

**Weston Public Library Board of Trustees Meeting
November 10, 2025
Grand Rapids Branch Library**

CALL TO ORDER

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

ROLL CALL OF BOARD MEMBERS

Archambo, present; Armitage, present (entered meeting @ 6:11 PM); Carson, present; Gamby, present; Patel, present; Sheperd, present; Sommerfeld, present.

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

APPROVAL OF MINUTES

Patel made a motion, second by Sheperd, to approve the October 13, 2025, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, abstain; Armitage, absent; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

PUBLIC COMMENTS

Sheperd acknowledged the loss of Jim Carter and recognized his contributions to the community/library.

FINANCIAL REPORT

Board members were provided a list of expenses that have been gathered thus far to help determine Capital Fund Expenses. Auditor recommends closing out 2025 and making account changes in 2026. It was also recommended that Capital Project Expenses should be recorded separately for each building (Weston/Grand Rapids). A Special Revenue Fund should be established to set aside funds for future potential retirements. Board members were provided copies of the financial reports prior to the meeting. Archambo made a motion, second by Patel, to approve the October Financial Reports. 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 State of Ohio has been contacted regarding a Strategic Plan. The Weston Public Library is currently 4th in line to have a free Strategic Plan completed. It's anticipated that this could begin as early as January and will take ~3-4 months to complete. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

3D Printing: Patel reported that space at the Weston Public Library is suitable for the proposed 3D Printer. The Grand Rapids Branch Library will require the purchase of a laptop and the 3D Printer will need to be located behind the desk due to limited space. The estimated total cost for two 3D Printers and the laptop is under \$3000. Archambo

made a motion, second by Carson, to purchase two 3D Printers and a laptop. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

D&D Landscape Proposal for Weston: The Board revisited the D&D Landscape Proposal presented during the October 2025 Board Meeting. Archambo made motion, second by Sheperd, to accept the quote provided by D&D Landscaping, which includes the removal of debris in the fall 2025 and the planting in spring 2026. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

NEW BUSINESS

Review of Credit Card Accounts: Director Stevens emailed the Review of Credit Card Accounts to Board Members prior to the meeting. Archambo made a motion, second by Patel, to increase the credit card limit from \$2000 to \$3000 to cover current expenses. After expenses are complete, the credit limit amount is to be reduced back to \$2000. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Set Date, Time, and Location of January 2026 Organizational Meeting: Sheperd made a motion, second by Gamby, to schedule the January 2026 Organizational Meeting for January 12, 2026, at 6:00 PM at the Grand Rapids Branch. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Review and Approval of Temporary Appropriations for 2026: The Board was provided proposed Temporary Appropriations for 2026 by email prior to the meeting. Board Members discussed the amount proposed for book purchases. Sheperd requested a report of how/when books are purchased. Carson made a motion, second by Armitage, to accept the Temporary Appropriations for 2026 with an amendment to 120-411 "Books and Pamphlets", increasing the amount appropriated to \$50,000. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

Approval of Fiscal Officer to Pay Bills Until 2026 Organizational Meeting: Armitage made a motion, second by Sheperd, to allow the Fiscal Officer to pay bills until the 2026 Organizational Meeting. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

DIRECTOR UPDATE

- Director Stevens encouraged Board Members to pay attention to all legislative announcements from OLC that pertain to items of concern to public libraries.
- A Dickens Christmas Tea will take place on December 13th from Noon to 2:00 PM. Space will be limited, and reservations will only be accepted by calling or visiting the Weston Public Library.

- Weston Business Council continues to meet for their Senior Time and the library is seeing an increase in requests for local history information. The Wood County Sheriff will be providing a presentation on Scam Prevention. A Chair Yoga Program has been scheduled as well. ~18-20 attendees are attending.

INTRODUCTION AND QUESTIONS FOR 2026 BOARD CANDIDATES

Patel took over meeting as Vice President since Sheperd is a current Board Member Candidate. Two candidates (Dan Sheperd and Rochelle (Shelly) Myerholtz) submitted applications. Both introduced themselves and Board Members were given an opportunity to ask questions.

EXECUTIVE SESSION

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

Entered into Executive Session at 7:10 PM.

Sheperd excused himself from Executive Session.

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

Returned to Regular Session at 8:06 PM.

Sheperd returned to the meeting, taking over as President.

Archambo made a motion, second by Carson, to raise compensation of public employees, including the Director and Fiscal Officer, by 2.8% beginning in 2026 and to remove the split wage for Schaeffer, making a flat rate of \$14.32, beginning with the next pay period. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfield, aye. Motion carried.

Archambo made a motion, second by Patel, to nominate Dan Sheperd to the Otsego Local School Board for the board seat commencing in 2026 in order to maintain continuity. Roll Call: Archambo, aye; Armitage, aye; Carson, aye; Gamby, aye; Patel, aye; Sheperd, abstain; Sommerfield, no. Motion carried.

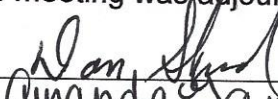
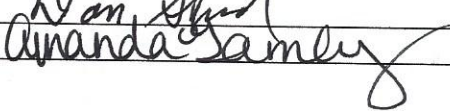
OTHER/GOOD OF THE ORDER

No comments made.

ADJOURNMENT

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

The meeting was adjourned at 8:12 PM.

President Dan Sheperd

Secretary Amanda Gamby