

Weston Public Library Board of Trustees Special Meeting  
January 30, 2023, at the Grand Rapids Branch of the Weston Public Library

CALL TO ORDER

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

OATH OF OFFICE

Laura Carson, Notary Public for the State of Ohio, administered the Oath of Office to Board Member Gretchen Sommerfeld.

ROLL CALL OF BOARD MEMBERS

Wolfram, present; Carson, present; Sheperd, present; Archambo, present; Patel, present; Sommerfeld, present. At the start of the meeting, Gamby was not present. She entered the meeting after the election of officers and prior to public comments.

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

BOARD ACTION TO HIRE FISCAL OFFICER UNTIL 2024 ORGANIZATIONAL MEETING

Wolfram made a motion, second by Sheperd, to hire Deb Gross as the Fiscal Officer until the 2024 Organizational Meeting. Roll Call: Archambo, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

OATH OF OFFICE

Laura Carson, 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 Wolfram, to approve the November 21, 2022 Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Sheperd, aye; Wolfram, aye; Carson, aye; Sommerfeld, aye; Patel, aye. Motion carried.

### NOMINATION AND ELECTION OF OFFICERS

Sheperd made a motion, second by Archambo to elect Fritz Wolfram as President. Roll Call: Archambo, aye; Sheperd, aye; Carson, aye; Sommerfeld, aye; Patel, aye. Wolfram abstained. Motion Carried.

Archambo made a motion, second by Carson to elect Dan Sheperd as Vice President. Roll call: Archambo, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Sheperd abstained. Motion carried.

Patel made a motion, second by Archambo to elect Laura Carson as Secretary. Roll call: Archambo, aye; Sheperd, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Carson abstained. Motion carried.

### PUBLIC COMMENTS

There were no public comments.

### FINANCIAL REPORT

Board Members indicated they had reviewed the financials and there were no additions or corrections. Board Member Sommerfeld questioned the Fiscal Officer regarding advertising expenses. Those expenses were explained and discussed. A Motion to Approve the Financial reports as submitted was made by Archambo; second by Carson. Roll call: Archambo, aye; Sheperd, aye; Gamby, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

### OLD BUSINESS

1. Recording of Board of Trustee Meetings. Further discussion was held regarding recording of Board Meetings. Archambo stated if the secretary does not need them for preparation of minutes, we don't need to record. Gamby related how the City of Bowling Green handles recording of meetings and their record retention policy. Carson stated she does not need a recording to prepare minutes. No action was taken.

2. Concrete at Weston. The new concrete installed at Weston shows substantial cracking.

K&K came to the site to inspect. Due to the substantial cracking, in the Spring of 2023, they will grind down the concrete, fill the cracks and place an epoxy seal on the concrete at no additional cost to the library. It was noted that the addition of the concrete has taken care of the water issue in the lot.

#### NEW BUSINESS

1. The Fiscal Officer explained to the Board that she paid \$479.18 in fees to PNC Bank in 2022 for the direct deposit of employee paychecks. She stated that the cost for her to write checks to employees is substantially less. With ATM banking and mobile banking, she feels the employees will have the ability to deposit checks themselves. Archambo asked if Auditors would care about the change. The Fiscal Officer indicated no. She further indicated the State's accounting system prepares the reports that she needs for Auditors. A Motion to Authorize the Fiscal Office to discontinue direct deposit for employees immediately was made by Archambo, second by Sheperd. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.
2. BWC Audit. The Fiscal Officer was notified in January that the Ohio Bureau of Workers' Compensation needed to conduct an audit. The audit was conducted and no findings were made.
3. Sheperd took a moment to recognize the work of the Director over the last several years with the Covid pandemic and distribution of test kits along with helping the community after the apartment fire in Weston and most recently the water line break and flooding at the Weston Library building.
4. Weston Library Water Line Break. The Director updated the Board on the water line break. She stated that sometime after the close of the library for the Christmas holiday and the re-

opening after the holiday, a sprinkler in the community room froze, thawed and broke. In speaking with The District, they estimate the water began to flow sometime around 3 a.m. Christmas Day. It was not found until the library reopened on Wednesday. The Director states she immediately called the plumbing company and the insurance agent. She states that the loss is considered "catastrophic" which is good in that the claim will not result in a higher premium for the library. The community room, the history room and the juvenile section were all affected. Books and historical items have been moved. Shelving has been removed and temporary book carts have been brought in. New shelving will be installed. The library remained closed for several days but is now open to the public although the affected areas remain closed. A discussion regarding the carpet was had. Some drywall has been removed. The Director states they are looking at the installation of some type of sensors to alert someone to this type of event in the future.

5. Board schedule for 2023. Sheperd stated that although the Board has met bi-monthly in the past, it may be beneficial to schedule meetings on a monthly basis. The Director stated the current By-Laws state 6 times per year so any change to meeting schedule would require a change to the By-Laws. Archambo states she doesn't think we need to meet every month. Sommerfeld stated she does feel it is necessary to meet every month to provide better response to issues concerning the library. Wolfram suggested Board Members think about the meeting schedule and make a decision at the next Board meeting. A Motion to table the discussion was made by Sommerfeld, second by Gamby. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Discussion tabled.



### DIRECTOR UPDATE

The Director gave an update on library programming stating that due to the flood situation, all January programs are scheduled to begin in February. In addition to the flood issue, the library staff has dealt with influenza, Covid and family death. Sommerfeld indicated that the website had not been updated concerning programming.

The Director updated that the painting event held at the Grand Rapids branch was a full crowd. 10 people signed up, although only 8 were able to attend. The two who did not attend did receive their kits.

The Director updated that Snow Day in December was well attended with 54 attendees of all ages.

The Director passed out invitations to the Grand Rapids Area Chamber of Commerce banquet. Sheperd stated he feels the Board should have a presence at the banquet. Archambo made a motion for the library to pay for the Director and Assistant Director to attend. Second by Patel. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

The Director indicated registration is open for the Trustee Workshop Event.

### EXECUTIVE SESSION


A Motion was made by Archambo, second by Sommerfeld to enter Executive Session to discuss the employment of public employees. Roll Call: Archambo, aye; Gamby, aye; Sheperd, aye; Wolfram, aye; Carson, aye; Sommerfeld, aye; Patel, aye. Motion carried. The Board entered Executive Session at 7:17 p.m.


A Motion was made by Sheperd, second by Archambo to leave Executive Session. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried. The Board left Executive Session at 7:25 p.m.

Upon return from Executive Session, a Motion was made by Archambo, second by Gamby, to allow the public employee to take a 3-month unpaid leave of absence from her employment at the library. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

ADJOURNMENT

Archambo made a motion, second by Wolfram, to adjourn the meeting. Roll call: Archambo, aye; Gamby, aye; Sheperd, aye; Carson, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried. Meeting adjourned at 7:26 p.m.

  
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President Edward Wolfram  
~~Vice President Dan Sheperd~~

  
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Secretary Laura Carson