

Weston Public Library Board of Trustees Regular Meeting
August 12, 2024, at the Weston Public Library

CALL TO ORDER

Dan Sheperd, President, called the meeting to order at 6:00 p.m.

ROLL CALL OF BOARD MEMBERS

Sheperd, present; Carson, present; Patel, present; Sommerfeld, present; Armitage, present; Gamby, present. Archambo was not present. Patel made a motion, second by Armitage, to excuse Archambo from the meeting for personal reasons. Roll Call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Carson, aye; Armitage, aye; Gamby, aye. Motion carried.

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

APPROVAL OF MINUTES

Gamby made a motion, second by Sheperd, to approve the July 8, 2024, Regular Meeting Minutes with no additions or corrections. Roll Call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Carson, abstain; Armitage, abstain; Gamby, aye. Motion carried.

PUBLIC COMMENTS

No public comments were made.

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 Sheperd; second by Patel. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried. The Fiscal Officer stated a few questions were asked in the Finance Committee meeting about certain vendors, which were answered in that meeting.

OLD BUSINESS

1. Update on Grand Rapids Branch sign: Downey Electric has been hired to perform the electrical work for the Grand Rapids sign at a cost of \$2,274.00. The total price for the sign

will be \$23,820.00. Installation should occur in 4 weeks. The Director and Assistant Director have the manuals and are undergoing online training for the use of the sign. It can, and will, be shut off during the night hours.

2. Update on security measures: RJ Beck Company was hired for the installation of security cameras at both library locations for a total price of \$4,700.00. Installation was completed on August 9, 2024. Questions regarding motion alerts will be checked on by the Director. This system does not provide for fire or water line break monitoring. Additional questions will be asked of the security company.
3. Update from Strategic Planning Committee: There will be a meeting of the committee on Monday, August 19, 2024. The Committee is on track to present the plan at the November meeting.

NEW BUSINESS

A Motion to Accept the Rate Resolution was made by Patel, second by Armitage. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

The Board reviewed the list of deleted equipment. The Director stated the equipment will be taken to Staples for recycling. A Motion to Accept the Deleted Equipment as Submitted was made by Shepard, second by Carson. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

An update from the Finance Committee was made by Sommerfeld. The committee looked at the circulation policy and a recent notification of an SEO purge of uncollectable accounts. From 2020 to the present there is an uncollected balance for lost, stolen or damaged items from the Weston Public Library in the amount of \$6,731.80. The average number of lost, stolen or damaged items is over 60 per year. The Director stated she received the email from SEO about the purge and felt it was a Director issue and not a Board issue and she authorized the SEO to purge the outstanding collection balance.

Shepard, a member of the finance committee, is planning a meeting with the Director and staff regarding collection of the outstanding balances. Patel asked to attend the meeting also.

The Fiscal Officer stated that she has been working on an Investment Policy but at this time asks the Board for no action. She asked the library counsel to review the policy, however, she was referred to the OCL or the State Auditor. The Auditor said to contact legal services. Legal services said to follow the OLC guidelines. The Fiscal Officer will put it all together and resubmit to Library counsel. A Motion to Table the Policy was made by Sheperd, second by Armitage. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

The Director asked for action on the Security Camera Policy, which has been vetted by the library counsel. However, several additional questions and comments regarding the policy were discussed by Trustees. A Motion to Table the Security Camera Policy was made by Patel, second by Carson. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

The Director presented the Unattended Child Policy, which has also been reviewed by Library counsel. A Motion to Accept the Unattended Child Policy was made by Armitage, second by Patel. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

DIRECTOR UPDATE

The Director publicly thanked Otsego Superintendent Kevin O'Shea for attending the end of summer reading program as Victor the Knight.

The Director was asked about the Beyond Books space at the Grand Rapids branch. At this time, no new items have been purchased. Sommerfeld suggested the Director check with other libraries who have this type of collection to see what items are most popular.

A short discussion was had regarding Facebook posts and their limited reach of patrons due to the algorithms.

The Fine Arts Fair at Weston went well and the Director will be using input from exhibitors and attendees for future events. Eighteen individuals submitted 53 total items. Sixty-eight people came to the Library to view the exhibits.

The Bee a Reader Club for youth will be held the 1st Saturday of each month in Grand Rapids and the last Saturday of each month in Weston.

There are currently three book clubs in progress.


The Director is hoping to schedule future events on using the historical resources and what patrons can discover in the history rooms.

The Director also stated that the monthly visits from the Wood County Developmental Disabilities adult group will resume in August.

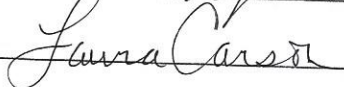
ADJOURNMENT

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

The meeting was adjourned at 7:02 p.m.



President Dan Sheperd



Secretary Laura Carson