

PWCPL BOARD MEETING
Wednesday December 3, 2025
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held Wednesday, December 3, 2025 in the boardroom. June Rhodes called the meeting to order at 5:15 p.m. Board members present were June Rhodes, Sonya Ashby, Richard Hayhurst, and Cindy Lockney. Jennifer Carpenter joined through Teams. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also in attendance.
- II. **Public Forum** – Must sign up before meeting. Limit to 10 people. Three minutes to speak per person. There were no guest speakers.
- III. **Minutes, Disbursements, Budget Analysis, Other Reports** – Cindy L. made a motion to accept minutes, disbursements, budget analysis, and other reports followed by a second from Sonya A. It was decided the monthly budget report will be resubmitted. Roy W. will be asked to submit the report for the Maintenance & Janitorial Department in the future monthly Department Activities reports. Motion carried.
- IV. **Old Business**
 - a) **Arboretum** – Water feature has been closed for the winter season.
 - b) **Bookmobile**: Expecting an invoice which will be arriving requesting 50% of the balance for the new bookmobile in the next month or so. The following donations have been made towards matching funds from the Spartan Foundation: Parkersburg Area Community Foundation is giving \$20,000; \$5000 given from a private donation; WesBanco is giving \$10,000. On Wednesday, December 10th, Lisa H. (from the bookmobile) will attend a ceremony to receive the donation from the PACF.
 - c) **Williamstown Library** – Richard H. has completed the inter-governmental agreement for PWCPL and the city of Williamstown to enter into an agreement in regard for PWCPL taking control of the library portion of the old Williamstown Elementary School. Richard H. made a motion that following the City of Williamstown's approval of the intergovernmental agreement the president and secretary of the PWCPL Board would sign the agreement as well. Sonya A. seconded the motion and motion carried. Cindy L. made a motion that the board sign the contract with Pickering to design the new library for the City of Williamstown on behalf of the PWCPL. Richard H. seconded the motion and motion carried.
 - d) **Capital Projects** – Projects continue to be the bookmobile and the Williamstown Library.
 - e) **Calendar for outside agencies** – No one scheduled at this time. Richard H. will contact Wood County Commission to speak possibly in January 2026 on behalf of the library.
 - f) **Personnel Policy** – Richard H. made a motion that the Personnel Policy be amended, effective January 1, 2026, defining a work week as 37.5 to 40 hours per week for full time employees. Sonya A. seconded the motion. Board did discuss that there would be adequate coverage. Motion carried.
 - g) **Strategic Plan** – Brian R. looking for an additional person to serve on the committee and will start meeting in 2026.
 - h) **Notary Service** – Jeffrey C. is working on a policy with staff and will present at January meeting. Possibly training more employees to perform this service.
 - i) **Director's Evaluation** – June R. will send outline to board members to use for the Director's evaluation by the January meeting.
- V. **New Business**
 - a) **Audit** – Sonya A., Brian R., and Jeffrey C. will look at bids to select the auditor.
 - b) Cindy L. made a motion to go into executive session and Richard H. seconded.

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VI Announcements.

- a. The next meeting will be on Wednesday January 14 at 5:15 pm.
- b. Motion made by Richard H. to adjourn and Sonya A. seconded.
Meeting adjourned.

Respectfully submitted,

Cindy Lockney, Secretary

Signed by President Jane Rhodes.

