

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

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

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

BOARD ACTION ON MINUTES

Archambo made a motion, second by Patel, to approve the January 26, 2026, Regular Meeting Minutes with no additions or corrections. Roll Call: Archambo, aye; Armitage, abstain; 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, aye; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

FINANCE DISCUSSION

Fiscal Officer, Deb Gross, reported that she will be meeting with PNC Bank to correct a mistake made by the bank regarding the CD renewal interest rate. She will also be meeting with them to address the increase in fees she discussed at the last meeting. She is waiting for the county to certify the new "Capital Projects" and "Special Revenue" accounts. Until this is complete, those funds/accounts are not accessible.

OLD BUSINESS

Strategic Plan: The Board continued discussions related to the proposed Strategic Plan. Director Stevens reported that all libraries received an email, stating that State Library resources look good, and they expect programs, like the Strategic Planning assistance, to continue. "Strategic Planning" to remain on future agendas to continue an ongoing discussion.

3D Printing: Director Stevens reported that the filament required for printing has arrived. She will coordinate equipment set up with Patel.

Program Coordinator Position: Board members have been reviewing the job description for the proposed new Program Coordinator position. Discussion confirmed adequate funds available and possible posting locations/marketing to boost applications. Archambo made a motion, second by Patel, to post the Program Coordinator position for Weston Public Library, at a rate of \$18 per hour, not to exceed 35 hours per week. Roll Call: Archambo, aye; Armitage, aye; Carson, absent; Gamby, aye; Patel, aye; Sheperd, aye; Sommerfeld, aye. Motion carried.

NEW BUSINESS

No New Business this meeting.

DIRECTOR UPDATE

- Director Stevens provided a response from Joyce Nowak regarding Board Members attending School Board Meetings. The presence of a quorum of library board members at the school district meeting is not in violation of the open meetings act as it was not a prearranged meeting of the library board, and no deliberations of library business took place between library board members. The fact that the school district was discussing library appointments does not change that fact.
- The Wood County Board of DD will be completing an accessibility audit for both library locations at no charge. A report will be provided with recommendations for accessibility improvements/enhancements.
- Currently reviewing the existing website and possibilities for updating/hosting the site.
- The Cyber Security and Ransomware Policies are currently being reviewed by Joyce Nowak. Per ORC, the Board will need to review these policies in Executive Session and the documents will not be considered public record. The Board will vote in open session to accept/reject the policies.

OTHER/GOOD OF THE ORDER

Sheperd inquired if Secretary should be provided a laptop for recording of Minutes. Current Secretary did not feel this is necessary. Sheperd also commended the polished look of the branding/marketing materials.

Sommerfeld thanked Director Stevens for installing a draft stopper on the back door of the building as a temporary repair. The door is expected to be replaced as a future Capital Project.

ADJOURNMENT

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

The meeting was adjourned at 6:53 PM.

Dan Sheperd
Amanda Gamby

President Dan Sheperd
Secretary Amanda Gamby