

Weston Public Library Board of Trustees Regular Meeting
November 13, 2023, at the Weston Public Library

CALL TO ORDER

Edward Wolfram, President, called the meeting to order at 6:08 p.m.

ROLL CALL OF BOARD MEMBERS

Wolfram, present; Sheperd, present; Carson, present; Patel, present; Sommerfeld, present, Archambo, present and Gamby, present.

Staff members present: Shelen Stevens, Darla Froman and Deb Gross.

APPROVAL OF MINUTES

Sheperd made a motion, second by Wolfram, to approve the October 9, 2023 Regular Meeting Minutes with no additions or correction. Roll Call: Sommerfeld, aye; Patel, aye; Shepard, aye; Gamby ay; Archambo, abstain; Carson, abstain, Wolfram, abstain. Motion carried.

PUBLIC COMMENTS

Mr. Meyerholtz commented that he feels cameras inside the building are necessary for the safety of patrons and staff. Shepard reminded all that discussions regarding library security are matters for Executive Session.

FINANCIAL REPORT

Board Members indicated they had reviewed the financials and there were no additions or corrections. A Motion to Approve the Financial reports as submitted was made by Archambo; second by Shepard. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

A Motion to Accept Temporary Appropriations was made by Archambo, second by Patel. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried. The Fiscal Officer stated that due to a change in the accounting system, the appropriations format is slightly different.

A Motion to Approve the Fiscal Officer to pay bills until the 2024 Organizational Meeting was made by Archambo, second by Shepard. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

OLD BUSINESS

Three candidates for the Board of Trustees were present for the meeting. Sommerfeld questioned each of the candidates regarding areas to improve the library and each candidate was given time to answer. Further discussion regarding the vacancy was reserved for the Executive Session.

INFECTION DISEASE POLICY: This policy was put into effect as a result of Covid but remains in place in case of other medical emergencies. A Motion to Approve the Infectious Disease Policy was made by Sommerfeld; second by Gamby. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

MATERIAL DONATION POLICY: Changes were made to the previous policy so that material donations and financial donations are under separate policies. The Material Donation policy does not include History Room items as those in Grand Rapids are still owned by the Historical Society. The policy for review by the Board is a melded policy of the old policy and two proposed changes. A Motion to Accept the Material Donation Policy was made by Sommerfeld, second by Wolfram. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

FINANCIAL DONATION POLICY: A new Financial Donation policy was written because of the separation of the Material Donation and Financial Donation Policies. A Motion to Accept the Financial Donation Policy was made by Sommerfeld, second by Archambo. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

NEW BUSINESS

The January Board meeting will be held January 8, 2024, at 6:00 p.m. at the Grand Rapids Branch Library.

A quote was received for additional shelving at the Grand Rapids Branch. The additional shelving will increase the available shelf space 30-40%. A Motion to Accept the Quote and Proceed with New Shelving was made by Shepard, seconded by Archambo. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

A review of the Credit Cards of the library was made. No action was taken.

Discussion of the upcoming solar eclipse was held. A Motion to Approve the closing of the Weston Public Library and Grand Rapids Branch Library on April 8, 2024, was made by Archambo, second by Carson. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

A new Emergency Policy draft was presented to Board Members for review. This is a first draft and further discussion regarding the policy will take place at the January meeting. No action taken.

DIRECTOR UPDATE

Upcoming events:

November 18, 2023, Saturday Snack Attack for youth at 11:00 a.m. and Cali the comfort dog will be at the library for youth who have registered to spend time reading with Cali.

Both libraries will be closed November 23 and 24, 2024 for the Thanksgiving Holiday. The library will be open Saturday November 25, 2025.

December Saturday Snack Attacks with snow these will take place on:

December 9 at Grand Rapids Branch Library

December 30 at Weston Public Library

December 15, 2023, both libraries will close at 12:00 pm and there will be a staff appreciation pot-luck at the Weston Public Library. The Board members were invited to attend.

On January 16, 2024, Jeff Klein, Director of the Wood County Emergency Services will be at the Weston Public Library at 6:00 p.m. to offer a presentation on how to prepare yourself and your family for the April 8, 2024, solar eclipse.

OTHER

There was no other business.

EXECUTIVE SESSION

Patel made a motion, second by Shepard to Enter Executive Session to consider the compensation of public employees and to consider the appointment of a public official. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

The Board entered Executive Session at 7:16 p.m.

Archambo made a motion, second by Carson to return from Executive Session. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

The Board returned from Executive Session at 7:56 p.m.

Archambo made a Motion, second by Patel to Adopt Schedule A – 2024 Salaries of the Weston Public Library. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

The Board noted that they were impressed with all three candidates for the Board of Trustees position. The candidates were invited to apply for any opening in the future. A Motion was made by Shepard, second by Archambo to appoint Edward Wolfram to the Board of Trustees. Roll call:

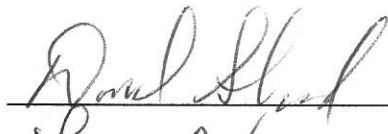
Sommerfeld, aye; Carson, aye; Wolfram, abstain; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye.

Motion carried.

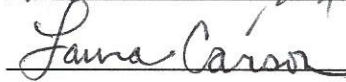
ADJOURNMENT

Shepard made a motion, second by Archambo, to adjourn the meeting. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Archambo aye; Gamby, aye. Motion carried.

The meeting was adjourned at 7:59 p.m.



President ~~Edward Wolfram III~~



Secretary Laura Carson

Schedule a – 2024 Salaries for Weston Public Library

Employees with a year or less employment wages increased to	\$12.00 per hour
Employees with less than three years employment wages increased to	\$13.00 per hour
Employees with 10 years employment or more wages increased by	3.5% increase
Desk Clerk performing cataloging duties wage per hour for cataloging	\$14.00 per hour
Assistant Director	3.5% increase
Director	3.5% increase
Fiscal Officer	3.5% increase

Board Approved - November 13, 2023