

Weston Public Library Board of Trustees Regular Meeting

July 8 2024, at the Weston Public Library

CALL TO ORDER

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

ROLL CALL OF BOARD MEMBERS

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

Sheperd made a motion, seconded by Patel, to excuse Armitage and Carson from the meeting.

Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried.

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

APPROVAL OF MINUTES

Archambo made a motion, second by Patel, to approve the May 13, 2024 Regular Meeting

Minutes. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye.

Motion carried

PUBLIC COMMENTS

Mr. Robert Myerholtz questioned if the board was moving forward with security cameras for the libraries. In addition, Mr. Myerholtz suggest the library purchase Pod Cast equipment for patron use. A brief board discussion on the topic of Pod Cast equipment took place. Sheperd stated that the board was in fact moving forward with security measures for the libraries and that Pod Cast equipment could be a topic of discussion at a later date.

FINANCIAL REPORTS

Archambo made a motion, seconded by Sheperd to approve the Financial Reports as submitted.

Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

The Fiscal Officer submitted to the Board the Estimate of Revenue and explained how the numbers are determined and the time line for submittal of such forms to the Wood County Auditor. The Fiscal Officer reminded the board that the numbers submitted are projections of future income.

Sheperd made a motion, seconded by Patel to approve the Estimate of Revenue as submitted. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye.

Motion carried

OLD BUSINESS

Discussion was held regarding the proposed sign at Grand Rapids Branch Library by Toledo Sign.

Gamby suggested a policy be drafted stating the use of the sign and what may be posted

Sheperd made a motion, seconded by Archambo to approve option 1 on the Toledo Sign proposal as submitted. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

Sommerfeld provided an update on the Strategic Planning Committee. The committee has identified six goals, measurables, outcomes and those responsible for the action. Members of the committee have visited other libraries and hope to provide a slide show to the entire Board of Trustees in October of 2024. At this time, the committee has not set any dates for further meetings.

NEW BUISNESS

The Director stated that after consultation with the library legal counsel, the library is under no obligation to offer homebound services to patrons. Due to staffing and liability issues, the Director recommended the elimination of the Homebound Services Policy. Board discussion on the matter took place. Archambo made a motion, seconded by Gamby to eliminate the Homebound Services Policy. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

The Board reviewed the status of the library policies organization as submitted by the director; no action was taken.

Shepherd made a motion, seconded by Archambo to accept the Compliance Officer Review of Credit Card Account as submitted. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

Archambo made a motion, seconded by Sheperd to accept the donation of thirteen chairs from Wood County District Public Library. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

Board discussion took place regarding the appointment of a third member to the Finance Committee. Sheperd stated that he will be a member of the Finance Committee.

Sheperd made a motion, seconded by Gamby that the Finance Committee will meet on August 12, 2024 at 5:30 p.m. at the Weston Public Library. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

DIRECTOR UPDATE

Director stated that the Summer Reading Program is going well, the children and adults attending have made positive comments about the content. The Weston Public Library will be hosting a Fine Arts Fair August 6th through the 9th and the library staff are looking at future programs that address the historical information patrons often request. The Director informed the Board that Summer Studer has been employed as a part-time Desk Clerk and that part-time employee Pam Garber will be resigning her position effective August 1, 2024.

OTHER

None

Sheperd made a motion, seconded by Archambo to enter executive session to discuss compensation of a public employee, to consider the employment and the investigation of charges or complaints against a public employee or official and security measures. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

The board entered executive session at 6:47 p.m.

Sheperd made a motion, seconded by Archambo to exit executive session. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

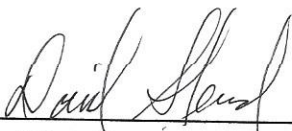
The board returned to open session at 7:20 p.m.

Archambo made a motion, seconded by Sheperd to change the Assistant Director position to hourly pay at a rate of \$20.71 per hour and sick time to be compensated at 4.0 hours per pay period; retroactive to July 1, 2024. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

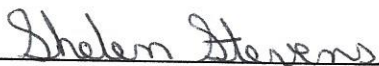
Archambo made a motion, seconded by Sheperd to allow the Director to approve of a quote for library security measures, not to exceed five thousand dollars. Roll Call: Archambo, aye; Gamby, aye; Patel, aye; Sheperd aye; Sommerfeld, aye. Motion carried

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

The meeting adjourned at 7:23 p.m.



Board President, Dan Sheperd



Scribe, Shelen Stevens