

Weston Public Library Board of Trustees Organizational Meeting
January 26, 2026
Grand Rapids Branch Library

CALL TO ORDER

Jigar Patel, Vice President, called the meeting to order at 6:06 PM.

OATH OF OFFICE

Joyce Fausnaugh, Ohio Notary of the Public, administered the Oath of Office to Dan Sheperd.

ROLL CALL OF BOARD MEMBERS

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

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

BOARD ACTION TO HIRE FISCAL OFFICER UNTIL 2027 ORGANIZATIONAL MEETING

Sheperd made a motion, second by Archambo, to hire Deb Gross as Fiscal Officer until the 2027 Organization Meeting. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

OATH OF OFFICE TO FISCAL OFFICER

Joyce Fausnaugh, Ohio Notary of the Public, administered the Oath of Office to Fiscal Officer, Deb Gross.

NOMINATION AND ELECTION OF BOARD OF TRUSTEES OFFICERS FOR 2026

A. President

a. Archambo made a motion, second by Carson, to nominate Dan Sheperd as President to maintain continuity on the Board. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, abstain; Sommerfeld, abstain. Motion carried.

B. Vice President

a. Sheperd made a motion, second by Archambo, to nominate Jigar Patel as Vice President. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

C. Secretary

a. Archambo made a motion, second by Carson, to nominate Amanda Gamby as Secretary. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Dan Sheperd took over meeting as President.

BOARD ACTION ON MINUTES

Archambo made a motion, second by Patel, to approve the November 10, 2025, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; 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. Archambo made a motion, second by Patel, to approve the financial reports. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

FINANCE DISCUSSION

Fiscal Officer, Deb Gross, reported that the CD was renewed for 8 months with a 3.45% rate. She is currently working with PNC Bank's Treasury Management on a solution to reduce the monthly structure fee. Gross will be making changes to the temporary appropriations due to an increase in the cost of some items. Changes will be presented to the Board at the next meeting.

Director Stevens reminded the Board of the approval to increase the credit card limit to \$3000. This limit was to be reduced again after the purchase of the 3D Printers/Equipment was completed. Because of the amount of paperwork/difficulty of process to increase/decrease spending limits on the card, Stevens requested Board approval to maintain the \$3000 limit. Patel made a motion, second by Archambo, to allow the limit of the credit card to remain at \$3000. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

OLD BUSINESS

Strategic Plan: The Board continued discussions related to the proposed Strategic Plan. Director Stevens reported that the Library remains in the cycle and on the list with the State to develop a Strategic Plan. Continue to wait on a date. Once the process begins, should anticipate ~6-7 months to complete. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

3D Printing: Director Stevens reported that the 3D Printers and related equipment have been ordered and delivered. She will be coordinating with Patel to install.

D&D Landscape Proposal for Weston: Shrubbery/overgrowth has been removed from the Weston Library and patrons have been complimenting on the improvement. New landscaping will be installed in the spring.

NEW BUSINESS

Board Review and Discussion of 2026 Board Meeting Dates and Locations

The Board reviewed a list of proposed 2026 meeting dates, which includes monthly meetings, except for July and December. Meeting locations will be divided between the Weston Public Library and the Grand Rapids Branch Library. Patel made a motion, second by Sheperd, to approve the meeting dates as presented. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Actual Hours Logged by Salaried Employee

No action required.

Review of Capital Projects

Financial Officer, Deb Gross, reviewed the new Capital Projects line item in the budget. Sheperd made a motion, second by Archambo, to approve Capital Projects as presented. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

DIRECTOR UPDATE

- Director Stevens reported that the Dickens Christmas Tea was well attended with many compliments. Employee Dawn Hartwig is to be commended on her execution of such a wonderful event for those attending. Capped attendance at 50. 48 attended, with 2 cancelling last minute.
- On February 10, 2026, both library locations will be opening to the public at Noon to allow for staff training.
- The theme of the Summer Reading Program is determined by the National Library Association. For 2026, they have selected: Dinosaurs and Digging. Do not have to follow this theme. Director Stevens and staff have selected "Happy Birthday America" to coincide with the America 250 celebrations taking place in 2026. Currently working on scheduling programs with local partners.

EXECUTIVE SESSION

Sheperd made a motion, second by Gamby, to enter Executive Session to discuss employment and compensation of public employees. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Entered into Executive Session at 7:14 PM.

Archambo made a motion, second by Carson, to exit Executive Session. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Returned to Regular Session at 7:20 PM.

Gamby made a motion, second by Archambo, to establish a Special Revenue Fund. Roll Call: Archambo, aye; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

OTHER/GOOD OF THE ORDER

Board members were asked to review the Program Coordinator Job Description for discussion at the next meeting.

ADJOURNMENT

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

The meeting was adjourned at 7:26 PM.

Daniel Sheperd
Amanda Gamby

President Dan Sheperd
Secretary Amanda Gamby