

Weston Public Library Board of Trustees Regular Meeting
January 13, 2025, 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

Lisa Austin, Notary Public for the State of Ohio, administered the Oath of Office to Board Member Amanda Gamby.

ROLL CALL OF BOARD MEMBERS

Sheperd, present; Carson, present; Patel, present; Sommerfeld, present; Armitage, present; Gamby, present; Archambo present.

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

BOARD ACTION TO HIRE FISCAL OFFICER

Shepard made a motion, second by Archambo to hire Deb Gross as Fiscal Officer for 2025. Roll Call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Armitage, aye; Sommerfeld, aye. Motion carried.

Lisa Austin, Notary Public for the State of Ohio, administered the Oath of Office to Fiscal Officer Deb Gross.

APPROVAL OF MINUTES

Archambo made a motion, second by Patel, to approve the November 11, 2024, Regular Meeting Minutes with no additions or corrections. Roll Call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

NOMINATION AND ELECTION OF BOARD OF TRUSTEE OFFICERS FOR 2025

Archambo made a motion, second by Carson to nominate Dan Shepard as President for 2025.

Roll Call: Gamby, aye; Carson, aye; Shepard, abstain; Patel, aye; Archambo, aye; Armitage, aye.;
Sommerfeld, abstain. Motion carried.

Shepard made a Motion, second by Archambo to nominate Jigar Patel as Vice President for 2025. Roll Call: Gamby, aye; Carson, aye; Shepard, aye; Patel, abstain; Archambo, aye; Armitage, aye; Sommerfeld, aye. Motion carried.

Shepard made a Motion, second by Armitage to nominate Amanda Gamby as Secretary for 2025. Roll Call: Gamby, abstain; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

President Shepard appointed Gretchen Sommerfeld, Laura Carson and Dan Shepard to serve on the Finance Committee for 2025.

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 Patel; second by Shepard. Roll call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

The Fiscal Officer discussed the recent "hack" of the Wood County computer systems and its effect on the library and receipt of money from the County. She also discussed the Sales Tax Holiday compensation from the State and that the amount was incorrect, and she is working to have it corrected. She further stated the Rover Pipeline lawsuit has been settled; however, we do not know the terms of the settlement or the impact on the library.

The Fiscal Officer further explained in the Financial Statements there is a carryover from 2024 for OPERS payment for December. Further, the lawn care expense for 2024 has not been paid as the provider of the service has not presented an invoice for services. She is continuing to work with him to have that paid.

OLD BUSINESS

Strategic Plan: Sommerfeld presented a slide show of her visits to other local libraries and the amenities they provide. Discussion was had regarding a consultant from the State Library to visit and provide guidance on changes that can be made. Archambo stated she felt there were too many objectives under each category and that she felt we should prioritize the items in the plan. After some discussion, Gamby made a Motion, second by Armitage to Table the Discussion of the Strategic Plan.

Roll call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

RC2: The new RC2 form has been submitted and is under review. Once review is complete, they will be forwarded to the State Auditor for review, which will be done within 120 days. We should have approval by the March meeting and can vote on the new policy at that time.

Beyond Book Waiver: The waiver has been vetted by Library counsel. Once the waiver is approved by the Board, the Director will begin training the staff regarding the use of the waiver form and how to retain the forms. She will let the insurance company know and staff will begin to obtain items for the Beyond Books shelf. Armitage made a Motion to Approve the Beyond Books waiver, second by Archambo. Roll Call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

NEW BUSINESS

2025 Meetings: Gamby made a Motion, second by Carson to accept the 2025 Regular Board Meeting Schedule as presented. Roll call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

Credit Card Account: The Director presented for approval the review of credit card account. Archambo made a motion, second by Shepard to Accept the Credit Card Account Review. Roll call: Gamby, aye; Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye. Motion carried.

DIRECTOR UPDATE

The Director provided an updated chart regarding the Board review of Policies. She will be meeting with the Wood County Emergency Services personnel to review the Emergency Policy.

The library launched HOOPLA digital services to patrons on January 2, 2025. The initial deposit of \$5000 was made based on the library service area. Each item that is checked out though HOOPLA will be deducted from the initial deposit. Additional funds can be deposited when needed. The cost is based on the publisher's set price for each item, however, the highest costing item is \$3.99 per circulation.

A question was previously raised regarding the Bookmobile. The Wood County Library operates the Bookmobile at no cost to Weston Public Library. The Bookmobile stops in Haskins and Tontogany once per month. It typically serves 4 patrons in Haskins and 5 patrons in Tontogany. Any circulation credit for the Bookmobile goes to the Wood County Library.

House Bill 257 will allow certain public boards, including library boards, to hold and attend meetings by video conference. The Bill was sent to the Governor on December 30. Once the Bill is signed, it will become effective in 90 days. OLC is currently preparing information for libraries on the specific actions to be taken by the Boards to comply with the Bill.

The Director stated that Celeste DeTillion has left her employment with the Library. Summer Studer, a former part-time employee has moved to full-time employment with the Library. Trina Houser has joined the staff as a part-time employee.

Terrific Tuesdays and Super Saturdays at the library were discussed by the Director. The youth attending the program are creating their own board game, called "Check Out". They are using STEM activities, library resources, art and more to create the one-of-a-kind board game for each location.

The library will be hosting two local residents who are presenting a Narcan program. The presentation is to discuss getting Narcan into the hands of residents. The presenters are Martha Franz and Becky Walls. They are asking for pre-registration for the program.

The Director presented an image of the new Dolly Parton Imagination Library license plate that will be available in Ohio.

OTHER/GOOD OF THE ORDER

Shepard stated he is working with library counsel to schedule a training session on the Sunshine Laws and ethics. However, due to the hacking issue in Wood County, it has not been able to be scheduled at this time but will be done in the near future.

The Finance Committee will meet at 5:45 p.m. prior to the February and July meetings.

The Fiscal Officer suggests that if any additional information is required by a Trustee prior to the meeting, that she is given more time to prepare the information. She is in the library only two days per week.


The Fiscal Officer stated that the State Auditor will be coming at some point during 2025. She keeps meticulous notes and emails regarding the financial information and presents all the information to the Auditors.

Shepard stated the presentation of the other libraries was informative but took longer to present than was anticipated.

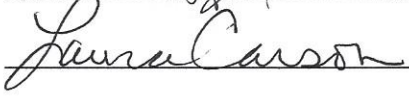
ADJOURNMENT

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

The meeting was adjourned at 7:45 p.m.



President Dan Sheperd



Secretary Laura Carson