

Weston Public Library Board of Trustees Regular Meeting

May 9, 2022 at the Weston Public Library

CALL TO ORDER:

Cindy Sheffer, President called the meeting to order at 6:00 p.m.

ROLL CALL OF BOARD MEMBERS:

Amanda Gamby, present; Edward Wolfram III, present; Laura Carson, present, Cindy Sheffer, present; Dan Sheperd, present.

Not present for personal reasons was Deb Archambo and future Board Member Jigar Patel. A Motion to Excuse was made by Sheperd; second by Wolfram. Roll Call: Gamby, aye, Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion carried.

Staff members present: Shelen Stevens and Deb Gross.

APPROVAL OF MINUTES:

Gamby made a motion; second by Sheperd to approve the March 14, 2022 regular meeting minutes with no additions or corrections. Roll call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye.

PUBLIC COMMENTS:

Robert Meyerholtz addressed the Board and requested that after approval of the financial documents, they are directly available to the public without a formal record request.

Gretchen Sommerfeld inquired as to how many Board Members attended the recent Trustee meeting in Bowling Green. She stated for transparency in the Board, attendance at events should be discussed before the tax payer money is spent, rather than after.

Joyce Nowak of the Wood County Prosecutor's Office discussed the restoration of privileges to a patron. The Board previously, on September 14, 2020, approved the restoration of privileges to Gretchen Sommerfeld on the condition she meets with the Director and acknowledges receipt of Library policies.

Several attempts were made by Ms. Nowak to contact, by telephone and in writing, the patron, with no response from the patron. Covid was an interruption to the process and it was decided to waive the requirement that Ms. Sommerfeld meets with the Director and provides a written acknowledgment of receipt of the policies. Ms. Nowak additionally attempted to contact three attorneys who were known to represent Ms. Sommerfeld with no response. She does, however, have certified mail proof of delivery of the policies Ms. Sommerfeld. Ms. Nowak is requesting the Board restore the privileges to the patron at this time. In addition, the policies were hand delivered to Ms. Sommerfeld during the meeting by Joyce Nowak.

A Motion to restore patron privileges to Gretchen Sommerfeld was made by Sheperd; second by Wolfram. Roll Call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion carried.

FINANCIAL REPORT:

It was reported to the Board by Financial Officer Deb Gross that an error was made and not caught prior to the release of the financial documents for the month. A new sweep account was opened at PNC Bank with levy money and transferred from Star Ohio to PNC in order to avoid a \$63.00 monthly fee for direct deposit. Fiscal Officer Gross stated she forgot to record the transfer between the accounts. The error has been rectified, however remains on the statements. It will be corrected on the next financial statements. The matter will be revisited at the next meeting.

A Motion to Approve Financials was made by Wolfram; second by Carson. Roll call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion carried.

OLD BUSINESS:

A Motion was made by Sheperd; second by Gamby to accept the Amendment to Selection of Board Members policy as previously discussed. Roll call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion Carried.

A Motion was made by Sheperd; second by Carson to accept the Amendment to the Bylaws of the Weston Public Library Board of Trustees (Article V Officers of the Board, Section C. Secretary). Roll call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion carried.

NEW BUSINESS:

1. Approval to terminate the Temporary Library Behavior Policy approved January 10, 2022 due to Covid 19. The termination of the policy relates to the change in requirement for face covering, social distancing and the use of the library by children under the age of 12 without parent.

Future guidance will be through the CDC. A Motion to suspend the policy was made by Sheperd; second by Wolfram to change the Library Behavior Policy as discussed. Roll call: Gamby, aye; Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd aye. Motion carried.

2. The sign for the Grand Rapids branch is in need of repair. The Director asks the Board to discuss the repair and/or replacement of the sign and what type of sign. Electric is available. Discussion was had regarding a digital sign including any town ordinances to be followed. Also discussed is a "church type" sign. Board Members would like a bigger sign with some type of lighting that could include the library hours. The Director will contact vendors regarding cost. In the meantime, the current sign will be reinforced. No action taken at this time. Further discussion will be had.

DIRECTOR UPDATE:

1. Interlibrary loan: The State has contracted with the old company and they have taken over the interlibrary loan program and services through the State of Ohio. The Director states when the hold list was turned on, the library had 505 requested items. It had been off since March. The usual list is in the 23-48 book range daily. The staff has done a tremendous job in clearing the backlog. The Director also stated that patrons have expressed their appreciation for The Weston Public Library's participation in the Wood County hub during

the time there was no State delivery.

2. Summer Reading Program: Every year each library does a summer reading program. This year's program is Up Up and Away. A professional balloon man is coming to teach the children how to make balloon animals. There will also be a splash bucket that will allow the kids to splash the Director.

The online history program is also going very strong. Research has been done into each school in each village. They have been identified and there will be an online quiz each week regarding the schools for public participation.

3. Lincoln National Life Insurance Company payment: A lump sum payment has been received in the amount of \$8,997.41. It is non-restricted and has been placed in the general fund.

4. Carpet and Window cleaning at both locations: Estimates have been reviewed. A quote for all the carpet and all windows, inside and out at both locations has been received in the amount of \$2,258.00. The company is Rutter Custom Cleaning and this will be scheduled. It is unknown if the library will have to be closed or if the cleaning will take place on a Saturday.

OTHER:

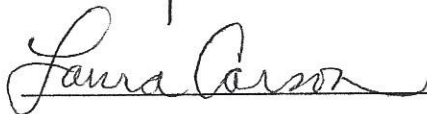
Sheperd thanked the Director for arranging for the Board Members to attend the Library Trustees meeting recently held in Bowling Green. It was very informative.

Wolfram made a Motion to Adjourn; second by Gamby. All in favor. Meeting adjourned at 6:47 p.m.

The next meeting will take place on July 11, 2022.



Cindy Sheffer, President



Laura Carson, Secretary