

**Weston Public Library Board of Trustees Regular Meeting  
January 10, 2022 at the Weston Public Library**

**CALL TO ORDER:**

Cindy Sheffer, President called the meeting to order at 6:00 p.m.

**OATH OF OFFICE TO:** Noah Rasey

Laura Carson, Ohio Notary Public administered the Oath of Office to Noah Rasey.

**ROLL CALL OF BOARD MEMBERS:**

Deb Archambo, present; Laura Carson, present; Noah Rasey, present Cindy Sheffer, present; Dan Shepherd, present, Edward Wolfram III, present.

**BOARD ACTION TO HIRE FISCAL OFFICER:**

Carson made a motion seconded by Archambo to hire Deb Gross as the Fiscal Officer for the Weston Public Library. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried.

**OATH OF OFFICE TO:** Debra Gross

Laura Carson, Ohio Notary Public administered the Oath of Office to Deb Gross.

**NOMINATION AND ELECTION OF BOARD OF TRUSTEES OFFICERS:**

Archambo made a motion seconded by Shepherd to elect Cindy Sheffer as President of the Weston Public Library Board of Trustees. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, abstain; Shepherd, aye; Wolfram, aye. Motion carried.

Sheffer made a motion seconded by Archambo to elect Dan Shepherd as Vice President of the Weston Public Library Board of Trustees. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, abstain; Shepherd, abstain; Wolfram, aye. Motion carried

Shepherd made a motion seconded by Archambo to elect Noah Rasey as Secretary of the Weston Public Library Board of Trustees. Roll Call: Archambo, aye; Carson, aye; Rasey, abstain; Sheffer, abstain; Shepherd, aye; Wolfram, aye. Motion carried.

**APPROVAL OF BOARD SCHEDULE FOR 2022:**

Discussion was held regarding the location of board meetings. Shepherd made a motion seconded by Wolfram to approve the schedule of board meetings for the year 2022. Roll

Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye.  
Motion carried

#### **APPROVAL OF MINUTES:**

Archambo made a motion seconded by Rasey to approve the November 8, 2021 minutes as submitted. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried

#### **PUBLIC COMMENTS:**

Gretchen Sommerfeld addressed the Board of Trustees regarding Article VII, Section A. of the Bylaws of the Weston Public Library Board of Trustees. Ms. Sommerfeld expressed interest in hearing the Director address the Board of Trustees during the Director Update section of the meeting concerning library hours of operation.

Robert Myerholtz addressed the Board of Trustees regarding the Weston Public Library website; he would like to see the website updated and the Village of Weston listed in its local information section. Mr. Myerholtz stated the library website information had not been updated in four years. In addition, Mr. Myerholtz suggested the Board of Trustees consider a HEPA system for each library location and offered his expertise in the matter.

#### **FINANCIAL REPORT:**

Discussion was held regarding the time frame of sending information to Board Members.

Archambo made a motion seconded by Shepherd to approve all financials as submitted. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried.

#### **OLD BUSINESS:**

Director Stevens stated that the Records Commission held a meeting on November 8, 2021 and all RC-3's were approved. Furthermore, all requirements for the disposal of records have been fulfilled as of December 1, 2021.

Discussion was held regarding hours of operation. Shepherd made a motion seconded by Sheffer to approve the following hours of operation beginning in February of 2022:

|           |                         |
|-----------|-------------------------|
| Monday    | 10:00 a.m. to 6:00 p.m. |
| Tuesday   | 10:00 a.m. to 6:00 p.m. |
| Wednesday | 10:00 a.m. to 6:00 p.m. |
| Thursday  | 10:00 a.m. to 4:00 p.m. |
| Friday    | 10:00 a.m. to 3:00 p.m. |
| Saturday  | 10:00 a.m. to 3:00 p.m. |
| Sunday    | Closed                  |

Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried

**NEW BUSINESS:**

Discussion was held regarding a Temporary Library Behavior Policy. Archambo made a motion seconded by Carson to approve a Temporary Library Behavior Policy which stated that mask were recommended and highly encouraged. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried

Director Stevens asked each Board of Trustees member to please sign their receipt of Ohio Ethics Law Statement before leaving the meeting.

Carson made a motion seconded by Archambo to formally adopt the draft of the Weston Public Library Employee Handbook. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried

Discussion was held regarding a resolution granting signing and authority to conduct business. The Director will contact the library counsel for legal review.

**DIRECTOR UPDATE:**

Director Stevens stated employee, Joy Bowser has done an outstanding job of organizing material in the local history rooms. The week of January 24, 2022 there will be a Living History Connection program at the Weston Public Library. Patrons may come to the library during normal business hours during those days and help identify persons and locations in undocumented photographs. The program will be held in a COVID safe manner.


Director Stevens informed the Board of Trustees of the outstanding and professional manner in which the employees at the Weston Public Library have handled COVID at home test distribution. To date the library has distributed 3, 215 test. On one day from 1:00 to 4:00 p.m. the staff distributed 387.

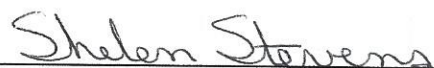
**OTHER:**

Discussion was held regarding availability of Board of Trustee members for a special meeting.

**ADJOURNMENT:**

Shepherd made a motion seconded by Archambo to adjourn the meeting at 7:25p.m. Roll Call: Archambo, aye; Carson, aye; Rasey, aye; Sheffer, aye; Shepherd, aye; Wolfram, aye. Motion carried

President, Cindy Sheffer  \_\_\_\_\_

Scribe, Shelen Stevens  \_\_\_\_\_