

**Weston Public Library Board of Trustees Meeting
April 13, 2026
Weston Public Library**

CALL TO ORDER

Dan Sheperd, President, called the meeting to order at 6:00 PM.

ROLL CALL OF BOARD MEMBERS

Archambo, present; Armitage, absent; Carson, absent; Gamby, present; Patel, present; Sheperd, present; Sommerfeld, present.

Staff members present: Shelen Stevens, Deb Gross and Darla Froman.

Archambo made a motion, second by Patel, to excuse Armitage and Carson from the meeting for personal reasons. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

BOARD ACTION ON MINUTES

Due to lack of quorum, Sommerfeld made a motion, second by Gamby, to table the approval of the March 9, 2026, Regular Meeting Minutes until a future meeting. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

PUBLIC COMMENTS

No public comment this evening.

BOARD ACTION ON FINANCIAL REPORTS SUBMITTED

Board members were provided copies of the financial reports prior to the meeting. Sheperd made a motion, second by Archambo, to approve the financial reports. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

FINANCE DISCUSSION

Fiscal Officer, Deb Gross, reported that the Otsego School Board has not approved the appropriations as submitted. She expects the Auditor's Office will communicate the overdue deadline to the Board.

The levy funds have been received and deposited into the market account.

OLD BUSINESS

Strategic Plan: Director Stevens reported that there is no update, and the library remains on the waiting list. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

NEW BUSINESS

Items to Delete: The Board reviewed a list provided by Director Stevens of items in need of proper disposal. Gamby made a motion, second by Sheperd, to approve the list of items to delete as submitted. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Policy Review: The Board reviewed the Circulation Policy, Donation of Material Policy, Infectious Illness Policy, and the Patty Cash Policy. No edits were recommended at this time. Archambo made a motion, second by Patel to approve the policies as submitted. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

DIRECTOR UPDATE

- Board members, who RSVP'd for the OLC Trustee Dinner were reminded that the event is Thursday.
- The Program Coordinator position has been filled. Sarah Higginbotham will begin work on April 20, 2026.
- The library is currently accepting applications for the part-time desk clerk position, as Caden McCoy has resigned his position with the library.
- Director Stevens provided information regarding the library's status as a community partner with the Wood County Board of DD's Community Accessibility and Assistive Technology Program. The final step of the process will require Developmental Disability training for all staff. The libraries will be open to the public on May 12, 2026, from 1:00 PM – 6:00 PM to allow for this training. Notification was received on April 13, 2026, that the library, upon completion, will receive \$9,000 in gift from the Wood County Board of DD to acquire adaptive items identified by the program to enhance accessibility and assistive technology within the libraries.


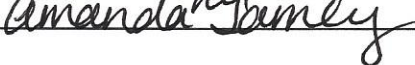
OTHER/GOOD OF THE ORDER

None.

ADJOURNMENT

Archambo made a motion, second by Patel, to adjourn the meeting. Roll Call: Archambo, aye; Armitage, absent; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

The meeting was adjourned at 6:34 PM.

President Dan Sheperd
Secretary Amanda Gamby