CD RENEWAL

Ms. Berisford said a copy of the Main Street Bank Operating CD maturity notice was included in this month's board packet, and a revised spreadsheet of rates and terms from local banks was distributed before the meeting. After reviewing the available rates and terms for Certificates of Deposit accounts, Mr. Marquart moved to renew the Operating CD at Main Street Bank for a term of 12 months, at the rate of 4.60%. Mrs. Harshman seconded.

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

ADA COMPLIANCE AND ACCESSIBILITY STATEMENT

Due to the increasing popularity of the Library's lifestyle programs, Julia Bachmann, Outreach Services Specialist, is in the process of scheduling additional knitting, crocheting, and crafting classes. Ms. Bachmann is in the process of applying for a grant from the WV Department of Arts, History, and Culture to offset the cost of supplies for the programs. To be eligible to apply for the grant, Ms. Kastigar said that OCPL would need to adopt an accessibility statement and then add it to the Library's policy manual. She said she consulted both Kanawha County Public Library and the Carnegie Library of Pittsburgh's accessibility statements and conferred with Mr. Werner to draft the document. Mr. Werner stated that the policy is very clear and reasonable. However, he suggested a wording change in the third paragraph. After discussion, Mr. Marquart moved to approve the Accessibility Statement, as modified, and adopt the statement as an official policy as of November 20, 2024. Mrs. McCamic seconded.

VOTE: Mr. Werner YES
 Mr. Marquart YES

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

Mrs. McCamic	YES
Mr. Phillips	YES
Mrs. Harshman	YES

ACCUFUND ANYWHERE ACCOUNTING SOFTWARE UPGRADE

Accufund, OCPL’s accounting software, will be phasing out the Library’s current on-site solution and eventually it will no longer be supported or updated. Ms. Berisford said upgrading the accounting software and adding a time clock were both items included in this year’s Capital Improvements list. She stated she attended a webinar regarding the migration to AccuFund’s Anywhere Cloud Accounting and has been working with Mountaineer Computer Systems, an AccuFund reseller, regarding the transition to the cloud accounting solution. Ms. Berisford distributed a copy of the MCS quote to the trustees. She explained that the cloud-based solution will still provide the Library with all the non-profit functionality that AccuFund is known for and remove the need to install and maintain an accounting system on-site. In addition, the Anywhere solution includes features that the Library would like to add to its current on-site solution, such as the Human Resources module. With the traditional on-site version, HR is a module that must be purchased separately. However, with AccuFund Anywhere the HR functions are included in the Payroll module. The cloud solution will be subscription based, and the Library will be billed quarterly instead of annually as with the on-site solution. The Mountaineer Computer Systems quote includes adding another user to the system, to allow access for Ms. Kastigar, and purchasing a Time Clock to improve staff’s time reporting. The Time Clock will provide seamless integration with the Payroll module, increasing overall accuracy and efficiency. Mr. Marquart moved to approve the proposal from Mountaineer Computer Systems to purchase a standard time clock and 30 proximity fobs in the amount of \$860.00 and to migrate the current AccuFund onsite solution to AccuFund’s Anywhere cloud accounting solution. Mrs. Harshman seconded.

VOTE:

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

There being no further business, Mr. Phillips moved to adjourn the meeting at 4:53 pm. Mr. Marquart seconded.

VOTE:

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

**BOARD OF TRUSTEES MEETING
MINUTES
NOVEMBER 20, 2024**

Respectfully submitted,

Amanda Berisford
Administrative Assistant