

**Weston Public Library Board of Trustees Meeting
February 10, 2025
Grand Rapids Branch of the Weston Public Library**

CALL TO ORDER

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

Armitage made a motion, second by Carson, to approve the January 13, 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

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 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. President Sheperd encouraged the group to develop a gauge for measuring progress, focusing on projects, financial priorities, etc. Archambo stressed the need to do more analyzing and reminded the group of the line items in the budget that are marked for specific funding. Sommerfeld reminded the group that people come to the Library for information, but also for multiple other projects and products. A goal should be for the community to turn to the Library first with a focus on looking forward, making the Library a comfortable and welcoming place. President Sheperd suggested that the Director of the Library's reports offer insight. Sommerfeld also recommended a survey and/or suggestion box to gather community feedback. Carson stressed that much of the discussion topics are covered in the proposed plan and Armitage suggested the group determine a starting point. Patel and Gamby commented they would like more data collection and feedback from the community before prioritizing items in the proposed planning document, suggesting that this discussion could require a special meeting. Due to meeting time constraints, Sommerfeld made a motion, second by Armitage, to table the Strategic Plan discussion and continue to discuss at a later

meeting. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

NEW BUSINESS

Marketing Presentation/Proposal: Halle Rohr presented a marketing proposal for the board to consider. The proposal included options for social media/event promotion, website and other digital support and brand development. Work would be approved by Library Director prior to posting. The Fiscal Officer confirmed that funding in the budget can support this initiative. Gamby made a motion, second by Armitage, to approve a 6-month trial of the premium marketing plan provided by Halle Rohr. Roll Call: Archambo, aye; Armitage, aye; Carson, abstain; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

2025 Appropriations: The Board reviewed the 2025 Budget Appropriations proposed by the Fiscal Officer. She stated that finances are well within ranges with no issues expected from the Commissioners and/or Auditors. Archambo made a motion, second from Patel, to approve the 2025 Appropriations as presented. Roll Call: Archambo, aye; Armitage, aye; Carson, abstain; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Emergency Policy: The Library Director provided the Board with a copy of the draft Emergency Policy for review and a first reading. The draft policy was developed with assistance from Director, Jeff Klein, Wood County Emergency Management Agency, and reviewed by Joyce Nowak. The plan will continue to be reviewed, with additional readings and a formal approval anticipated at a later meeting.

Training: A training, provided by Joyce Nowak, for all Weston Library Board Trustees will be held March 25th from 6:00 PM – 9:00 PM at the Weston Library.

DIRECTOR UPDATE

- The Director reminded trustees of the OLC Trustee workshop. Those wishing to attend, should let Shelen know, and she will see that your registration is complete.
- Governor Dewine released his 26-27 budget and Shelen has provided that information to all Trustees. Shelen and Deb Gross will be attending coming meetings to monitor the budgetary situation.
- No further information has been received regarding the submitted RC-2 Forms to the State Auditor.
- The library has received confirmation from the insurance company regarding the waiver for Beyond Books items. Shelen and a staff member will be attending a webinar in the near future regarding best practices, high demand items and more for the Beyond Books Collection.
- Grand Rapids residents Martha Frantz and Becky Walls were acknowledged for their presentation on administering Narcan. Six individuals attended the training.

OTHER/GOOD OF THE ORDER

President Sheperd stated that he would like more involvement in developing future meeting agendas and will work with the Library Director for future meetings.

Armitage requested an update regarding a past discussion related to a local Genealogy Society/possible community engagement opportunity. Shelen reported that her initial contact attempts were not successful but will brainstorm other possibilities related to this topic.

Gamby thanked the Board for supporting communications stressing the need for proactive vs. reactive messaging/marketing strategy.

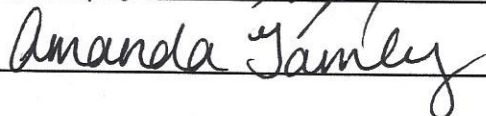
ADJOURNMENT

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

The meeting was adjourned at 7:04 PM.



President Dan Sheperd



Secretary Amanda Gamby