

Weston Public Library Board of Trustees Regular Meeting
September 13, 2021 at the Weston Public Library

CALL TO ORDER:

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

1. OATH OF OFFICE:

- a. Lisa Austin, Ohio Notary Republic administered the Oath of Office to Edward Wolfram. Wolfram affirmed with, "I do."
- b. Lisa Austin, Ohio Notary Republic administered the Oath of Office to Lara Carson. Carson affirmed with, "I do."
- c. Lloyd Jones requested the Board of Trustees welcome Wolfram and Carson to the Board. Board members affirmed by welcoming both Wolfram and Carson.

2. ROLL CALL OF BOARD MEMBERS:

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

3. APPROVAL OF MINUTES:

- a. Jones brought before the board the question if in the future Board Minutes could be organized in a manner conducive to following the document more clearly. Discussion was held. It was determined that the acting scribe will add features to clarify the minutes.
- b. Carson addressed and Sheffer reaffirmed errors of the Agenda, that being the wrong dates for the Approval of Minutes. Dates were corrected as July 12, 2021 Regular Meeting and August 17, 2021 Special Meeting.
- c. Archambo made a motion seconded by Jones to approve the July 17, 2021 Regular Meeting Minutes as written. Roll Call: Archambo, aye; Carson, aye; Jones, aye; Sheffer, aye; Wolfram, aye. Motion carried.
- d. Archambo made a motion seconded by Jones to approve the August 17, 2021 Special meeting Minutes as written. Roll Call: Archambo, aye; Carson, aye; Jones, aye; Sheffer, aye; Wolfram, aye. Motion carried.

4. PUBLIC COMMENTS:

- a. Robert Myerholtz addressed the Board of Trustees with various concerns: the Board of Trustees reaction to public comments, lack of a Director's report, lack of a yearly prepared budget, Director refers records request to the Wood County Prosecutor's Office, lack of a handbook with a sexual harassment/ drug testing section, request monthly board meetings, Monday through Thursday evening hours possibly from 7-8, stating he has spoken to a local business owner who allows youth to use his computer in the evenings, keep Saturday hours, Management lacks a vision for the library and a satellite library in Haskins.

- b. Gretchen Sommerfeld addressed the Board of Trustees with concerns that the Board of Trustees does not respond to public comments.

5. OLD BUSINESS:

- a. The concrete work at the Weston Public Library will begin the first or second week of October.
- b. The air conditioning units at the Grand Rapids Branch Library will be installed beginning, September 14, 2021.

6. NEW BUSINESS:

- a. Fiscal Officer, Deb Gross explained the purpose of the Amounts and Rates Resolution. Discussion was held.
- b. Archambo made a motion seconded by Jones to approve the Amounts and Rates Resolution. Roll Call: Archambo, aye; Carson, aye; Jones, aye; Sheffer, aye; Wolfram, aye. Motion carried.
- c. Discussion was held regarding the election of a Board of Trustees Vice President.
- e. Archambo made a motion seconded by Carson to appoint Dan Shepherd Vice President of the Weston Public Library Board of Trustees. Roll Call: Archambo, aye; Carson, aye; Jones, aye; Sheffer, aye; Wolfram, aye. Motion carried.
- d. Discussion was held regarding the election of a Board of Trustees Secretary.
- f. Archambo made a motion seconded by Jones to defer the appointment of a Board of Trustees Secretary until January of 2022, until such time the Library Director to act as scribe. Roll Call: Archambo, aye; Carson, aye; Jones, aye; Sheffer, aye; Wolfram, aye. Motion carried.
- e. Fiscal Officer, Deb Gross explained that the 2022 Temporary Appropriations will be presented to the board in November of 2021. Board members having suggested areas of expense are to email those items to the Fiscal Officer or Director.

7. DIRECTOR UPDATE:

- a. Summer Reading was well received by patrons with 521 participants in total. Discussion was held on how 2021 compares to past years and what plans are for summer 2022. As COVID-19 continues to change our activities it is too early at this time to see where we will be in 2022.
- b. Cargo Delivery is improving with both Weston and Grand Rapids receiving more constant delivery and pick up of materials. The State library of Ohio is providing to libraries with 5 day delivery 15.6 weeks of delivery paid by the State Library; invoicing will be for actual stops, not schedules stops.
- c. COVID-19 At Home Tests are available at the Weston Public Library. Test are not available at the Grand Rapids Branch Library, however staff have taken to Grand Rapids test for patrons unable to make it to Weston.
- d. The Board of Trustee Seat that will commence in January in 2022 was posted on September 1, 2021.
- e. All open positions have been filled and the library is fully staffed for current needs.
- f. The Weston Public Library Website is currently under a new platform design. Discussion was held and the Director will examine the possibility of placing a "What Would You Like to See on the Website" box on the current site and Facebook page.

8. OTHER:

- a. President, Sheffer addressed the work on a new Personnel Policy being halted due to COVID. Director Stevens states she has been in continuous work on the project and hopes to have an updated policy to the board for a first reading in November.
- b. Discussion was held regarding information the Director provided to the board in the past. Moving forward, the Director will submit to the board her monthly statistic.

9. ADJOURN:

With no further business Archambo made a motion seconded by Jones to adjourn the meeting. All in favor, yea, opposed none; motion carried. The meeting was adjourned at 6:49p.m.

_____ Cindy Sheffer, President

Shelen Stevens _____ Shelen Stevens, Scribe