

WESTON PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

November 9, 2020, 6pm at the Weston Public Library AND via Zoom

MINUTES

Call to Order: President Sheffer called the meeting to order at 6:03 pm.

Roll Call of Board Members Present: Cindy Sheffer, Pam Heyman, Jan Zulch,

Board Members Present via Zoom: Deb Archambeau, Judi Roe

Board Members Absent: Lloyd Jones (*no excuse given*)

Library Staff Present: Shelen Dewitt, Darla Froman, Deb Gross

Public Present via Zoom: Rob Myerholtz (*joined at 6:15pm*)

Approval of Minutes: Heyman moved and Archambeau seconded to accept the minutes as read. Roll call vote (aye). Motion carried. Minutes from October 2020 stand as read with no additions or corrections.

June 2020 minutes from Sean Thiebaut: *ON HOLD*

Public Comments: None.

Financial Reports: Archambeau moved and Roe seconded to approve the October 2020 Financials. Roll call vote (aye). Motion carried.

Old Business:

COVID-19 Grant: Director Stevens reported that Grand Rapids touchless water filling station and restrooms are complete with no issues. Weston will be installed next week. To date, \$16,893.46 has been spent.

Grand Rapids Shelf and Collection Movement: Shelving units and collections have been moved. There will be a Facebook video to show the progress. The space for Children's books has dramatically increased. The Juvenile DVDs have been separated from Adult DVDs per patron and staff request.

Banned Patron Update: Nothing to report.

New Business:

Records Retention: The Records Retention Committee, which consists of the full Board, Director, and Fiscal Officer, will meet (once per year as per our policy) at 5:45pm, prior to the regularly scheduled meeting on December 14, 2020. Director Stevens read the minutes from the December 9, 2019 meeting.

Future Board Meetings: The Executive Order that allows us to meet via Zoom is set to expire on December 1, 2020, but this may be extended by the Governor. Future Board meetings will take place in Weston, due to space needed to physical distance. Community rooms are being used for quarantining items.

Board Term Commencing 2021: Posted on the library website is the current Board of Trustees open position, commencing 2021. This was originally posted early September per our policy, and we had one interested candidate respond prior to Thiebaut's resignation. This is being re-posted at the advice of our attorney, with a deadline of November 16th. Qualified candidates will be called to an interview. This is the seat that Vice President Heyman now holds, and not to be confused with the seat that is currently in probate court.

Current Board Open Position: Court has put out a press release and will make a judgement by December 9th.

Vice President Heyman mentioned Jones speaking inappropriately for the Board and making accusations to the Otsego Board of Education that the library had not followed our policy. Our minutes show that we did properly follow the correct procedures. Heyman explained the exact selection process that we have used for more than 20 years:

- The Director and two Officers interview interested candidates.
- The Director makes a recommendation of the best candidate to the Board.
- We received letters from both candidates, listing names and qualifications.
- Attendance of candidate at scheduled Board meeting, so that they may be interviewed by members of the Board of Trustees.

(Jones said he did not know who Mary was. He was told at the beginning of the meeting that Mary was in attendance via Zoom. Jones could have asked Mary questions at that time, but he declined.)

President Sheffer stated that Jones did not have permission to speak for the Board and has now precipitated this court judgement that we have to abide by now. The Board believes that Jones violated several of our ethics statements, including, but not limited to:

"Ethics Statement for Public Library Trustees"

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statement between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with the applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself.

Director Update:

Covid Refresher: Vice President Heyman had specific quarantine questions. Director Stevens reached out to multiple members of our Ohio Library Council Community. Best Practice has been 72 hours, based on the concept that the materials that are leather bound or have parchment paper are harder to clean and take longer to quarantine. We do not have any leather bound materials in our collection. Grand Rapids drop box items are taken to quarantine station once per day. Weston drop box items are periodically moved throughout the day, since the items are close to staff workstations. Cargo items sit for 72 hours. We can't assume that everyone on the other side is taking all of the proper precautionary procedures, so we will continue to wait the 72 hours.

Saturday Hours: Some libraries have reduced hours, only open 2 days per week. Our Saturday usage at the end of October was 389 people using Saturday hours. Patrons who work afternoons or evenings come on the weekend. Families bring children in on the weekend when kids are not in school. Compromised patrons have been coming in during the week.

On-Line Presence: End of October, 3,727 people with 46,759 views. Patrons are enjoying Adult Crafts, Cooking Classes, and Story Time.

President Sheffer extends compliments to the whole staff that they have all gone above and beyond during this entire pandemic.

Executive Session: At 6:34pm, Heyman made a motion that the Trustees enter into Executive Session to discuss the Compensation of Public Employees. Archambeau seconded. Roll call vote (aye). Motion carried.

(Vice President Heyman announced to Rob that she would put him in the Waiting Room and let him back in when we were finished with the session.)

Heyman moved and Archambeau seconded to exit Executive Session at 6:45pm. Roll call vote (aye). Motion carried.

Compensation of Public Employees: Roe motioned to propose a 2021 salary increase of 2% across the board for everyone, as they have certainly earned it during these extraordinary times. Archambeau seconded. Roll call vote (aye). Motion carried.

Heyman motioned to adjourn at 6:47pm. Archambeau seconded. Roll call vote (aye). Motion carried.

A handwritten signature in black ink, appearing to read 'C. Sheffer', written over a horizontal line.

President Cindy Sheffer

Secretary Judi Roe