

Weston Public Library Board of Trustees Regular Meeting
May 13, 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

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

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

APPROVAL OF MINUTES

Three corrections to the April 14, 2024 Regular Meeting Minutes were discussed. Changes to be made: 1. The minutes indicated that Darla Froman was present for the meeting, and she was not; 2. The minutes indicated K&K Construction had cleaned the gutters and the minutes should reflect that they will clean the gutters; 3. There are 34 households in the Otsego school district without WIFI. Sommerfeld made a motion, second by Patel, to approve the April 14, 2024 Regular Meeting Minutes with the indicated additions or corrections. Roll Call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Carson, aye; Armitage, aye; Archambo, abstain; Gamby, abstain. 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 Sheperd; second by Archambo. Roll call: Archambo, aye; Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried. The Fiscal Officer stated that regular maintenance was completed by Downey Plumbing and Heating and, in her opinion, the costs was high. She will look into other options

and provide estimates. The Fiscal Officer also indicated that levy revenue is down and they are keeping an eye on the figures.

OLD BUSINESS

The Director has spoken with the Mayor and Administrator of Grand Rapids and no permit is required for the library to erect a new sign. She is continuing to gather information from sign companies. The concern with a digital sign remains its brightness at night. Board members asked the Director to look into a timer or dimmer. Further options will be discussed at the next meeting.

Board Member Sommerfeld gave an update on the Strategic Planning Committee meeting. Members discussed diversity in books and adult programs; crafts where the tools were provided and an aggressive marketing campaign. The theme they are working under is "what would get me in the library". Committee members are visiting other libraries for ideas. Continued discussion on WIFI accessibility to the community was also discussed.

The Board discussed the Narcan Policy which was tabled from the previous meeting. Board member Gamby has recently completed training through her employer and provided the Board with valuable information regarding the policy. Discussion regarding whether the Library should have a policy or have no policy was lengthy. A Motion to Abolish the Naloxone Administration Policy was made by Gamby; second by Armitage. Roll call: Archambo, aye; Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

NEW BUSINESS

The Board is in the process of reviewing policies and procedures. As a result, the following policies and procedures were discussed:

1. Community Room Rental Agreement: It was determined this is a Director procedure rather than an item requiring a written policy;

2. The Credit Card policy and the Credit Card Responsibility and Use Procedures are written by the State Auditor and require no changes from the Board.
3. The Financial Donation policy was recently revised, and no additional changes are needed;
4. The Hours of Operation and Organization Chart were reviewed with no changes at this time.

A Motion that Policies discussed were reviewed with no changes was made by Sommerfeld; second by Archambo. Roll call: Archambo, aye; Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried.

DIRECTOR UPDATE

The Director indicated that according to the Office of Budget and Management (OBM), state tax receipts came in below estimate again last month by \$224.4 million, or 8.4% below estimate. OBM indicated the shortfall is related to higher-than-expected personal income tax refunds. In addition, the CAT tax for April came in \$39.9 million below estimate. With two months left in Fiscal Year 2024, overall fiscal year-to-date state revenues are down by \$446 million or 1.9%.

The Ohio Department of Taxation posted the May 2024 PLF distribution of \$42,174,542, which is \$3.9 million or 8.49%, below ODT's updated estimate issued in December 2023.

Because state tax receipts have continually come in underestimate, the PLF is also under estimate. For the first five months of the year, the PLF is \$12 million below anticipated. The Director and the Fiscal Officer will continue to monitor.

The Director also indicated that on April 23, 2024, the U.S. Department of Labor released its final rule raising the salary threshold for being exempt from overtime under the Fair Labor Standards Act. Currently, bona fide executive, administrative and professional employees are exempt if they are paid a salary of at least \$684 per week (\$35,568 annually). Highly compensated employees are exempt if they are paid at least \$107,432 annually. The Director and Fiscal Officer are preparing for the increase by reviewing the exempt workforce, paying particular attention to the roles the employees perform, the

hours they work and how much they are paid to determine which employees are most impacted by the new rule. They will also be attending a special Legal Update webinar hosted by OLC to prepare for the change along with other recent Federal changes.

The Director also stated that the library website is currently hosted by NORWELD Regional Library System. NORWELD has informed its members that effective July 2025, they will no longer host any websites. Cherry Hill, the company that creates and maintains the websites will be continuing to do this outside of the NORWELD system. The Director has had a ZOOM meeting with Cherry Hill, and they are willing to move the domain, host the website and keep security measures in place. A two-year contract was offered at a total cost of \$1,345.00 (\$595 for the first year and \$750 for the second year), which will be a savings over NORWELD of \$1,100. Cherry Hill offers much more robust website capabilities and much better customer service. The Director entered the two-year contract with Cherry Hill.

The Director also stated that the Willilam Kuhlman Art Exhibit at the Grand Rapids Branch was very successful. Seventy people attended the open house with an additional 96 visiting during the week for a total of 166 people viewing the exhibit.

The Director also stated the Woodlink Budget Breakfast is scheduled for Friday, June 14, 2024, at 8:00 am. RSVP to either Michael Penrod at Wood County Library or to the Director if attending. This year will be a presentation on the Dolly Parton Imagination Library.

EXECUTIVE SESSION

A Motion to Enter Executive Session to Discuss: specialized details of security arrangements where disclosure of information to be discussed in executive session might reveal information that could be used to commit, or avoid prosecution for, a violation of the law by division (G)(6) of section 121.22 of the Ohio Revised Code was made by Archambo, second by Shepard. Roll Call: Archambo, aye; Gamby,

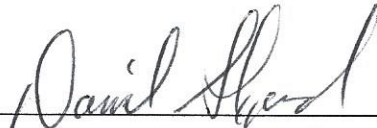
aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried. The Board entered executive session at 7:04 p.m.

A Motion to Leave Executive Session was made by Archambo, second by Carson. Roll call: Archambo, aye; Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye. Motion carried. Executive Session ended at 7:31 p.m.

ADJOURNMENT

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

The meeting was adjourned at 7:31 p.m.

 _____ President Dan Sheperd

_____ Secretary Laura Carson