

Weston Public Library Board of Trustees Regular Meeting

July 12, 2021 at the Weston Public Library

CALL TO ORDER: Cindy Sheffer, President called the meeting to order at 6:00 p.m. President Sheffer announced that Judi Roe has resigned her position on the Board of Trustees effective July 12, 2021. President Sheffer stated that until such time as a full board is seated and a new board secretary can be chosen Director Shelen Stevens will be the acting scribe.

ROLL CALL OF BOARD MEMBERS: Deb Archambo, Present; Llyod Jones, Present; Janet Zulch, Present; Cindy Sheffer, Present; Dan Shepherd, Present. Jones made a motion seconded by Archambo to excuse Pam Heyman. Roll Call: Archambo, aye; Jones, aye; Zulch, aye; Sheffer, aye; Shepherd, aye. Motion carried.

Staff Members Present: Darla Froman, Deb Gross and Shelen Stevens

Approval of Minutes: Shepherd made a motion seconded by Archambo to approve the May 10, 2021 Regular Meeting and June 10, 2021 Special Meeting Minutes. Roll Call: Archambo, aye; Jones, aye; Zulch, aye; Sheffer, aye; Shepherd, aye. Motion carried.

Public Comments: None

Financial Reports: Jones questioned the cost of magazines and programming for fiscal years 2020 and 2021. Discussion was held regarding the effects of COVID-19 on purchases and programming. Jones made a motion seconded by Archambo to approve all financial reports as submitted. Roll Call: Archambo, aye; Jones, aye; Zulch, aye; Sheffer, aye; Shepherd, aye. Motion carried.

Fiscal Officer, Deb Gross informed the board that the Wood County Auditor has sent a change in the Estimated Review; this is due to the Pipeline. The library will see a loss of \$18,293.43 which will be moved from the payroll account causing little effect to the library's budget

Old Business: Director Stevens updated the board on the concrete work at the Weston Public Library. K&K Construction has provided a possible install time frame of the end of July. Director Stevens also informed the board that Downey Plumbing has tentatively scheduled the Grand Rapids air conditioning units for the week of July 26, 2021. Due to national shortages and shipping concerns there are several parts waiting for delivery.

New Business: Jones questioned the Credit Card Policy. Director Stevens stated that the policy was provided by the Auditor of The State of Ohio, discussion was held. Shepherd made a motion seconded by Zulch to approve the Credit Card Review. Roll Call: Archambo, aye; Jones, aye; Zulch, aye; Sheffer, aye; Shepherd, aye. Motion carried.

Director Stevens provided board members suggested hours of operation. Discussion was held and the board decided to revisit hours of operation in November of 2021.

Director Update: Director Stevens discussed the following information with the board of trustees:


1. The State of Ohio biennial budget has been approved and the PLF has been set at 1.7% of the G.R.F.
2. The State of Ohio Library has contracted with a new company for I.L.L. deliveries; this has led to a state wide slowdown of delivery of materials. Some Wood County Libraries are locally delivering items to one location which is acting as a hub. This is an attempt to support and provide items for Wood County patrons.
3. Patron registration for summer reading programs has been received well, with patrons requesting such registration in the future.
4. The request for an interest in local history continues to be well received.
5. COSI and the Ohio Library Council have provided 50 free Learning Lunchboxes to provide to our youth. Each box contains one weeks' worth of stem activities.

Jones requested that in the future Director Stevens provide a summary of the items she will discuss during the Director Update. Jones asked how the library compared to other libraries regarding Audits. Fiscal Officer, Gross explained that all Audits are viewable on the Auditor's page. Gross also shared her experience being a member of a group of Fiscal Officers who meet to share updates, legal information, experiences and techniques.

Adjournment: With no further business Jones made a motion seconded by Archambo to adjourn the meeting. Roll Call: Archambo, aye; Jones, aye; Zulch, aye; Sheffer, aye; Shepherd, aye. Motion carried. The meeting adjourned at 7:00 p.m.



Cindy Sheffer, President



Shelen Stevens, Scribe