

BOARD MEETING
Wednesday October 28, 2020
5:00 P.M.

I. Call to Order

The monthly meeting of the Library Board of the PWCPL was held on Wednesday October 28th, at 5:00 p.m. via Zoom virtual meeting due to the Corona Virus (Covid-19). Board members present were Scott Ramsay, John Jackson, Paul Miller, Cynthia Lockney and Director Brian Raitz. Jennifer Carpenter was also in attendance with hope that she would be formally appointed on the 29th. She did not vote.

II. Public Discussion – None

III. Minutes, Disbursements, Budget Analysis, Other Reports

Cynthia Lockney made and John Jackson seconded a motion to accept the minutes for September 23rd, reports and approve all expenditures from September 1st through September 30th.

The Director stated the library would need to go over budget in Computer Equipment to purchase 23 new PCs and possibly 7 monitors. There was also a new line in the budget to pay for leasing the storage space owned by Select Office Services (\$100 per month), which was free the last couple years when owned by EMAR.

Minutes were later edited to add the discussion regarding the bookmobile. Edited motion was made by John Jackson and seconded by Cynthia Lockney. Motion carried.

John Jackson reviewed accounts 3210 (vacation rollover for audit purposes), the \$2,000 in payroll as buffer from the balance sheet, and that 3325 would be eliminated with auditor's advice.

IV. Old Business –

- a) **Arboretum** – Hemlocks have been removed. Fence rails were repaired and being stained. Pond will need to be addressed.
- b) **Williamstown Library** –Waiting on parking lot repair by Swope. Roof is in need of repair. Board approved the Director to contract with LED to replace roof for \$4,900.
The Board discussed the request from Marty Seufer regarding the old Williamstown Elementary. While the Board appreciates the interest and location, the project looks to be too much in overhead in developing to suit the library. Brian Raitz will share this with Marty Seufer.
The Director and John Jackson will start working on creating a small committee to begin planning the replacement of Williamstown Library. Looking for 6-8 members with a couple from the Williamstown committee, someone from the city and a couple others from the community.
- c) **Waverly Library** – The school is reviewing the legal status of Waverly Elementary. The Library is in holding pattern again. The Director reported that they are continuing to go through the collection and equipment.
- d) **Strategic Plan** – The Director reported that many of the to do items on the strategic plan are being addressed. A full report will come in the next few months. The biggest change is that a Marketing Committee of 10 staff members have started meeting and will begin to draw up a marketing plan to present to the Library Board. The Director is excited about this development being spearheaded by Lydia Wren.
- e) **Capital Projects for the future** – Brian reported that he had contacted Randy at Tri-State who was going to get back on another option than UV light for HVAC. Scott Ramsay brought up the parking lot. The Director will contact a few local paving companies to see how far in advance the project would need bid and schedule to be done the end of spring 2021. He will also contact Pickering to see if they would manage the project.

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V. **New Business –**

- a) **Finance Committee** – John Jackson reported back to the Board that the Finance Committee (John Jackson, Brian Raitz, and Greg Blair) had met and was making a recommendation to the Library Board to allow Greg and Brian to move funds out of the money market accounts to the portfolio and monitor the money market account so that two months operating money was on hand. This will allow better interest on the money which is making .015% interest in WesBanco and .75% interest in WV Central Credit Union money market. Cynthia Lockney made and Paul Miller seconded a motion to do so along with contacting both institutions to see which one would be best in keeping the money market and checking accounts in. Motion carried.
- b) **Calendar of outside appointing agency visits** – Paul will visit the County Commission in the spring, Brian will contact BOE to find out a good time for Scott and John to visit this coming year, and Cynthia will contact the City to find out when to report to them. The Board also approved the idea to send minutes and meeting times to each entity to maintain communication and transparency
- c) **Auditor's Forms** – John Jackson reminded the group to fill out, sign and deliver the forms from the auditors who would be visiting the library on November 3rd. The Director said he would assist if there were any questions regarding the forms.

VI. **Announcements -**

- Next Board Meeting will be held in the Board Room (or Zoom) December 9th, at 5:00pm.

Respectfully submitted,

Paul Miller, Secretary