

Weston Public Library Board of Trustees Regular Meeting
February 12, 2024, at the Grand Rapids Branch of the Weston Public Library

CALL TO ORDER

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

OATH OF OFFICE TO BOARD MEMBER

Joyce Fausnaugh, Ohio Notary Public, administered the Oath of Office to Board Member Bonnie Armitage.

ROLL CALL OF BOARD MEMBERS

Sheperd, present; Carson, present; Patel, present; Sommerfeld, present, Archambo, present; Armitage, present. Gamby was not present. Carson made a Motion to Excuse Gamby for personal reasons, second by Archambo. Roll Call: Archambo, yes; Carson, yes; Sheperd, yes; Patel, yes; Sommerfeld, yes; Armitage, yes. Motion carried.

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

APPROVAL OF MINUTES

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

PUBLIC COMMENTS

Mr. Meyerholtz commented on several items:

- He suggests the library contracts a security company for cameras inside and outside the library.
- He suggests the library research the purchase of new computers.
- He informed the library that the public has made statements concerning smoking taking place outside the library.
- He suggests the library purchase digital signs.
- He suggests the library schedule events a few months out so that they can be placed on the calendar. It is February and there are no events scheduled in March.

FINANCIAL REPORT

Board Members indicated they had reviewed the financials and there were no additions or corrections. Fiscal Officer Gross stated that we have the bank reconciliation for December and January. There were no changes for December. The 2023 bank reconciliation has been completed and the W2's for 2023 area done. A Motion to Approve the Financial reports as submitted was made by Archambo; second by Carson. Roll call: Sommerfeld, aye; Carson, aye; Patel, aye; Sheperd, aye. Archambo aye; Armitage, aye. Motion carried.

Temporary Appropriations are normally made at the March meeting, however due to the meeting schedule, the Fiscal Officer asks that we do so now. A Motion to Make the Temporary Appropriations Permanent was submitted by Patel; second by Archambo. Roll call: Sommerfeld, aye; Carson, aye; Patel, aye; Sheperd, aye. Archambo aye; Armitage, aye. Motion carried.

OLD BUSINESS

A Motion to Accept the Board Schedule for 2024 was made by Archambo; second by Carson. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried.

A Motion to Accept the Circulation Policy was made by Archambo; second by Sheperd. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried.

An update to the Records Retention Policy was discussed. The Director is working with the policy director for Wood County and is preparing new RC2's to submit to the Board. There will need to be a separate meeting of the Records Retention Commission.

An update to the wording of the Selection of Board Member Policy was presented by Sommerfeld. After discussion of the wording, no action was taken. Sommerfeld and Armitage will work with the Director regarding policy updates and will send them to the Board Members prior to meetings for review.

NEW BUSINESS

The Director presented information to the Board regarding a Village of Grand Rapids ARPA Grant opportunity sent to the library by the village. After discussion, no action was taken.

The Director presented information to the Board regarding the closing of the Library for the April 8, 2024 eclipse. It is a working day for staff and a question arose as to payment of employees who were scheduled to work vs. non-payment for the day off. A Motion to pay the employees who would be normally scheduled to work on April 8, 2024 was made by Archambo, second by Armitage. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried.

A new policy was discussed regarding depositing funds in excess of \$50. A Motion to Accept the New Banking Policy was made by Archambo, second by Carson. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried.

Discussion was had regarding a digital sign for the Grand Rapids Library. The Director has obtained an estimate from the company for a one-sided, low-profile sign that would be seen from 3rd Street. The sign will be 69 inches high by 65 inches wide. It will have three colors. It will be very similar to the sign placed in front of the Grand Rapids Fire Station. The Village of Grand Rapids does have a sign ordinance. The estimate for the sign is \$2,785.00. There will be an additional cost to build a base and run the electric. The Director will continue to gather information, including the Village sign requirements. Continued discussion will be on the agenda for the next meeting.

Sommerfeld addressed the Board regarding Strategic Goals for the Library. It was determined that the current Strategic Goals should be updated. President Sheperd appointed Sommerfeld, Carson and Armitage to a Strategic Planning Committee. A meeting of the Strategic Planning Committee will take place March 11, 2024 at 5:00 p.m. prior to the Regular Board Meeting.

DIRECTOR UPDATE

The Director presented a Thank-you letter from Ohio First Lady Fran DeWine for participation in the Dolly Parton Imagination Library in Ohio. According to WoodLink, 64% of children participate in Wood County

The Director updated the Board on Ohio Legislation that is being closely watched. There is a proposal to eliminate the State Personal Income Tax and Commercial Activity Tax by 2030. The Senate Version is Senate Bill 216 and the House Version is House Bill 386. This equates to 45% of the tax revenue for the State's General Revenue Fund.

The Director stated there are currently three book clubs meeting. One club in Grand Rapids and two clubs in Weston. They are doing well and increasing in attendance.

February saw an increase in the in-person story time attendance from zero in January to 2-3 children per visit.

The Read with Me club at Grand Rapids for youth was held on Saturday, February 9, 2024. The Director stated it will be a day the staff does not forget, as a youth read an entire book to everyone in the library.

The Director was recently interviewed on the Otsego Roundtable Podcast regarding the library and her role as Director. The podcase can be heard on Spotify.

Library employee Celeste DeTillion has created a Hooks and Books Crochet Club and it has had a wonderful response. Celeste has done a fantastic job of leading the club and creating publicity for the club. Board member Carson attended the first meeting and stated that she agreed that Celeste did a terrific job.

The Director reminded the Board of three upcoming events: the Grand Rapids Chamber dinner; the OLC Trustee Dinner and the OLC Trustee Workshop. She asked Board members to let her know at the end of the meeting if they will be attending any of these events.

EXECUTIVE SESSION

A Motion to Enter Executive Session to discuss the employment and compensation of a public employee and to discuss pending or imminent litigation was made by Archambo, second by Carson. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried. The Board entered Executive Session at 7:16 p.m.

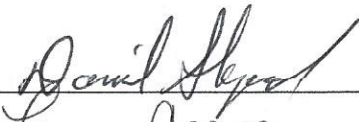
A Motion to Return from Executive Session was made by Archambo, second by Carson. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried. The Board returned from Executive Session at 8:23 p.m.

A Motion to Approve Unpaid Personal Leave of Absence to April 6, 2024, for a part-time employee was made by Carson, second by Sheperd. Roll call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Archambo, aye; Carson, aye; Armitage, aye. Motion carried.

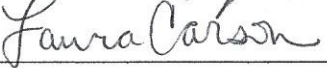
ADJOURNMENT

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

The meeting was adjourned at 8:30 p.m.



President Dan Sheperd



Secretary Laura Carson