Weston Public Library Board of Trustees Meeting
August 11, 2025
Weston Public Library

CALL TO ORDER

Dan Sheperd, President, called the meeting to order at 6:02 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

Archambo made a motion, second by Carson, to approve the July 14, 2025, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, abstained; Sheperd, aye; Sommerfeld, aye. Motion carried.

PUBLIC COMMENTS

Representatives from the Weston Business Council and Weston Park Board expressed gratitude for the Library's participation in the Weston Fun Days event – noting the bubbles, parade decorations/participation, and popsicles provided by Director Stevens.

The Business Council also noted a new partnership with the Weston Library to offer a senior citizen gathering, which will take place in the Library's Community Room on Tuesdays beginning in October. The event will offer fellowship, refreshments, educational opportunities and more.

The Business Council will also be partnering with Otsego Schools to offer an Angel Tree for families in need this holiday season. The Library has offered to be a location for this if needed.

FINANCIAL REPORT

Board members were provided paper copies of the financial reports prior to the meeting. Deb will provide the reports by email as originally intended. To allow for more time for review, Sommerfeld made a motion to table the approval of the financial reports until a future meeting; second by Sheperd. 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. The Board reviewed the results of the updated paper survey that has been distributed at both Library locations over the past month. So far, 55 surveys have been completed by patrons. Distribution of surveys will continue to gather more submissions/data. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

3D Printing: Shelen reported that she has drafted a Makers Space Policy that is currently being reviewed by Joyce Nowak. Community member, Doug Marion again shared his interest in assisting with training programs related to an updated 3D Printer/CAD. Sommerfeld stressed the importance of staying current with technology. Sheperd reminded the Board that further discussion is needed to determine the "heart and soul" of the Library before making too many changes at the current time. The Board requested that this item remain on the agenda for further discussion and consideration at a future meeting.

NEW BUSINESS

Board Review and Action on Amendment to Bylaws of the Weston Public Library Board of Trustees: Due to changes in the Ohio Revised Code (ORC), which reduces terms from 7 years to 4 years, the Board must amend Section A – Tenure and Qualifications to read "Each library trustee is appointed to a four-year term." Current, seated Board Members will fulfill remainder of 7-year terms. Renewals and new appointees will serve 4-year terms. After review and discussion, it was also noted that the sentence, "Appointments are staggered such that one trustee term is scheduled to expire each December 31st." should also be removed. A motion to approve the proposed amendment to the Bylaws, along with the additional amendment, was made by Armitage, second by Patel. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Financial Audit: Board Members were sent an email from the Auditor of State indicating that the Audit is complete with no findings.

Petition Policy: The Board reviewed the Petition Policy, with the only changes being the addition of the logo and bullet points to freshen the document. Sheperd made a motion; second by Carson, to accept the Petition Policy as presented. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Halle Marie Marketing: The 6-month trial period has expired with Halle Marie Marketing. The Board, along with Director Stevens, have been very pleased with the outreach that has been provided. Armitage made a motion; second by Archambo to extend the contract with Halle Marie Marketing for another year. Roll Call: Archambo, aye; Armitage, aye; Carson, abstained; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

DIRECTOR UPDATE

- **Back to Schools Day Event:** Shelen participated in Otsego School's Back to School event and distributed 400 bags provided by the solar company. While the bags were popular, only 5 individuals/families completed surveys.

- **Wood County District Public Library Book Mobile Update:** The Wood County Library will no longer be providing book mobile stops in Haskins or Tontogany due to staffing/financial constraints.
- **Weston Historical Society:** The Weston Library will be partnering with the Weston Historical Society to host an Open House History Night during one of their upcoming meetings. Shelen will bring items from the local history collection for sharing/discussion.
- **State Budget Wrap Up:**
  - The PLF is now a line-item appropriation, with no increases due to sales tax.
  - The Governor's Veto related to the display of library materials may be overridden until December of 2026.
  - The Governor's Veto related to replacement levies has been overridden by the House, but has not been acted on by the Senate.
  - Trustee Terms changed from 7-year terms to 4-year terms. Does not impact current trustee terms.
  - Cyber Security Policy will be required by July 2026. Shelen and Deb are attending trainings and are beginning to work on a draft policy.
  - State Income Tax will be a flat rate of 2.75% over two years.
  - The Governor's Veto related to the County Budget Commission being allowed to reduce millage on any voter approved levy can still be overridden. The Wood County Auditor has provided a sample resolution, suggesting the Library could consider passing to voluntarily reduce the % of millage currently collected. The Board will need to review the budget, plan for Capital Projects, and make recommendations for reducing the current carryover balance.

OTHER/GOOD OF THE ORDER

Deb reported that Minutes are needed for recent Finance Committee meetings to remain compliant with Sunshine Laws. She also stressed the importance of receiving an agenda prior to Finance Committee meetings to be better prepared with responses/information. She also requested that the Finance Committee meet during regular scheduled Board Meetings as the information discussed is relevant and important for all Board Members to hear. This will require an amendment to the Bylaws as the Bylaws currently list the Finance Committee separately. Board would like this item to remain on the agenda for discussion at a future meeting.

ADJOURNMENT

Archambo made a motion, second by Patel, 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 7:39 PM.

Daniel Sheperd ______________________ President Dan Sheperd
Amanda Gamby ______________________ Secretary Amanda Gamby