

Weston Public Library Board of Trustees Regular Meeting
October 14, 2024, at 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

Patel made a motion, second by Armitage, to approve the August 12, 2024, Regular Meeting Minutes with no additions or corrections. Roll Call: Sommerfeld, aye; Patel, aye; Sheperd, aye; Carson, aye; Armitage, aye; Gamby, aye. Archambo abstain. Motion carried.

PUBLIC COMMENTS

Public comments were made by Robert Meyerholtz.

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 Archambo; second by Shepard. Roll call: Gamby, aye; Armitage, aye; Sommerfeld, aye; Shepard, aye; Patel, aye; Carson, aye; Archambo aye. Motion carried. Sommerfeld asked the Fiscal Officer to confirm that there is nothing in appropriations for books or pamphlets and that the Henning Fund is used to purchase books and pamphlets.

OLD BUSINESS

1. Update on Grand Rapids Branch sign: The sign is installed and working. Both the Director and Assistant Director have taken training. Currently, the sign comes on at 9:00 a.m. and goes off at 7:00 p.m., which is one hour before opening and one hour after closing.

2. Update from Strategic Planning Committee: The Strategic Planning Committee will make a presentation at the November meeting of the draft Strategic Plan.
3. Security Camera Policy: Legal counsel has reviewed the policy and made minor changes. A Motion to Accept the Security Camera Policy was made by Gamby; second by Archambo.
Roll call: Carson, yes; Armitage, yes; Shepard, yes; Patel, yes; Archambo, yes; Sommerfeld, yes; Gamby, yes. Motion carried.
4. Investment Policy: Legal counsel has also reviewed the Investment Policy. The Fiscal Officer agrees with the policy. She will have the policy signed by PNC Bank and then sent to the State Auditor. A Motion to Accept the Investment Policy was made by Archambo; second by Armitage. Roll call: Carson, yes; Armitage, yes; Shepard, yes; Patel, yes; Archambo, yes; Sommerfeld, yes; Gamby, yes. Motion carried.
5. Board Discussion on Fire and Water Alarm System. The same company that installed the camera system has provided a quote for a fire and water alarm system. The Director has contacted other companies, but no quotes were provided. Although the quote is quite high, the cost of repairs from the water line break the past winter were over \$100,000. The Director will continue to gather information.

NEW BUSINESS

1. A meeting of the Record Retention Committee will take place on November 11, 2024 at 5:45 p.m. at the Grand Rapids Branch of the Weston Public Library. At that time, new RC2's will be reviewed by the board.
2. The Director discussed an insurance policy exclusion for the Beyond Books program. The Director visited other libraries to investigate their Beyond Books programs. She is working with the Library counsel on a waiver of liability to be signed at checkout of Beyond Books items. At this time, the Beyond Books program has been placed on hold.

DIRECTOR UPDATE

September was National Library Card Signup Month. Activities were conducted by the Library and 37 new Library cards were issued.

The Director stated she was contacted by Lisa Grimmer, a 6th grade teacher at Otsego to give a presentation to her class regarding what students could do with their library card.

The Director also gave a presentation at the professional development program for the Otsego teachers.

The Director stated she is working with legal counsel on the Emergency Procedure Policy. The Wood County Emergency Services director will visit both buildings to review and discuss the policy and any needed revisions.

OTHER

Two candidates for the Library Board of Trustees position were in attendance and questions were asked regarding each candidate.

EXECUTIVE SESSION


A Motion was made by Carson, second by Archambo to move to Executive Session to Consider the Appointment of a Public Official. Roll call: Carson, yes; Armitage, yes; Shepard, yes; Patel, yes; Archambo, yes; Sommerfeld, yes; Gamby, yes. Motion carried. The Board entered Executive Session at 6:55 p.m.

A Motion was made by Carson, second by Armitage to Return from Executive Session to Consider the Appointment of a Public Official. Roll call: Carson, yes; Armitage, yes; Shepard, yes; Patel, yes; Archambo, yes; Sommerfeld, yes; Gamby, yes. Motion carried. The Board returned from Executive Session at 7:13 p.m.

As a result of the Executive Session, the Board of Trustees will nominate Amanda Gamby to the Otsego School Board for a term on the Weston Public Library Board of Trustees.

ADJOURNMENT

Carson made a motion, second by Shepard, to adjourn the meeting. Roll call: Carson, yes; Armitage, yes; Shepard, yes; Patel, yes; Archambo, yes; Sommerfeld, yes; Gamby, yes. Motion carried. Motion carried. The meeting was adjourned at 7:14 p.m.



President Dan Sheperd



Secretary Laura Carson