

**Weston Public Library Board of Trustees Meeting  
April 14, 2025  
Grand Rapids Branch of the Weston Public Library**

**CALL TO ORDER**

Dan Sheperd, President, called the meeting to order at 6:01 PM.

**ROLL CALL OF BOARD MEMBERS**

Archambo, present; Armitage, present; Carson, present; Gamby, present; Patel, present; Sheperd, present; Sommerfeld, present.

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

**APPROVAL OF MINUTES**

Patel made a motion, second by Carson, to approve the February 10, 2025, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

**PUBLIC COMMENTS**

Representatives from the Weston Parks & Recreation Committee and the Weston Business Council distributed upcoming event information, requesting a partnership with the library. The board agreed that cross promotion of upcoming events would provide benefit to the community. The library will look into hosting the Arbor Day and Earth Day events next year.

Doug Marion also made a recommendation for the library to purchase a newer model 3D printer, along with CAD software, to provide an opportunity to expose students to this technology and career potential.

**FINANCIAL REPORT**

Board Members indicated they had reviewed the financials and there were no additions or corrections. Deb Gross noted several items in the report:

- Allocations for PLF and taxes are down.
- The payment for the emergency gas leak is accounted for.
- The \$5,000 payment to Hoopla is a large upfront cost at the start of service.
- Working on installing a new phone system that has a \$3500 upfront cost that will be regained in only a few months of cost savings.

A motion to approve the Financial Reports as submitted was made by Archambo; second by Patel. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

**OLD BUSINESS**

**Strategic Plan:** The Board continued discussions related to the proposed Strategic Plan. Board members are interested in learning from community members through a

survey or questionnaire in order to best prioritize projects and needs. The Library Director was encouraged to slip a questionnaire in books as they are checked out to encourage engagement. Carson reminded the group that the board has previously discussed scheduling a special meeting so more time could be spent discussing the strategic plan. The Board determined it was best to wait until feedback has been gathered from the community and until the state budget funding decisions are settled. Board would like "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

**Emergency Plan:** The Board has been reviewing the draft Emergency Plan since the February Board Meeting. The Emergency Plan was developed with assistance from Director, Jeff Klein, Wood County Emergency Management Agency, and reviewed by Joyce Nowak. Armitage made a motion, second by Carson, to approve the Emergency Plan as written and presented. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Staff will be trained at a later date.

## **NEW BUSINESS**

**Retention and Disposal of Records Policy:** The State of Ohio has approved the RC2 forms that were submitted several months ago, which has prompted an update to the Retention and Disposal of Records Policy. Archambo made a motion, second by Sheperd, to accept the Retention and Disposal of Records Policy. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Library Brand and Logo:** The Board reviewed the new proposed logo, along with the proposed style guide and brand guidelines, which were inspired by the Library's windows, history, and vision, "Providing a window of opportunity." Armitage made a motion, second by Patel, to approve the logo with the addition of the word "Branch" after "Grand Rapids". Roll Call: Archambo, aye; Armitage, aye; Carson, Abstained; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Signature – Library Issued Checks:** After research, it has been determined that per O.R.C., the Library Director may not act as the secondary signer to the Fiscal Officer for Library issued checks. The Board President, Vice-President, and Secretary must be the secondary signers. The Library Director has been removed as an approved signer. Archambo made a motion, second by Patel, for the President, Vice-President, and Secretary to be added as approved signers to be contacted to sign checks as needed. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

The President, Vice-President, and Secretary will be added as approved signers ASAP.

## **DIRECTOR UPDATE**



- **PLF:** The Ohio House passed their version of the budget by a vote of 60-39. this means the budget now moves to the Senate. The House Budget proposes to create a line-item appropriation, instead of a percentage of the General Revenue Fund (GRF), to provide state funding to Ohio's public libraries.

This means the Public Library Fund (PLF) would no longer receive 1.7% of the state's GRF as stated in permanent law. Instead, the PLF would be a line-item appropriation and vulnerable for elimination in the next state budget. Following discussions at the Ohio Library Legislation Day and during the Ohio Library Council Trustee Dinner presentation it is clear this change is setting the stage for public library funding from the state to be eliminated in future budget legislation.

- **New Computers:** The following computers were recently purchased and have been installed: Weston, two patron stations, one circulation station, Grand Rapids: two patron stations at a total cost of \$3,745.00.

One additional circulation station computer will be purchased for Weston. This allows for all computers to be up to date.

- **Gas Line Repair Cost:** The cost of the repair to the gas line break at Weston came in at \$8,615.00 payable to Downey Heating and Plumbing.
- **Insurance:** The Ohio Plan will be covering all insurance needs of the library beginning in July 2025. Every Library in the County uses Ohio Plan. The Current cost of insurance is \$16,385, the new coverage will cost \$6,507 saving the library \$9,878 per year. Coverage is better than current plan with less cost.
- **New Statistic Page:** A new statistical page has been created by the Director to offer a more comprehensive look at the various aspects of daily public use of the library facilities. The Board likes the new format but would like to keep it broken down by month.
- **Programing:**
  - April 15th at 7:00 p.m. at Weston Public Library John McKenzie of McKenzie's Greenhouse and Flower shop will be presenting a program on Gardening for Success
  - April 26th from 11:00a.m. to 2:00 p.m. there will be a Model Horse Show at Grand Rapids Branch Library.
  - May 6th at 7:00 p.m. at Grand Rapids Branch Library, Laura Carson will be presenting the program: Beginning Genealogy: How to Start Your Family Tree. Registration will be required.

#### **OTHER/GOOD OF THE ORDER**

President Sheperd asked Vice-President Patel to research the 3d printing recommendation and provide a report for the Board to consider. Sheperd also feels that

the Earth Day and Arbor Day events are good suggestions and should be included in the Library's future programming.

Armitage would like it relayed to Hallie that she is doing an "awesome" job on the new marketing.

Gamby reported that the Oregon Branch of the Toledo Library had installed self-checkout counters as part of its recent remodel.

### **EXECUTIVE SESSION**

Sheperd made a motion, second by Archambo, to enter into Executive Session to discuss compensation of a public employee. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Entered into Executive Session at 7:33 PM.

Sommerfeld made a motion, second Sheperd, to exit Executive Session. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Returned to Regular Session at 7:40 PM.

Archambo made a motion, second by Carson to add additional cataloguing duties to an assigned desk clerk, who while cataloguing and training to catalogue, will receive an additional \$1/hour above regular pay grade. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

### **ADJOURNMENT**

Gamby made a motion, second by Carson, to adjourn the meeting. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

The meeting was adjourned at 7:44 PM.

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President Dan Sheperd

Amanda Gamby  
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Tigar

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Secretary Amanda Gamby

Vice President Tigar Patel