



PWCPL BOARD MEETING
Wednesday February 25, 2026
5:15 P.M.

- I. **Call to Order** – The monthly meeting of the Library Board of the PWCPL was held Wednesday, February 25, 2026 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, Jennifer Carpenter, and Cindy Lockney. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also in attendance.
- II. **Public Forum** – Must sign up to speak before the meeting. Limit to 10 people, 3 minutes each. There were no guest speakers.
- III. **Minutes, Disbursements, Budget Analysis, Other Reports** – Cindy L. made a motion to accept minutes, and other reports followed by a second from Sonya A. There were no disbursements or budget analysis at this time. Motion carried.
- IV. **Old Business**
 - a) **Arboretum** – Snow is gone but arboretum still at rest.
 - b) **Bookmobile**: Brian R is trying to contact Matthews for bookmobile update. Chemours is possibly giving \$10,000 towards the Spartan Foundation matching fund.
 - c) **Williamstown Library** – Ryan Taylor, from Pickering, brought project plans for the new Williamstown Library. Some of these will be used when promoting the upcoming library excess levy that will be on the May ballot.
Richard H. made a motion that we adopt the intergovernmental agreement dated March 17, 2026, and to include the addendum about square footage. Jennifer C was the second. Motion carried.
 - d) **Capital Projects** – The bookmobile and the new library for Williamstown are the main projects. The meeting with Hucks was cancelled and will be rescheduled. This is to build a Dutch door for children's programming room and enlarge the distribution desk, in the Young Readers' room, for two people.
 - e) **Calendar for outside agencies** – Brian R and Richard H met with County Commissioners. Cindy L will attend Parkersburg City Council meeting in March. June R will attend a Wood County BOE meeting in May.
 - f) **Strategic Plan** – A meeting will be set with Brian R, Jeffrey C. and several staff. Jennifer C. will be the library board representative.
 - g) **Notary Service** – Emerson library has five trained notaries now. South library has three trained. Seems to be working well.
 - h) **Audit** – Ahmad will do the audit. It is due 4/30/26.
 - i) **Excess Levy**: The Wood County Commission approved the excess levy to be placed on the May ballot. Plan to start putting up signs April 1st.
 - j) **Director's Evaluation** – Went into executive session. No action taken. Went out of executive session.
- V. **New Business**
 - a) Staff training was held on Feb. 16th. Jeffrey C. said it went well. Staff felt the session on Narcan was very helpful. Also, the training on microfilm was useful.
 - b) Financial work progressing. Credit card still being reconciled along with bank statements, Lowes, and Amazon. Payroll taxes were paid late September through November so there is a bill from the IRS. Richard H suggested that we check to see if bonding insurance will assist with the cost.



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- c) Motion made by Richard H and Sonya A seconded to use money raised through Give Local MOV for the summer reading programs. Motion carried
- d) Motion by Richard and seconded by Sonya to authorize the Director Brian Raitz to contact Quickbooks Online to switch primary account from Greg to Brian, since Greg is no longer with the Library. Motion carried.

VI Announcements.

- a. The next meeting will be Wednesday at 5:15 pm. March 25,2026
- b. Meeting adjourned.

Respectfully submitted,


Cindy Lockney, Secretary