

**Weston Public Library Board of Trustees Regular Meeting  
November 8, 2021 at the Weston Public Library**

**1. CALL TO ORDER:**

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

**2. ROLL CALL OF BOARD MEMBERS:**

- a. Deb Archambo, present; Laura Carson, present; Cindy Sheffer, present; Dan Shepherd, present, Jan Zulch, present. Lloyd Jones, absent; Edward P. Wolfram III, absent.
- b. Archambo made a motion seconded by Shepherd to excuse Lloyd Jones. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

**3. APPROVAL OF MINUTES:**

- a. Shepherd requested a correction to the minutes. Section 6, NEW BUSINESS item f of the September 13, 2021 board minutes should read Board of Trustees Secretary.
- b. Archambo made a motion seconded by Carson to approve the minutes of the September 13, 2021 minutes, with the noted correction. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

**4. PUBLIC COMMENTS:**

- a. Gretchen Sommerfeld addressed the Board of Trustees with concerns regarding evening hours for the library.
- b. Sheffer addressed public comment from previous meetings:

**5. FINANCIAL REPORT:**

- a. Archambo made a motion seconded by Zulch to approve all financial reports as submitted. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

**6. OLD BUSINESS:**

- a. Director Stevens reports that all the concrete work at the Weston building has been completed.
- b. Various 2022 building maintenance projects were presented by Director Stevens. Projects include, but are not limited to the following: carpet cleaning, ceiling tiles replaced, outdoor signage painting, Weston office area painting, and Weston

community room tuck pointing and new entry way rugs. Members of the board suggested a service for entry way rugs.

**7. NEW BUSINESS:**

a. Shepherd made a motion seconded by Sheffer to recommend for appointment to the Weston Public Library Board of Trustees for a term commencing in 20022, Noah Rasey. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

b. Archambo made a motion seconded by Shepherd to approve the Compliance Officer review of credit cards as submitted. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

c. Discussion was held regarding Temporary Appropriations for 2022. Archambo made a motion seconded by Carson to approve the Temporary Appropriations for 2022 as submitted. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

d. Shepherd made a motion seconded by Archambo to approve the Fiscal Officer to pay all bills. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

e. Archambo made a motion seconded by Sheffer to approve payment of employees on September 6, 2022 instead of September 5, 2022. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

f. Shepherd made a motion seconded by Archambo to approve the Holiday Hours, effective January 1, 2022. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

**8. DIRECTOR UPDATE:**

a. Director Stevens reported that as of today's date 1,114 COVID-Test have been distributed to the public. The director also gave an update on the method of test which will be distributed by the State of Ohio.

b. Director Stevens provided an update on an adult special needs group who will be using the library for programs designed for their specific needs.

c. Director Stevens informed the Board that cargo for interlibrary loan is back to a normal schedule of delivery and pick up.

**9. EXECUTIVE SESSION:**

a. Archambo made a motion seconded by Sheffer to enter executive session to discuss the compensation of public employees.

Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried. The board entered into executive session at 6:38 p.m.

c. Archambo made a motion seconded by Carson to exit executive session. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried. The board exited executive session at 7:46 p.m.

d. Archambo made a motion seconded by Zulch to approve 2022 Weston Public Library Salary Appendix A. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

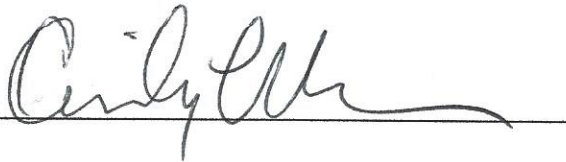
**10. OTHER:**

a. The Board of Trustees and Library Administration thanked Jan Zulch for 32 years of service as a member of the Board of Trustees.

**11. ADJOURNMENT:**

a. Shepherd made a motion seconded by Archambo to adjourn the meeting at 8:00 p.m. Roll Call: Archambo, aye; Carson, aye; Sheffer, aye; Shepherd, aye; Zulch, aye. Motion carried.

President, Cindy Sheffer



Scribe, Shelen Stevens



## 2022 Weston Public Library Salary Appendix A

One New Hire Desk Clerk - \$11.00 per hour to begin, increased to \$11.50 per hour after six months

Six Current Employed Desk Clerks - \$11.50 per hour, cap of \$15.00 per hour for position of desk clerk

Cataloger - \$16.00 per hour, cap of \$20.00 per hour for position of cataloger

Assistant Director – No change to current salary

Director – No change to current salary

Fiscal Officer \$24.00 per hour

Board Approved- November 8, 2021