

Weston Public Library Board of Trustees Regular Meeting
July 10, 2023, at the Weston Public Library

CALL TO ORDER

Edward Wolfram, President, called the meeting to order at 6:00 p.m.

ROLL CALL OF BOARD MEMBERS

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

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

APPROVAL OF MINUTES

Sheperd made a motion, second by Patel, to approve the May 8, 2023, Regular Meeting Minutes with no additions or corrections. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, abstain; Shepard, aye; Gamby, 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 Sommerfeld; second by Archambo. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Shepard, aye; Gamby, aye. Motion carried.

FINANCIAL COMMITTEE REPORT

Sommerfeld explained to the Board the sales tax issue as discussed in the in Financial Committee Meeting. A Motion to Remove Section 904 from the Employee Handbook was made by

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

Sommerfeld further explained to the Board the contract for electrical service with Freepoint as discussed in Committee Meeting. No action taken.

OLD BUSINESS

Further discussion was had regarding the monthly meeting schedule for the Board. Carson suggested that two meetings per quarter, or 8 meeting per year might be a good place to start with additional meetings. The issue will be discussed again at the organizational meeting in January. A Motion to Schedule Board of Trustee meetings for the remainder of 2023 to August 14, October 9 and November 13 made by Archambo; second by Sommerfeld. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Sheperd, aye; Gamby, aye. Motion carried.

The Director gave an update on the repairs and construction at the Weston Public Library. All bookshelves are in place and the community room and history room are finished. There are 10 additional shelves to be installed, but the Director indicated that they are on their way. After a final cleaning by Serve-Pro, the project will be finished. The cost to the library was limited to the \$250.00 deductible.

Further discussion was held regarding building security. The Board discussed ways to protect the library in the event of another catastrophic event happening during closed hours. The Director has contacted two companies regarding security measures and received a quote from one of the companies. She is still waiting for the other quote. A discussion was had regarding the use of cameras for security in the library. Any camera footage taken inside the library would be subject to public records. The director will, however, check with other libraries to see who uses cameras on the outside of the building. A Motion to Table the issue was made by Sommerfeld; second by Archambo. Roll Call: Sheperd, aye; Archambo, aye; Carson, aye; Gamby, aye; Wolfram, aye; Patel, aye. Motion carried.

Further discussion was held regarding the Records Retention Policy. The Director informed the Board that we cannot simply "amend" our record retention policy to include audio recording of meetings. A new policy must be created with additional language which then must be approved by the Board of Trustees and submitted to State agencies for approval. Board Member Gamby reiterated that the Board, with the exception of one member, has previously decided not to amend the Record Retention Policy. It was also discussed that Prosecutor Nowak has provided the opinion that if recording of meeting took place and the Board or library administration would not be able to produce the recording, we are subject to a Writ of Mandamus which includes a \$1000 fine and attorney fees. It was suggested Prosecutor Nowak attend a meeting to outline all the legal issues. Wolfram will discuss her availability to talk to the Board at a future meeting. A Motion to Table Amendments to the Records Retention Policy was made by Archambo, second by Carson. Roll Call: Sheperd, aye; Archambo, aye; Carson, aye; Gamby, aye; Wolfram, aye; Sommerfeld, aye; Patel, aye. Motion carried.

NEW BUSINESS

The Fiscal Officer stated the audit had been concluded and there were no findings.

A review of the library credit cards was conducted. The Director stated she received notice from Staples that they, as a company, will no longer offer credit card services. The library will keep their current Bank of America Visa as the only credit card.

The Director gave an update on the lighting at the Weston building. She received one quote from Downey Plumbing, Heating & Electric with two options: 1. To change the light bulbs only to LED and 2. To replace all fixtures and bulbs with LED. She only has one quote at this time and will continue to attempt to obtain additional quotes.

DIRECTOR UPDATE

The Director gave an update on the Summer Reading Program which is currently underway. She states she is seeing new faces at the program and also an increase in younger children.

The Director stated that library employee Angela Mack participated with the Parks and Rec department teaching sign language.

The Director stated cooler time with adults has been successful and that she finds the people coming in want to use the History Room.

OTHER

There was no other business.

EXECUTIVE SESSION

A Motion was made by Sheperd, second by Sommerfeld to enter Executive Session to discuss Discipline of an Employee. Roll Call: Sheperd, aye; Archambo, aye; Carson, aye; Gamby, aye; Sommerfeld, aye; Patel, aye. The Board entered Executive Session at 6:55 p.m.

A Motion was made by Sheperd, second by Archambo to leave Executive Session. Roll call: Sheperd, aye; Archambo, aye; Carson, aye; Gamby, aye; Sommerfeld, aye; Patel, aye. The Board returned from Executive Session at 7:35 p.m.

A Motion to designate Board members Sheperd and Archambo to form an investigative committee into an employee complaint was made by Gamby, second by Carson. Roll Call: Sheperd, aye; Archambo, aye; Carson, aye; Gamby, aye; Sommerfeld, aye; Patel, aye. Motion carried.

ADJOURNMENT

Gamby made a motion, second by Sheperd, to adjourn the meeting. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Sheperd, aye; Gamby, aye. Motion carried. The meeting was adjourned at 7:40 p.m.




____ President Edward Wolfram III

____ Secretary Laura Carson