

**Weston Public Library Board of Trustees Meeting  
July 14, 2025  
Weston Public Library**

**CALL TO ORDER**

Dan Sheperd, President, called the meeting to order at 6:00 PM.

**ROLL CALL OF BOARD MEMBERS**

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

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

Gamby made a motion, second by Carson, to excuse Jigar Patel from the meeting. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**APPROVAL OF MINUTES**

Archambo made a motion, second by Sheperd, to approve the May 12, 2025, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**PUBLIC COMMENTS**

None.

**FINANCIAL REPORT**

Board Members indicated they had reviewed the financials and there were no additions or corrections. Deb Gross noted:

- Hoopla usership has been increasing. Books are available instantly to borrowers. Monthly statements show cost based off rentals.

A motion to approve the Financial Reports as submitted was made by Archambo; second by Armitage. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**OLD BUSINESS**

**Strategic Plan:** The Board continued discussions related to the proposed Strategic Plan. Each library has been including a questionnaire in books as they are checked out at both library locations to encourage engagement. Board Members recommended that a more specific questionnaire, related to specific topics, instead of an open-ended questionnaire, be distributed. Shelen will research Survey Monkey and/or other options for possible electronic distribution. Available budget and financial questions remain related to legislative changes at the state level, making it difficult to plan for future. A brief discussion was held related to the benefits a "Friends of the Library" group could

provide. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

**3D Printing:** Shelen reported that she has reviewed other libraries' processes and policies for providing a 3D printer for public use. The majority of those she spoke with are requiring patrons to provide the file and then library staff print for them. It's recommended that a "Maker's Space" policy be drafted and adopted to allow for other items, in addition to a 3D Printer, to be considered for use. Before purchasing a new 3D printer, the Board will need to determine which machine, process for use, training requirements for library staff, etc. The Board requested that this item remain on the agenda for further discussion and consideration at a future meeting.

A motion to table the 3D Printing discussion until the August Meeting was made by Sommerfeld; second by Sheperd. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

## **NEW BUSINESS**

**Compliance Officer Review of Credit Card Accounts:** After review, a motion to accept the Review of Credit Card Accounts was made by Sheperd; second by Armitage. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Board Review and Action on Collection Development Policy:** After review, a motion to adopt the Collection Development Policy as presented was made by Archambo, second by Carson. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Board Discussion on August Board Meeting:** The next Board Meeting is scheduled for August 11, 2025. The Board discussed the possibility of moving the meeting to September to allow more time for legislative action at the state level/funding uncertainties to be clearer. No action was taken. The meeting will remain scheduled for August.

## **DIRECTOR UPDATE**

- **Summer Programming:** Summer programming is going well. The anticipated Puppet Show had to be cancelled due to a medical emergency and is rescheduled for August 5<sup>th</sup> in Weston and August 7<sup>th</sup> in Grand Rapids.
- **Public Acknowledgement:** Rowe Tree Service was thanked for replacing damaged ropes on the flag poles at both libraries at no cost. Quotes were coming in high for this work and his donation is greatly appreciated.

## **OTHER/GOOD OF THE ORDER**

Sommerfeld shared that she has talked with other libraries who are utilizing Unique Management Services, a company that handles the notification process for late/missing

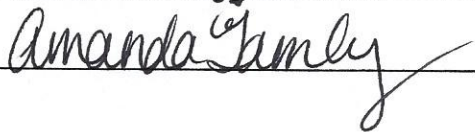
items for recovering. The company bills per notification sent. Currently, Shelen is handling this process internally.

### **ADJOURNMENT**

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

The meeting was adjourned at 7:09 PM.

 President Dan Sheperd

 Secretary Amanda Gamby