

Weston Public Library Board of Trustees Regular Meeting
August 14, 2023, at the Weston Public Library

CALL TO ORDER

Edward Wolfram, President, called the meeting to order at 6:00 p.m.

ROLL CALL OF BOARD MEMBERS

Wolfram, present; Sheperd, present; Carson, present; Patel, present; Sommerfeld, present.

Archambo and Gamby were not present. Carson made a Motion to Excuse Archambo and Gamby from the meeting, second by Patel. Roll call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

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

APPROVAL OF MINUTES

Sheperd made a motion, second by Wolfram, to approve the July 10, 2023, Regular Meeting Minutes with no additions or correction. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Motion carried.

PUBLIC COMMENTS

No public comments.

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 Carson; second by Patel. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Motion carried.

OLD BUSINESS

1. Record Retention Policy. Legal counsel for the library, Joyce Nowak, was present to answer questions regarding the Record Retention Policy.

Currently, the record retention committee consists of all Board members, the Director and the Fiscal Officer. It was determined that a committee should be established to review and

revise the current Record Retention Policy. The policy will need to be updated and presented to the Ohio Historical Society and the State Auditor for approval. Attorney Nowak advised that Brenda Ransom of the Wood County Records Office is willing to help the Library with the amendments to the policy. A committee will be established. Patel stated he would sit on the committee. President Wolfrum stated he would contact Gamby to also sit on the committee. Shepard stated he would sit as an alternate.

A Motion to set a Record Committee meeting on October 9, 2023 was made by Shepard, second by Sommerfeld. Roll call: Shepard, aye; Carson, aye; Wolfrum, aye; Sommerfeld, aye; Patel, aye. Motion Carried.

A Motion to Appoint Patel, a person to be named and Shepard as an alternate to the Records Retention Committee was made by Wolfram, second by Sommerfeld. Roll Call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

2. Two estimates for security systems for the Library were presented to Board Members. Attorney Nowak stated that any discussion regarding security should be had during Executive session. The matter will further be discussed during Executive Session.
3. The repairs to the Weston building are complete. A sign off from the insurance company should be forthcoming. The Director has requested an itemized breakdown from the insurance company as to all expenses paid.
4. The Director stated that a second and possibly third quote are pending for the lighting update in the Weston building. No action taken at this time.

NEW BUSINESS

1. The Record Retention Committee meeting was previously discussed during Old Business.
2. President Wolfram discussed a letter he received from the Wood County Engineer regarding the Library's interest in being involved with the replacement of a bridge in the Weston area.

The bridge has historical value and the Engineer asked if the library had any input as to the historical value. No action was taken.

3. The circulation policy of the library was discussed. Although the library no longer charges fines to patrons, the policy of charging fines is still in place. It was determined that over the next meetings of the Board, policies will be reviewed and updated as necessary. It was further determined that the revisions to the record retention policy should occur first, with other policies reviewed after. No further action taken at this time.

DIRECTOR UPDATE

The Director updated the Board regarding the summer reading program. She stated the staff did a great job and she received many compliments from the public.

The Director stated that the Sunshine Law training she and Fiscal Officer Gross were planning to attend was cancelled. Another training is scheduled for October in Maumee, Ohio and they will attend that training.

The Director stated a Back to School Bash was held at the Weston branch. 40 people attended the event and 9 new card holders were established. A Back to School bash will be held in the Grand Rapids branch next week.

The Director stated that future programs include a feature for local authors. She has spoken with several local authors and dates for the program will be established. Future program plans include edible crafts for kids, true crime book club, trick or treat, snow days, romance book club and a youth book club. She also stated that library staff is making plans for the April 2024 eclipse. Our area will be prime viewing. She stated she is donating eclipse glasses for all students and staff of Otsego schools.

OTHER

There was no other business.

EXECUTIVE SESSION

Patel made a motion, second by Carson to Enter Executive Session to Discuss Discipline of a Public Employee and Security Measures, including inviting Attorney Nowak to enter Executive Session.

Roll Call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried. The Board entered Executive Session at 6:55 p.m.

Sommerfeld made a motion, second by Shepard to return from Executive Session. Roll Call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried. The Board returned from Executive Session at 8:18 p.m.

Sommerfeld made a Motion, second by Shepard to Table the Discussion on Security Measures for the library. Roll Call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

Shepard made a Motion, second by Sommerfeld, to Continue Implementation with Library Employees of Goal Setting and Staff Meetings. Roll call: Shepard, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

ADJOURNMENT

Carson made a motion, second by Sommerfeld, to adjourn the meeting. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Shepard, aye. Motion carried. The meeting was adjourned at 8:20 p.m.

President Edward Wolfram III

Secretary Laura Carson

David Shepard

Board Member

Trigun

Board Member