

Weston Public Library Board of Trustees Regular Meeting  
November 11, 2024 at the Grand Rapids Branch of 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

Archambo made a motion, second by Armitage, to approve the October 14, 2024, Regular Meeting Minutes with no additions or corrections. Roll Call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.

Shepard made a motion, second by Archambo to nominate Amanda Gamby for the next term on the Library Board of Trustees. Roll Call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, no; Armitage, aye; 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 Shepard; second by Archambo. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.

Patel inquired about the Fiscal Officer needing Board approval in order to move money between accounts. Archambo stated that a prior Board of Trustees gave the Fiscal Officer that authority as the

Board was only meeting every other month. Since this action was made prior to the majority of the current term of the Board members, Archambo made a motion, second by Patel to continue to allow the Fiscal Officer to move money as needed and to report such movements at Board meetings. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.

#### OLD BUSINESS

1. The Strategic Plan Committee presented the first draft of a Strategic Plan for the Board to review. No discussion was had at this time. Further discussion will take place at the January Board meeting.

#### NEW BUSINESS

1. The Board discussed temporary appropriations for 2025. The Fiscal Officer stated the PLF will be down and that she has forecast a 10% decrease, along with a 20% decrease related to uncertainty in the markets. She states the Library is still under what it could spend. There may be adjustments to appropriations after further discussion of the Strategic Plan. A Motion to Approve Temporary Appropriations was made by Shepard, second by Carson. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.
2. A revised Circulation Policy was discussed. The Director is recommending two minor changes, i.e. changing "overdue" to "lost" in order to allow her to begin notification to patrons. Changing the wording to "lost" allows her to attach a dollar figure to the item to collect from the patron. With regard to lost item collection, the Director states she has developed a system in which she runs a report weekly and sends a letter via U.S. mail to the patron. She then checks returns for the items. So far, 63 items have been returned and 3 items have been paid for by patrons. A Motion to Accept the Changes to the Circulation

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

3. The Fundraising Policy was also reviewed. No changes were made to the policy. A Motion to Accept the Fundraising Policy was made by Armitage, second by Gamby. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.

#### DIRECTOR UPDATE

The Director stated that at the January meeting, she will have an updated organizational chart for the Library policies.

The Director was recently asked to speak to all 7<sup>th</sup> grade students at Otsego Schools regarding use of library cards and resources. She stated the students were especially interested in the history section of the website.

The Director stated she was also asked by the Jr. High Principal to speak to staff members regarding library resources and the website. She states she is getting requests from teachers for books for classroom use.

The Director further discussed America 250 – Ohio Communities with the Board. The State has created a list of activities and are encouraging communities to participate. The Library cannot register to be a 250 Community and apply for the grants, but the town and townships can. The Director is watching to see who has applied and will then contact them to see how the Library can be involved. The Board members asked for additional information and the Director stated she would forward them each an email with the information.

The Director then discussed the Be a Reader program at Weston and Grand Rapids. For Veteran's Day, youth and adult participated in making poems, pictures and letters for Veterans. These

were delivered to the Grand Rapids American Legion for distribution to Veterans. The next Be a Reader project will be ornaments and cards to be delivered to the Grand Rapids nursing home.

President Shepard discussed the last meeting where a vote should have been taken on a matter that wasn't taken. He states he has talked with the counsel for the library and she has a 3 hour training course on Sunshine Law that she will present to the Board. The date for the training will be established at the next meeting. Sommerfeld stated the training is also online. Gamby stated she took the training presented by the State, however, it was directed more toward law enforcement issues.

#### EXECUTIVE SESSION


A Motion was made by Patel, second by Archambo to move to Executive Session to Consider the Compensation of a Public Employee. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried. The Board entered Executive Session at 6:40 p.m.

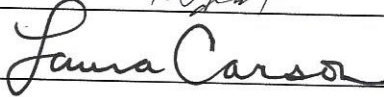
A Motion was made by Armitage, second by Shepard to Return from Executive Session to Consider the Compensation of a Public Employee. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried. The Board returned from Executive Session at 6:58 p.m.

As a result of the Executive Session, a Motion to Increase Salaries by 2.5% to all employees was made by Shepard, second by Archambo. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried.

ADJOURNMENT

Carson made a motion, second by Shepard, to adjourn the meeting. Roll call: Carson, aye; Shepard, aye; Patel, aye; Archambo, aye; Sommerfeld, aye; Armitage, aye; Gamby, aye. Motion carried. The meeting was adjourned at 7:03 p.m.

  
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President Dan Sheperd

  
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Secretary Laura Carson