

**Weston Public Library Board of Trustees Meeting  
March 9, 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, absent; Armitage, present; Carson, present; Gamby, present; Patel, absent; Sheperd, present; Sommerfeld, present.

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

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

**BOARD ACTION ON MINUTES**

Armitage made a motion, second by Sheperd, to approve the February 9, 2026, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, absent; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; 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 Armitage, to approve the financial reports. Roll Call: Archambo, absent; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**FINANCE DISCUSSION**

Fiscal Officer, Deb Gross, reported that she met with PNC Bank to correct a mistake made by the bank regarding the CD renewal interest rate – the interest rate, along with the amounts, have been corrected. She also met with them to address the increase in fees she discussed at past meetings. The secondary option provided by PNC would cost more per month. She also learned that a phone app is not required, so she will be using the original (\$45/month) option instead.

The levy funds will be received shortly; however, the current PLF revenue is insufficient to cover monthly expenses. As a result, funds must be transferred from the market account to the bank account approximately once per month to cover outstanding bills. Gross asked the Board to advise whether the levy funds should be deposited into the market account or the bank account. Since there are no penalties for transferring funds from the market account, the Board agreed that the levy funds should be deposited into

the market account to allow the funds to accrue interest and then be transferred to the bank account as needed.

## **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 broken items in need of proper disposal. Armitage made a motion, second by Carson, to approve the list of items to delete as submitted. Roll Call: Archambo, absent; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Permanent Appropriations:** The Board reviewed the list of Permanent Appropriations provided by the Fiscal Officer. Some adjustments were made due to increased expenses (example: increase in utility bills). Sheperd made a motion, second by Carson, to approve the Permanent Appropriations as submitted. Roll Call: Archambo, absent; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

**Resolution Revision 2026-1:** The Fiscal Officer was informed recently that permission must be obtained from Local Government Services – a branch of the State Auditor prior to moving funds from a General Fund to a Special Revenue Fund or Construction, or Improvement of Fixed Assets Fund. While completing this process, she was also informed that Resolutions creating these funds must quote ORC to gain official permission. Gamby made a motion, second by Sheperd, to approve the revised Resolution 2026-1 as submitted. Roll Call: Archambo, absent; Armitage, aye; Carson, aye; Gamby, aye; Patel, absent; Sheperd, aye; Sommerfeld, aye. Motion carried.

## **DIRECTOR UPDATE**

- Board members and administration have received page 41 of the Employee Handbook for the Weston Public Library. This page includes section 2005 covering Reduction in Force. This information was provided in response to questions about this procedure during the February 9, 2026, Board Meeting.
- Director Stevens requested RSVPs from Board Members who plan to attend the OLC Trustee Dinner on April 16, 2026. She will RSVP for the group.
- Board Members were also invited to attend the 2026 Woodlink Budget Commission Breakfast on May 29, 2026, at 8:00 AM, at the Wood County District Public Library.
- Plans are underway to celebrate National Library Week at both library locations. Snacks and prizes will be provided during a special night of American and Local History Trivia at the Grand Rapids Branch Library. The following week, in collaboration with the Weston Historical Society, the library will offer a second trivia night.

- The Board also reviewed the monthly usage stats provided by email.

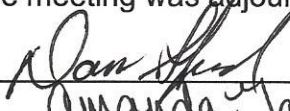
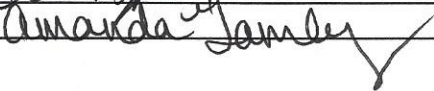
**OTHER/GOOD OF THE ORDER**

None.

**ADJOURNMENT**

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

The meeting was adjourned at 6:56 PM.

  
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President Dan Sheperd  
Secretary Amanda Gamby