

Weston Public Library Board of Trustees Regular Meeting
November 21, 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

Wolfram, present; Carson, present; Sheffer, present; Gamby, present, Sheperd, present.

Patel and Archambeau were absent. A Motion was made by Wolfram, second by Sheperd to excuse Patel and Archambeau from the meeting. All aye, motion carried.

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

APPROVAL OF MINUTES

Wolfram made a motion, second by Shepard, to approve the October 17, 2022 Regular Meeting Minutes with no additions or corrections. Roll Call: Wolfram, aye; Carson, aye; Sheffer, aye; Gamby, aye; Sheperd aye. Motion carried.

PUBLIC COMMENTS

There were no public comments.

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 Carson; second by Wolfram. Roll call: Wolfram, aye; Carson, aye; Sheffer, aye; Gamby, aye; Sheperd aye. Motion carried.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

An Action on dates and locations for the 2023 Board of Trustees meetings was presented. A Motion to hold the January meeting at the Grand Rapids branch was made by Sheperd; second by

Carson. Roll Call: Wolfram, aye; Carson, aye; Sheffer, aye; Gamby, aye; Sheperd aye. Motion carried.

The locations of the remaining meetings for 2023 will be discussed at the January Board meeting.

An Action on approval of the Fiscal Officer to pay all bills until the January meeting was presented. A Motion to allow the Fiscal Officer to pay all bills until the January Board meeting was made by Wolfram; second by Carson. Roll call: Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye; Gamby, aye. Motion carried.

An Action on Temporary 2023 appropriations was presented. The Fiscal Officer requests approval of temporary appropriations in order to set up the books for the new year. A Motion was made to Approve Temporary Appropriations by Sheperd; second by Carson. Roll Call: Wolfram aye; Carson, aye; Sheffer, aye; Sheperd, aye; Gamby, aye. Motion carried.

An Action on the Director's ability to dispose of weeded library materials was presented. As there is no library policy in place regarding disposal of weeded material, the Director asked for the Board's guidance on how to dispose of those materials. Based on the discussion by the Board, no such policy needs to be established. The Director has full discretion as to the disposal of weeded material. No further action required.

A discussion was held among the Board members regarding audio recording future Board meetings. The Board members will consider the pros and cons of audio recording meetings and make a decision at the organizational meeting held in January 2023. The Director will inquire of other entities and how they record their meetings.

DIRECTOR UPDATE

The Director gave an update on the debit card machine currently used at the Weston Library. It has virtually no use and has an annual cost to the library of \$200. The use of the debit card machine is being discontinued.

The Director gave an update that the library has accepted a student volunteer at the Weston Library. The child's parent contacted the library asking if a volunteer arrangement could be made. The Director agreed to the student volunteer and reports that to date, it is going very well. She reports it is going so well it may lead to a Jr. Librarian Club.

The Director gave an update on programs planned for 2023. She indicated that without Covid, she plans an increase in programs, including, but not limited to: family movies, Saturday movie matinee, craft classes, adult book clubs and a program titled "Out of the Stack" in which library employees can share favorite books, shelves or collections.

The Director also updated that she is organizing a real-life skills class for teens. She, and others, will teach teens life skills such as cursive writing, how to set a table or how to sort laundry, etc. This will be a weekly class alternating between the Weston library site and the Grand Rapids library site.

The Director updated that deleted equipment discussed at the October meeting has been recycled at Staples with the exception of some pieces that need scrapped. She will continue to remove those items from the library.

The Director updated that the library is still giving out Covid tests. She believes they will see an increased need for tests due to the upcoming holiday.

Dan Sheperd inquired about the new concrete at the rear of the Weston library. It was recently replaced and small cracks are seen. The Director will continue to attempt to contact the concrete company to inspect the area.

EXECUTIVE SESSION

A Motion was made by Sheperd, second by Wolfram to enter Executive Session to discuss the compensation of public employees. Roll Call: Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye;

Gamby, aye. Motion carried. The Board entered Executive Session at 6:34 p.m. Gamby excused herself from the Executive Session and left the meeting.

A Motion was made by Sheperd, second by Carson to leave Executive Session. Roll call: Wolfram, aye; Carson, aye; Sheffer, aye; Sheperd, aye. Motion carried. The Board left Executive Session at 6:56 p.m.

Upon return from Executive Session, a Motion was made by Sheperd, second by Carson, to authorize the Fiscal Officer to pay a one-time COLA bonus of \$1000 to all full-time employees and a one-time COLA bonus of \$500 to all full-time employees with less than one year of service and all part-time employees. This payment will be made on December 6, 2022. Roll call: Wolfram, aye; Carson, aye; Sheffer, aye; Shepard aye. Motion carried.



A Motion was made by Wolfram, second by Sheperd to increase the salaries of all library employees by 5% in 2023. Roll call: Wolfram, aye; Carson, aye; Sheffer, aye; Shepard aye. Motion carried.

OTHER

The Fiscal Officer discussed the cost of direct deposit fees with the current bank used by the library. She stated she is going to investigate other banks or avenues of payment of employees.

ADJOURNMENT

Sheperd made a motion, second by Wolfram, to adjourn the meeting. Roll Call: Wolfram aye; Carson, aye; Sheffer, aye; Sheperd aye. Motion carried. The meeting was adjourned at 7:00 p.m.

 Pres / Edward Wolfram
 Secretary Laura Carson