



**MINUTES
BOARD OF TRUSTEES MEETING
JUNE 26, 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 4:15 pm.

MINUTES: Mrs. McCamic moved to approve the May 15, 2024, 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	\$	18,976.82
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		251,943.76
WesBanco Operating Money Market Savings		798,340.20
WesBanco UOVHR Fund Account Checking		10,190.72
Main Street Bank Archive Nonprofit Savings		47,760.49
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		115,800.06
Main Street Bank Capital CD - B		117,450.02
TOTAL	\$	1,475,576.71

Revenue received: May 2024

County Commission	\$	43,840.30
Board of Education		55,822.58
State Basic Grants-in-aid		-
Fines		479.97
Photocopies		670.19
Contributions		294,797.46
Interest Earned		989.24

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Endowment Interest		11,141.31
Book Sale		67.50
Out of State Patrons		70.00
Other:		3,380.16
Capital CD Interest	1,467.63	
Operating Supply CR	143.00	
UOVHR CR	129.00	
WHNAC Grant (Bloomsday)	1,000.00	
Insurance Claim	624.45	
Miscellaneous CR	16.08	
	TOTAL	\$ 411,258.71

CONTRIBUTIONS:

Memorial Contributions:

In memory of John Bowman		
Glinda Bowman		\$ 1,000.00
Harold Eugene Vitalie Estate		293,531.61

General Contributions

Wheeling Herb Society		100.00
Susan K. Gagnon		50.00
Grover Robbins		50.00
Anonymous		65.85
	TOTAL	\$ 294,797.46

INVOICES:

May 2024 Operating #2 Account	\$	145,473.40
May 2024 Transfer to Payroll		70,007.30
May 2024 Capital Fund		256,624.36
	TOTAL	\$ 472,105.06

WARRANTS:

May 2024 Operating #2 Account	\$	145,473.40
Warrants #33713 - #33788		
May 2024 Transfer to Payroll		70,007.30
May 2024 Capital Fund		256,624.36
Warrants #684 - #687		
	TOTAL	\$ 472,105.06

VERIFICATIONS:

Total Operating Balances as of April 2024	\$	918,562.00
+ May 2024 Revenue		411,258.71
-May 2024 Expenditures		472,105.06
	SUBTOTAL	\$ 857,715.65

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United Bank Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		115,982.39
	CD SUBTOTAL	\$ 346,888.09
Capital Balances as of April 2024		214,145.60
Archive Fund Balances as of April 2024		46,756.65
UOVHR Fund Balances as of April 2024		10,061.72
	TOTAL	\$ 1,475,567.71

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

VOTE:

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

PUBLIC INPUT/PRESENTATIONS: Ms. Kastigar shared a thank you note from Grover Robbins with the trustees. She said Mr. Robbins wished to express how much he supports and appreciates all we do at OCPL.

ANNOUNCEMENTS: There were no announcements.

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

The April 2024 revenue from the Ohio County Commission has been received for \$43,840.30, as well as the May 2024 distribution totaling \$6,680.25. The June 2024 distribution from the Board of Education of \$55,822.62 has also been received.

The WV Library Section has been able to increase OCPL’s Grants-In-Aid for 2024 in the amount of \$8,500. This amount has been added to the 2024-2025 GIA amount awarded of \$223,265, for a total of \$231,765. Ms. Kastigar said the GIA increase has been reflected on the 2024-2025 Budget Income sheet.

As of Monday, June 24, a total of 400 children have registered for the summer reading program “Adventure Begins at Your Library.” This week’s Children’s Department Funlab program had a total of 20 participants, and the Young Adult Boba Tea program had a total of 21 teenage attendees. The June YA Book Club group had 19 attendees, and a total of 29 patrons attended game nights this month.

OCPL had a table at Pride on the Plaza on June 8. The Library held a mini book sale, sold t-shirts, and staffed an informational table. The sales for the day totaled \$272.

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After much consideration, OCPL will be amending its regular computer classes. Ms. Kastigar explained that the previous version of the classes featured a set curriculum for a group based on their proficiency level. She said that version has lost its popularity. Moving forward, Ms. Kastigar said the Library will now be offering one-on-one computer instruction by appointment, allowing each class to be tailored to an individual's needs.

A special People's University will be held on Thursdays from July 18 through August 1. The subject for this series will be Lord Dunmore's War, from both the colonists' and natives' perspectives. Sean Duffy, Adult Programming Coordinator, has already begun planning the fall installment of People's University. Ms. Kastigar said the fall series will pertain to Appalachian crafts, basketweaving, quilting, and cooking.

Johnson Boiler Works came to inspect the backflow preventer flap at the main parking lot entrance. The flapper was in good condition, but the workers noticed standing water in both the sewer lines and storm drain. At JBW's request, Ms. Kastigar reported the issue to the City of Wheeling, and city workers were dispatched to clean out the storm drains.

Ms. Kastigar said she attended the Friends of the Library meeting on Monday, June 24. She said the topics discussed included a membership drive and assistance with the library's Fall Booksale, currently scheduled for October 10, 11, & 12.

The Main Street Capital CD was allowed to be renewed for another seven-month term at a rate of 4.65%. The CD will next come due on January 5, 2025, so we will want to address it at the December meeting.

Ms. Kastigar said Ellery McGregor, Head of Marketing, will be resigning in August to pursue a Master of Business Administration degree at the University of Edinburgh. She said the Library would be sad to see Ms. McGregor leave, however, we wish her all the best as she continues her education.

OLD BUSINESS:

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 had recommended to Ms. Kastigar that OCPL have one on file. Mr. Werner said he reviewed the document and asked if there were any additional suggestions. Mrs. Harshman stated that she reviewed the job description and found that it was a good draft. Mr. Marquart moved to adopt the Director's Job Description dated April 2024. Mr. Phillips seconded.

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

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Mr. Phillips YES
Mrs. Harshman YES

NEW BUSINESS:

DIRECTOR’S & OFFICERS/EMPLOYMENT PRACTICES RENEWAL

Ms. Kastigar said she contacted Barbara Eikleberry of WesBanco Insurance Services regarding the renewal of the Library’s Directors & Officers Insurance from Great American Insurance Company. Ms. Eikleberry said the policy would expire on July 1, 2024, and would not be renewed automatically. The Great American Insurance Company is not requesting a renewal application this year, just a confirmation from the trustees to renew the Library’s policy. Ms. Berisford said the coverages will remain the same; however, there will be an overall premium increase of \$33.34. Mrs. McCamic moved to confirm the renewal of the Directors & Officers and Employment Practices Liability insurance from Great American Insurance Company in the amount of \$1,159.34. Mr. Marquart seconded.

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

RECOMMENDATION OF TRUSTEE REAPPOINTMENT

Mr. Marquart graciously agreed to be re-appointed to the Ohio County Public Library Board of Trustees for a five-year term beginning July 1, 2024, through June 30, 2029. Mr. Phillips moved to recommend Mr. Marquart’s reappointment. Mrs. McCamic seconded the motion.

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

Ms. Kastigar said she would contact Brenda Miller, Ohio County Circuit Clerk, and confirm Mr. Marquart’s reappointment.

ANNUAL BUDGET

Ms. Kastigar stated that an updated draft of the 2024-2025 Annual Budget was included in this month’s board packet along with the Budget Explanation Sheet. Based upon the Library’s projected revenue, Ms. Kastigar stated she adjusted OCPL’s expenditures and the changes from the current fiscal year’s budget have been detailed in the 2024-2025 Budget Explanation Sheet (see attached). Regarding options for a potential cost of living increase for Library staff, Mr. Marquart has requested additional salary sheets that included options for a 4% or 5% cost of

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living increase at the May board meeting. Along with the additional cost of living increase options, Ms. Kastigar said the proposed salary sheets also include an option to allow for a change to the number of hours required for full-time status. Currently, she explained that most of the full-time staff work forty hours per week, while only five employees work thirty-five hours per week. Ms. Kastigar added that the Personnel Policies would need to be amended to incorporate the change in hours for full-time staff. The trustees reviewed the documents and Mr. Werner said he recommended a 5% cost of living increase for the staff. Mr. Marquart stated that he was also in agreement with a 5% cost of living increase due to inflation, and he said it is also a way for the trustees to express to the Library staff that they appreciate all their efforts to continue to serve the community over the past two years. He added that, with the increase in the cost of living for the staff, a sufficient amount would be left for the Library's annual budgeted transfer to the Capital. Mr. Marquart inquired if there were any recommended salary adjustments for the staff. Ms. Kastigar said the salary adjustments have been included on the salary worksheets. Mrs. Harshman said she agrees with the 5% cost of living increase for the staff. Mr. Marquart moved to approve the 2024-2025 Annual Budget as presented with the recommended salary adjustments, adjustment to full-time hours, and the 5% cost of living increase. 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. Marquart moved to adjourn the meeting at 4:47 pm. Mr. Phillips seconded.

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

Respectfully submitted,
Amanda Berisford
Amanda Berisford
Administrative Assistant