



**MINUTES
BOARD OF TRUSTEES MEETING
JULY 17, 2024
WEDNESDAY, 4:15 P.M.**

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

BOARD MEMBERS ABSENT: Cheryl Harshman

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

CALL TO ORDER: Mr. Werner called the meeting to order at 4:15 pm. He then changed the order of the Agenda so Aimee Tickerhoof of Kozicki Hughes Tickerhoof could give her presentation on the Library's audit for the fiscal year ending June 30, 2023.

NEW BUSINESS:

FY22-23 AUDIT REVIEW, BY AIMEE TICKERHOOF

Ms. Tickerhoof thanked the trustees for selecting Kozicki, Hughes, Tickerhoof, PLLC, to perform the Library's audit. Ms. Tickerhoof said she is happy to report that the firm is now back on track with completing OCPL's audits. She then shared the FY 2022-2023 audit report with the trustees. Ms. Tickerhoof said they were able to issue a clean audit opinion that the financial statements present fairly the financial condition of the Library in all material respects as of June 30, 2023. She then reviewed the audited financial statements and supplementary information for the trustees. Ms. Tickerhoof noted a change in OCPL's Statement of Net Position for the fiscal year ending June 30, 2023. She explained that the Net pension and Net OPEB are once again listed as Liabilities for this fiscal year, instead of being listed as Assets as they were in FYE22. While conducting the audit, Ms. Tickerhoof noted that the Library's personnel files do not contain all relevant employee information. While OCPL has all the necessary information, Ms. Tickerhoof recommended consolidating all the information for each employee in separate files. She added that if the recommendation is implemented, OCPL will have a stronger system of internal control, and operations will be more efficient. The trustees thanked Ms. Tickerhoof for her presentation, and she left the meeting at 4:33 p.m.

MINUTES: Mr. Werner noted a typographic error on page five of the Minutes. Mrs. McCamic also recommended a wording change on page six of the Minutes. Mr. Marquart moved to approve the June 26, 2024, minutes as amended. Mrs. McCamic seconded.

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

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Mr. Phillips YES

FINANCIAL REPORT:

WesBanco Operating Account #2 Checking	\$	7,333.35
WesBanco Payroll Account Checking		-
WesBanco Capital Money Market Savings		361,755.65
WesBanco Operating Money Market Savings		575,164.40
WesBanco UOVHR Fund Account Checking		10,238.72
Main Street Bank Archive Nonprofit Savings		47,764.50
WesBanco Operating CD - #2		115,105.64
Main Street Bank Operating CD - A		115,800.06
Main Street Bank Capital CD - B		117,959.82
TOTAL	\$	1,351,122.14

Revenue received: June 2024

County Commission	\$	6,680.25
Board of Education		55,822.62
State Basic Grants-in-aid		-
Fines		244.39
Photocopies		483.55
Contributions		154.21
Interest Earned		852.10
Endowment Interest		-
Book Sale		92.50
Out of State Patrons		35.00
Other:		1,954.27
Capital CD Interest		509.80
Operating Supply CR		754.00
Book CR		414.00
CNX Royalties		228.47
UOVHR CR		48.00
TOTAL	\$	66,318.89

CONTRIBUTIONS:

General Contributions

Jeffrey Knierim	\$	50.00
CEA-HOW		50.00
Anonymous		54.21
TOTAL	\$	154.21

INVOICES:

June 2024 Operating #2 Account	\$	255,414.07
June 2024 Operating #2 Account Annual Transfer to Capital	-	110,991.00

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June 2024 Transfer to Payroll		44,729.92
June 2024 Capital Fund		1,624.45
June 2024 Operating #2 Account Voided Checks	-	12.98
TOTAL	\$	190,764.46

WARRANTS:

June 2024 Operating #2 Account Warrants #33789 - #33836	\$	255,414.07
June 2024 Operating #2 Account Annual Transfer to Capital	-	110,991.00
June 2024 Transfer to Payroll		44,729.92
June 2024 Capital Fund Warrants #688		1,624.45
June 2024 Operating #2 Account Voided Checks Warrants #33496, #33560	-	12.98
TOTAL	\$	190,764.46

VERIFICATIONS:

Total Operating Balances as of May 2024	\$	817,317.02
+ June 2024 Revenue		66,318.89
-June 2024 Expenditures		190,764.46
SUBTOTAL	\$	692,871.45
United Bank Operating CD		115,105.64
Main Street Bank Operating CD		115,800.06
Main Street Bank Capital CD		117,450.02
CD SUBTOTAL	\$	348,355.72
Capital Balances as of May 2024		251,943.76
Archive Fund Balances as of May 2024		47,760.49
UOVHR Fund Balances as of May 2024		10,190.72
TOTAL	\$	1,351,122.14

INVOICES AND WARRANTS: Mr. Marquart moved to approve the June Financial Report as presented. Mr. Phillips seconded.

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

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

ANNOUNCEMENTS: There were no announcements.

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

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The Second Quarter distribution has been received from the WesBanco Trust Account in the amount of \$11,095.71.

The next series of People's University on Lord Dunmore's War will begin on July 18, with a presentation by Jay Frey entitled "Who Was Lord Dunmore." On Tuesday, July 16, Lunch with Books featured a presentation on falconry with Collin Waybright, and next Tuesday will feature Enzo Chiodo, a banjo musician who plays Folk Jazz. Ms. Kastigar added that upcoming Lunch with Books programs will include Steubenville novelist Harold Rogers and Tanner Skym, an Elvis impersonator.

The WVDeli quarterly meeting was held on Tuesday, July 16. During the meeting, the consortium agreed to renew its online subscription to Law Depot. Ms. Kastigar said that the only other piece of business discussed was to schedule a meeting with the other WV eBook consortia during this fall's WVLA conference to continue the planning for the possible merger into one statewide consortium.

Sarah Cribbs, Head of Youth Services, reported that Summer Reading participation has grown to a total of 496, which includes all ages from birth to eighteen. On Thursday, July 18, Carrie Lieb, Youth Services Specialist, will be hosting a Young Adult Anime Night.

On Tuesday, July 23, Nathan Knapp, Reference Assistance, will be having another Game Night. Ms. Kastigar stated that this program is held every other Tuesday. She said Game Nights continue to gain in popularity, with a total of 29 patrons attending the first one held this month.

A campfire sing-along will be held on Thursday, July 25 for Summer Reading participants at Oglebay, and the program finale pool party will be held on July 31, at Wheeling Park.

OLD BUSINESS: There was no old business.

NEW BUSINESS (Continued):

ANNUAL CAPITAL IMPROVEMENTS PRIORITY LIST

Ms. Kastigar stated that a list of Capital Improvements for this fiscal year was included in this month's board packet. She said the first items on the list were improvements proposed last year that were not able to be completed. They include replacing or retrofitting the building's remaining fluorescent fixtures with LED bulbs and/or fixtures, replacing the electrical outlets located on the pillars on the main floor, retiling the downstairs men's restroom, and replacing the Reference Desk. Ms. Kastigar explained that the Auditorium's Audio-Visual system upgrade and the conversion of the Library's detection system took longer than anticipated, thus postponing the completion of these projects last year. New additions to the Annual Capital Improvements list include recarpeting the Auditorium and replacing light fixtures there, replacing the carpeting on the main floor, designing and furnishing a Young Adult area, and

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purchasing comfortable seating for the Magazine/Library of Things area. Finally, the Capital Improvements list also includes adding a Human Resources module to our existing accounting software. She said the HR module will include an automated time clock, allow for the transition of personnel files to digital, and will also automate leave accrual and requests. Mr. Werner asked which improvements were the most time-sensitive to complete. Ms. Kastigar answered that the renaming of the Auditorium in honor of Harold Vitalie is tentatively scheduled for December 10, and she would like the updates to the room to be completed. She said purchasing the Human Resources module for the accounting software is also a top priority. Ms. Kastigar said she would then like to create the Young Adult area, replace the upstairs carpeting, and have the remaining fluorescent lighting replaced. Ms. Berisford said she has contacted AccuFund and is currently seeking a quote for the HR Module. She stated that she hopes to have the quote ready by the August board meeting. Ms. Kastigar will begin obtaining quotes for the Auditorium updates, which will include new flooring, replacing ceiling fixtures, and purchasing new tables and chairs.

CHANGES TO OCPL POLICY MANUAL

Ms. Kastigar said that three policies in the OCPL Policy Manual need to be updated. The first is the Bylaws of the Ohio County Public Library, Article II – Officers. Ms. Kastigar stated that the approval amount for individual expenditures for purposes other than regular operating expenditures needs to be increased slightly. She said the current \$500 amount has not been adjusted since 1996. Mrs. McCamic moved to increase the approval amount for individual expenditures, other than normal operating expenses, to \$1,000. Mr. Phillips seconded the motion.

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

Ms. Kastigar said that, at last month’s meeting, the board voted that all full-time employees work forty hours per week. As a result, the second policy that needs to be updated is Personnel Policies Part 1 - Definitions. Ms. Kastigar said the policy simply needs to be updated to reflect the adjustment of all full-time employees from 35 hours per week to 40 hours per week and the line referring to the classes of employees needs to be struck from the paragraph. Mr. Phillips moved to amend Part 1 of the Personnel Policies with the suggested recommendations. Mr. Marquart seconded.

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

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The final policy to be reviewed is OCPL’s meeting room policy. Ms. Kastigar said Laura Carroll, Assistant Director, has reviewed the current policy and prepared a draft for the trustees to review. She said Ms. Carroll also provided an explanation of the changes to the policy along with the draft. The main goal of revising the Meeting Room policy is to simplify and update the policy to reflect how patrons use the meeting rooms, and how Library staff manages the online meeting room calendar. The trustees began by reviewing the policy’s Overview. Mr. Werner referred to the final sentence of the Overview. In addition to the unacceptable uses currently defined in the policy, he recommended adding a statement that the list of uses that are not allowed is not exclusive or exhaustive. The board members then reviewed the policy’s guidelines. For the sixth guideline, Mr. Werner recommended changing the guideline to state that individuals or groups may not post signs or distribute materials on Library property without the Library Director’s approval. Regarding the seventeenth guideline, Mr. Werner also suggested adding a provision that states OCPL reserves the right to refuse or limit the use of its audio-visual equipment for meeting room use. After further discussion, Ms. Kastigar said she would revise the current draft of the Meeting Room policy with the trustees’ recommended suggestions for the board members to review at the August board meeting.

PARKING LOT MAINTENANCE

Ms. Kastigar said she contacted several companies about resealing and striping both of the Library’s parking lots. A quote from VHV Asphalt Care was included in this month’s board packet and she distributed a quote from Blackie & Son to the trustees. After reviewing the quotes, Mr. Marquart moved to approve the quote from Blackie & Son to reseal and stripe OCPL’s parking lots, based on their availability, in the amount of \$4,719.25, to be paid from the Capital Account. Mr. Phillips seconded.

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

CHILDREN’S SHELVING

Ms. Kastigar stated that Sarah Cribbs, Head of Youth Services, has requested additional shelving for the Children’s Department. A quote to purchase more ColorScape modular shelving units from Demco was included in this month’s packet. The quote includes three double-faced, straight shelving units to compliment the curved ColorScape shelving with a bench that was purchased in spring 2023. Ms. Kastigar said the original shelving units were purchased because they are interchangeable and allow for units to be added as the Children’s Collection expands. After discussion, Mrs. McCamic moved to approve the purchase of the ColorScape shelving units from Demco in the amount of \$3,601.66 to be paid from the Capital Account. Mr. Marquart seconded.

VOTE:	Mr. Werner	YES
	Mr. Marquart	YES

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Mrs. McCamic	YES
Mr. Phillips	YES

There being no further business, Mr. Phillips moved to adjourn the meeting at 5:32 pm. Mr. Marquart seconded.

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

Respectfully submitted,

Amanda Berisford

Amanda Berisford
Administrative Assistant