

Weston Public Library Board of Trustees Regular Meeting
March 13, 2023, at the Grand Rapids Branch of 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 and Deb Gross.

APPROVAL OF MINUTES

Sheperd made a motion, second by Archambo, to approve the January 30, 2023 Regular Meeting Minutes with no additions or corrections and the February 20, 2023 Special Meeting Minutes with no additions or corrections. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Shepard, aye; Gamby, aye. Motion carried.

PUBLIC COMMENTS

Robert Meyerholtz read a prepared statement regarding monthly Trustee meetings and the number of visits to our library system.

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

OLD BUSINESS

A lengthy discussion was held by the Trustees regarding 2023 scheduled meetings. Each member expressed opinions regarding the idea of scheduling monthly Board of Trustee meetings or continuing with the bi-monthly schedule. A Motion to Table the Scheduling of Monthly Meetings was

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

The Director gave an update on the repairs and construction at the Weston Public Library. She stated that repairs are scheduled to begin next week. The bookshelves are estimated to arrive on May 12. The shelving company will also move all the books to the new shelves. It is her hope that by June 1 all repairs will be made.

A discussion was held regarding the adequacy of the insurance policy. At this point, the library had paid a \$500 deductible and all other repairs are covered by insurance. No action was taken at this time.

A 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 will investigate security companies and the services they offer. No action was taken at this time.

NEW BUSINESS

Permanent Appropriations for 2023 were discussed. The Fiscal Officer stated she does a 3-year comparison of appropriations and builds in a 1-2% buffer. A question regarding audio-visual budget figures was addressed. The Fiscal Officer states the appropriation for audio-visual is left in, however, can be re-appropriated at any time. A discussion was also held regarding computer use at each library. It was determined that no additional computers are needed at this time. A Motion to Approve the Permanent Appropriations for 2023 was made by Shepard; second by Archambo. Roll Call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Shepard, aye; Gamby, aye. Motion carried.

The Petty Cash Policy was reviewed. There are no significant changes to the policy other than the new policy does not state where the petty cash drawer is kept in the building. A Motion to Approve the Petty Cash Policy was made by Shepard; second by Archambo. Roll call: Sommerfeld, aye; Carson, aye; Wolfram, aye; Patel, aye; Archambo, aye; Shepard, aye; Gamby, aye. Motion carried.

President Wolfram stated that a Finance Committee needs to be established in order to comply Bylaws of the library. The committee will meet with the Fiscal Officer 15 minutes prior to each scheduled Board Meeting. The Committee will consist of Wolfram, Carson and Sommerfeld, along with Fiscal Officer Gross. No other action taken.

Board Member Sommerfeld attended the OLC Trustee Workshop via Zoom and shared her thoughts on the program. A cheat sheet on Robert's Rules of Order was given to all members. No other action taken.

DIRECTOR UPDATE

The Director updated the Board regarding the State Legislation Day on April 26, 2023 at the Ohio State House. She asked Board members interested in attending to let her know as soon as possible. The Director stated she will be attending.

The Director updated the Board that the OLC Trustee Dinner is scheduled for April 6, 2023 from 6-8 p.m. at the Hilton Garden Inn, Perrysburg, Ohio. The library will pay the cost of any Trustee to attend.

The Director further thanked the Board for suggesting the Director and Assistant Director attend the Grand Rapids Area Chamber of Commerce dinner. The Director stated the program by a social media influencer was very informative. She discussed with the speaker holding a master class on social media influencing at the Grand Rapids Branch community room.

The Director further gave information regarding the Ohio budget by Gov. DeWine and House Bill 1 and the effect each of these would have on the library. There is a large potential loss of revenue for the library and local governments due to the flattening of the State Income Tax. She will continue to monitor the legislation.

Board Member Patel inquired as to why Frontier is used for internet services. The various internet services were discussed by the Director and Fiscal Officer. No action taken.

OTHER

There was no other business.

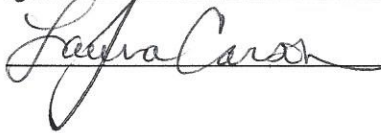
ADJOURNMENT

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

The meeting was adjourned at 7:23 p.m.



____ President Edward Wolfram III



____ Secretary Laura Carson