

## WESTON PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

September 14, 2020, 6pm at the Weston Public Library AND via Zoom

### MINUTES

**Call To Order:** President Sheffer called the meeting to order at 6:00 pm.

**Roll Call of Board Members Present:** Cindy Sheffer, Lloyd Jones

**Board Members Present Via Zoom:** Pam Heyman, Deb Archambeau, Judi Roe

**Board Members Not Present (Excused):** Jan Zulch

**Board Members Not Present:** Sean Thiebaut *(Resignation Submitted 9/14/20)*

**New Board Secretary:** Sheffer made a motion, seconded by Archambeau to appoint Roe as Secretary. Roll call vote (aye). Motion carried.

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

**Approval of Minutes:** We cannot approve the August 2020 minutes, as we have not received them: *ON HOLD*

*(Roe will transcribe Zoom recording for August to catch us up. Sean will be asked to send us his June phone recording for transcription.)*

**Public Comments:** None.

**Financial Reports:** Archambeau made a motion, seconded by Jones, to approve the August 2020 Financials. Roll call vote (aye). Motion carried.

**Old Business:** None.

**New Business:**

**Patron Privileges:** In 2019, after a detailed investigation by the Board of Trustees, a patron's privileges were restricted. It is now time to re-visit that topic. Jones had several questions. Jones made a motion, seconded by Archambeau to continue with Library's legal counsel to review reinstatement of patron privileges. Roll call vote (aye). Motion carried.

**CARES Act Funds:** Grant money applied for includes \$25,000 per building for PPE, Technology, or any other purchases currently related to the pandemic. December 28<sup>th</sup> will be the deadline to give back unused funds. Archambeau made a motion, seconded by Roe, to accept the funds totaling \$50,000 for both locations. Roll call vote (aye). Motion carried.

**COVID-19 Requested Items for Grant Usage:** Jones and Heyman have researched, and it was decided not to purchase any type of book sterilizers or UV sanitizing lights due to cost and potential harm of materials. The best disinfectant at this point will be time. We love the ideas of keyboard and mouse covers, additional plexiglass, touchless light switches, faucets, toilets, and cold water stations. *Ideas are welcome!*

**Library Boundaries:** Plain Township residences will be in Otsego School District; however, Library boundaries are set under the State of Ohio, and that location is currently under Wood County Library. It's important to know, but too early to make any decisions at this time.

**Staffing:** It would be beneficial to hire the previously approved PT Desk Clerk at this time. \$9 per hour, increasing to \$9.46 after 6 months. Director Stevens has been working 3 Saturdays per month, 85-90 hours every two weeks to cover. Archambeau made a motion, seconded by Roe, to approve this hire. Roll call vote (aye). Motion carried.

**Grand Rapids Community Room Storage Material:** The Grand Rapids Community Room and furnace areas have been cleaned out. We no longer have the need for a chair cart. Archambeau made a motion, seconded by Roe, to offer the chair cart to community members or organizations in the Otsego district, by posting the donation on the Library website and Facebook page. Trash and broken items will be removed and discarded or recycled as deemed appropriate. Roll call vote (aye). Motion carried.

**Director Update:**

**Shelving Units for Grand Rapids:** Director Stevens proposed to move current shelves in order to increase collection development dramatically. This can be accomplished by moving our Juvenile Fiction and Young Adult collections away from the Adult sections. By doing this, we will regain shelf space. Our previously used contractor, Library Design, will build matching panels customized to cover the wall that faces into the History Room, taking care of the look, potential safety hazards, and a great suggestion for collection development. The library will not have to be closed for construction. Archambeau made a motion, seconded by Roe, to move forward. Roll call vote (aye). Motion carried.

**Open Board Member Positions:** We do have interested applicants. Interviews to be held soon for Sean's spot. There will be another opening coming up in January. Posted on Library website.

**On-Line Presence:** Over 39,000 views on Facebook. Genealogy and other topics are being added.

**Hours of Operation:** Patrons have been very thankful. Currently operating under Phase 3: Working well. No recommendation to alter any of the factors at this time. Weekly hours are appreciated with students doing on-line vs. in-person education, and parents are happy with hours to use Wi-Fi. Back to school students appreciate Saturday hours being 10am-4pm. *We are happy to be keeping our staff and patrons safe!*

**OLC Dinner:** Director Stevens and Roe attended the Northwest Ohio Library Council Virtual Dinner and heard from State Rep. Haraz Ghanbari, who mentioned Weston Public Library personally (*twice!*)

Jones motioned to adjourn at 6:48pm. Archambeau seconded. Roll call vote (aye). Motion carried.



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President Cindy Sheffer

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Secretary Judi Roe