

WESTON PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

December 14, 2020, 6pm at the Weston Public Library AND via Zoom

MINUTES

Call to Order: President Sheffer called the meeting to order at 5:55 pm.

Oath of Office: Lisa Austin administered the Oath of Office to Dan Sheppard.

Roll Call of Board Members Present: Cindy Sheffer, Pam Heyman, Jan Zulch, Lloyd Jones, Dan Sheppard

Board Members Present via Zoom: Deb Archambeau, Judi Roe

Board Members Absent: None.

Library Staff Present: Shelen Dewitt, Darla Froman, Deb Gross

Public Present via Zoom: Rob Myerholtz and Gretchen Sommerfeld

Approval of Minutes: Archambeau moved and Roe seconded to accept the minutes as read. Jones notes his absence at last board meeting was excused. Roll call vote (aye). Motion carried. *Minutes from November 2020 stand as read, with the correction of Jones' absence being excused, as he notified a staff member in advance.*

June 2020 minutes from Sean Thiebaut: *We have no minutes from our previous Secretary who resigned. President Sheffer, Secretary Roe, and our attorney have all reached out in an effort to obtain minutes and/or phone recording.*

Public Comments: None.

Financial Reports: Jones moved and Heyman seconded to approve the November 2020 Financials. Roll call vote (aye). Motion carried. Sheppard will meet with Gross to discuss financial details for better understanding.

Old Business:

Revised Temporary Standards of Library Behavior – Addendum Due to Pandemic – Sunsets December 31, 2020:

Jones opened a discussion on home school vs. on-line education and hybrid systems.

Director Stevens and Assistant Director Froman suggested the expiration date of December 31, 2020 be updated to:

“... until suspended by the Board of Trustees” and the elimination of these two items:

- #08: “Patrons visiting the buildings may do so for no longer than one 30-minute visit per day.”
- #11: “No groups/family units in excess of four people or class visits shall be permitted.”

We have not reached a maximum capacity of 15 people at a time. Patrons will be handled on a case by case basis.

Archambeau would like to add an emergency policy, using the Covid policy as a template.

Sheppard moved and Zulch seconded to approve the removal of time limits and family units from the addendum. Roll call vote (aye). Motion carried.

Review of Credit Cards: No changes on two credit cards. Roe moved and Heyman seconded to accept the credit card policy as stated. Roll call vote (aye). Motion carried.

Temporary Appropriations: We have until March 31, 2021, to make this permanent. Roe moved and Archambeau seconded to accept the Temporary Appropriations as written. Roll call vote (aye). Motion carried.

Approval of Payments: Heyman moved and Jones seconded that we allow Fiscal Director Gross to pay our bills.

Open Board Position Commencing 2021: Posted in November. Director Stevens, as a courtesy, contacted any individual who had expressed interest on the vacated seat. Pam Heyman was the only person who applied and provided a resume. Director Stevens, President Sheffer and Secretary Roe interviewed Pam on December 2nd. Director Stevens recommends the reappointment of Pam Heyman to the board seat that will commence 2021. Pam is finishing her second term. Sheppard made a motion to accept Pam for the open position. Sheffer seconded. Roll call vote (aye). Heyman abstained. Motion carried. Director Stevens will submit our decision to the Otsego School Board.

Director Update:

Ohio Department of Taxation - December 2020 Public Library Fund Distribution: .4 % above than originally estimated in July 2019; current year is less than .19% lower than the total distribution; ODT shows November Sales Tax in Ohio was at 2.3% above estimation; Fiscal Year 2020 already is at 3.8% above estimation. Looks like Ohio is in good shape.

New Employee: We have a new employee, Gina Schaeffer, beginning January 11, 2021.

On-Line Presence - March – November: 1408 online programs, 5042 people attending, 50,018 views
Chad and Angie have been doing Off the Shelf. Chad is a fan of an online YouTube cooking program. Chad contacted the author and she sent the library three free copies of her cookbook to add to our collection. Chad and Angie thanked her and did a short program on cooking from home. The author saw that and shared it on their webpage. There were 4,000 views already! Patrons love cooking and eggs on my head programs. Summer programs for public both in person and on line are simultaneously being planned.

Director Stevens would like to commend each staff member at both locations for working together to connect our patrons with the partners and resources that they need to thrive. They are doing a phenomenal job touching lives. Small districts care, and it shows!

Next Meeting: January 11, 2021 at 6:00 pm at the Weston Public Library and via Zoom.

Archambeau motioned to adjourn at 6:38pm. Sheffer seconded. Roll call vote (aye). Motion carried.



President Cindy Sheffer

Secretary Judi Roe