PWCPL BOARD MEETING
Wednesday September 23, 2026
5:15 P.M.

I. **Call to Order -** The monthly meeting of the Library Board of the PWCPL was held Wednesday, September 23, 2026 in the boardroom. June Rhodes called the meeting to order at 5:15 p.m. Board members present were June Rhodes, Sonya Ashby (v), Jennifer Carpenter and Cindy Lockney. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also present. Richard Hayhurst was absent.

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 Lockney made a motion to accept minutes, disbursements and other reports followed by a second from Jennifer Carpenter. Some items were discussed along with thanks to June and Jeffrey for posting the Director position. Motion carried.

IV. **Old Business:**

A. **Arboretum-** Brian is trying to contact Ashlee Beatty from Wood County Schools about the Wood Whispers artwork and poetry that may be displayed in the arboretum.

B. **Bookmobile-** Discussion was held regarding the funding. A meeting for the design of the wrap will be on the 30th. Brian will be doing a weekly check in with Matthews on progress. Brian has started McDonough grant for funding and Richard was working on private donations.

C. **Williamstown Library-** Discussed funding with RFQ requests to local banks. Due date October 21st and will decide by the end of October whether to pursue a loan or not. Bid Opening will be October 15th. Final palette design will be on the 30th.

D. **Capital Projects-** The bookmobile and new library for Williamstown are main projects at this time. Upgrades to the young readers room is approximately three weeks.

E. **Director Position** – Posted on ALA, Facebook, state library, and library website. Deadline for applications will be October 5th. Jeffrey will share applications that meet requirements with Board members as they arrive via Teams. Discussed having a staff feedback/meet as part of the process. Jeffrey will work this out with June.

F. **Calendar for outside agencies-** Talked about Jennifer visiting with County Commissioners when it fits their schedule.

V. **New Business:**

A. **Safety Deposit Box –** WesBanco box was closed. Board decided to have a Fire Safe Box purchased and housed in the Library with keys given to two Library Board members. Brian will scan all deeds, titles, and other documents that will be stored in said safe.

VI. **Announcements:** Little Free Library is back in operation at Quincy Park.

The next meeting will be held Wednesday, October 28,2026, 5:15 p.m. at Emerson.

Respectfully submitted,

Jennifer Carpenter, Secretary

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